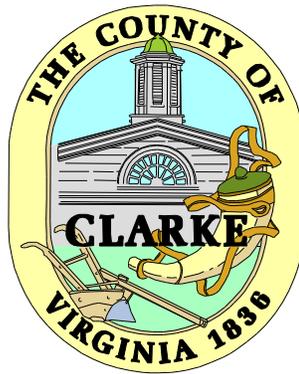


Clarke County Board of Supervisors



Regular Meeting Packet

January 19, 2019



Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

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Evening Session 6:30 pm		
22. Citizen's Comment Period		262
23. PH 16-01: School Carryover Request "Be it resolved that, from unexpended FY 15 appropriations, the FY 16 School Capital Projects Budget be increased \$1,102,936, and the same appropriated, for certain capital projects to include roof replacement, HVAC upgrades, music equipment, vehicle purchase, and renovations to the Berryville Primary School"		263
24. Dorsch Scholarship. Action: Consider adoption - "Be it resolved that FY 16 School Capital Projects Fund budgeted expenditures be increased \$39,585, the same appropriated, and that estimated donation revenue be increased in the same amount,		265

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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Clarke County Board of Supervisors Regular Meeting Agenda

Main Meeting Room Berryville / Clarke County Government Center
101 Chalmers Court, 2nd Floor, Berryville, Virginia

Item	January 19, 2016	Packet Page
<i>all for the purpose of supporting the Clarke County High School Agriculture program."</i>		
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<hr/>		
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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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Clarke County Board of Supervisors

Call to Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT

Clarke County Board of Supervisors

Review of FY2015 Audit by Matthew A. McLearen, Robinson Farmer Cox Associates

December 15, 2015

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, December 15, 2015.

Board Members Present

Barbara Byrd, John Staelin, David Weiss

Board Members Absent

J. Michael Hobert, Bev McKay

Board Members Elect Present

Terri Catlett, Mary L. Costello Daniel

Staff Present

David Ash, Ryan Fincham, Brandon Stidham, Lora B. Walburn

Constitutional Office Staff

Helen Butts; Anthony "Tony" Roper, Don Chambers, Janine Rose, Travis Sumption

Others Present

Sally Voth and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:02 p.m.

2) Adoption of Agenda

Supervisor Staelin moved to adopt the agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Absent
Beverly B. McKay	- Absent
John R. Staelin	- Aye
David S. Weiss	- Aye

- 3) Oath of Office by the Honorable Helen Butts for members of the 2016 thru 2019 Board of Supervisors

Circuit Court Clerk Helen Butts administered the oath of office to Supervisors Barbara J. Byrd, Terri T. Catlett, Mary L.C. Daniel, and David S. Weiss elected to serve on the Clarke County Board of Supervisors from January 1, 2016 through December 31, 2019.

§ 15.2-1522. When and how officers qualify.

Every elected county, city, town and district officer, unless otherwise provided by law, on or before the day on which his term of office begins, shall qualify by taking the oath prescribed by § 49-1 and give the bond, if any, required by law, before the circuit court for the county or city, having jurisdiction in the county, city, town or district for which he is elected or appointed, or before the clerk of the circuit court for such county, city, town or district. However, members of governing bodies and elected school boards may qualify up to and including the day of the initial meeting of the new governing body or elected school board.

Any such oath of town council members, town mayors or members of Boards of Supervisors may be taken before any officer authorized by law to administer oaths. Such oath shall be returned to the clerk of the council of the town, who shall enter the same record on the minute book of the council, or, for members of the Board of Supervisors, returned to the clerk of the circuit court having jurisdiction in the county for which he is elected or appointed, who shall record the same in the order book, on the law side thereof.

Whenever an officer required to give bond is included in a blanket surety bond authorized by § 2.2-1840, such officer shall furnish an extract of the master blanket surety bond on file in the Comptroller's office, reflecting the name or position of the officer and the amount of the coverage, which shall be the equivalent of giving the bond for purposes of qualification.

An appointed officer as used in this article means a person appointed to temporarily fill an elected position. District officer as used in this article means a person elected by

the people other than national and statewide officers and members of the General Assembly.

Code 1950, § 15-475; 1962, c. 623, § 15.1-38; 1972, c. 549; 1979, c. 643; 1993, c. 329; 1996, c. 167; 1997, c. 587; 2000, c. 293.

§ 49-1. Form of general oath required of officers.

Every person before entering upon the discharge of any function as an officer of this Commonwealth shall take and subscribe the following oath: "I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as _____ according to the best of my ability, (so help me God)."

Any person reappointed to any office filled by gubernatorial appointment for a subsequent term to begin immediately upon expiration of an existing term shall not be required to renew the oath set out in this section; however, the original oath taken shall continue in effect with respect to the subsequent term.

Const., § 34; Code 1919, § 269; 1936, p. 49; 1971, Ex. Sess., c. 16; 1980, c. 320; 1988, c. 255.

4) Clarke County Sheriff's Office Accreditation Presentation

Derrick Mays, Program Manager for the statewide accreditation program, and Capitol Police Sergeant Rebecca Herrera, president of the Virginia Law Enforcement Accreditation Coalition, formally presented Sheriff Roper with a re-accreditation certificate from the Virginia Department of Criminal Justice Services.

Mr. Mays and Sergeant Herrera opined during the presentation that the Sheriff's Office was excellent, professional, and Sheriff Roper awesome.

Mr. Mays informed the Board that to meet the re-accreditation requirements the Sheriff's Department had to prove compliance with 190 standards annually for four years. Sergeant Herrera noted that they received a perfect assessment.

Chairman Weiss remarked that it was an honor for the County to have this accreditation opining that he was always impressed and somewhat in awe of police officers in general, particularly in today's world. On behalf of the Board, he thanked Sheriff Roper and his entire staff.

5) Citizens Comment Period

No citizens appeared to address the Board.

6) VDOT

Ed Carter, Assistant Residency Administrator, Charlie Monroe and Morris, Traffic Engineer, appeared before the Board to provide the monthly update.

Add to VDOT's appreciation, 100% supported by the Sheriff over the years.

Maintenance:

- VDOT has completed the primary mowing on Rt. 340 north, Rt. 7 and Business 7;
- Will complete the remaining mowing on Rt. 7 south, Rt. 50 and Rt. 255 this month;
- Performed shoulder work and ditching operations on Rt. 7 east of 606 and will be commencing ditching operations in the White Post area and shoulder repairs on other primaries at various locations throughout the County;
- Removed hazardous trees on routes 604 and 606 and will continue at various other locations throughout the county;
- Conducted brush trimming operations along Rt. 7 east of Rt. 606;
- Conducted grading operations on various non-hard surfaced roads and will continue as weather permits;
- Picked up large trash items along primary routes and also 169 tires that were dumped on Rt. 639 near Rt. 632 on two consecutive days. We are working with the Sheriff's office on this issue;
- Performed pothole repairs along some primaries.

Projects:

- VDOT will begin Allen Rd. Rural Rustic as soon as it receives environmental clearance.

Board issues:

- VDOT met with VSP, Sheriff's office and County officials this morning to address speeding concerns on Rt.7 and traffic issues on other roads in the County.

- Truck restriction study and recommendations for Rt. 255 through Millwood between Rt. 340 and Rt. 50 is due by year end. This will probably result in restricting trucks over a certain length through this corridor.
- Rt. 621 between Rt. 608 and Rt. 613 is being evaluated for a speed study.
- A speed study is being conducted on Rt. 642 in Frederick County through to Rt. 644 in Clarke County. The results are expected after the first of the year. In addition, VDOT will be placing a double yellow arrow placard at the end of Rt. 642 where it intersects with Rt. 644.

Supervisor Byrd

- Mowing: Complimented VDOT on the recent mowing of the major roads.

Supervisor Staelin

- Economic Development Advisory Committee commented on having 53 signs, not including the turn signs for road or road name signs, along the road from the West Virginia line to the Route 7 Bypass. Ed Carter will review but cautioned that some are state statutory requirement signs.

Chairman Weiss

- West Business 7 stretch of highway to Route 340: Vehicle operators pose safety concerns when not realizing it is a right-hand turn. Traffic engineering reviewed to ensure that all signage meets VDOT standards but could review again to see if there is an alternative.

7) Board of Equalization Appointment Recommendation to Clarke County Circuit Court

Clerk of the Circuit Court
102 N. Church Street, 1st Floor
Berryville, VA 22611

Attention: Helen Butts

Re: Board of Supervisors Recommendations for Board of Equalization Appointees

The Board of Supervisors of the County of Clarke, in a meeting assembled the 15th day of December 2015, unanimously voted to recommend the following persons for appointment as members to the Board of Equalization of Real Estate Assessments pursuant to Section 58.1-3370 of the Code of Virginia (1950), as amended:

- | | | |
|---|--|---|
| 1. Joe Blatz
P.O. Box 301
Millwood, VA 22646 | 3. Lindsay Hope
389 Kimble Road
Berryville, VA 22611 | 5. Thomas McFillen
117 Rosemont Circle
Berryville, Virginia 22611 |
| 2. Thomas Dame
P. O. Box 334
Millwood, VA 22646 | 4. Anne McIntosh
P. O. Box 294
Millwood, VA 22646 | |

The Clarke County Board of Supervisors further recommends the term for the members of this Board of Equalization to begin in January 2016 and last for a period of six months. The Board of Equalization should be appointed to hear from property owners who question the determinations made by the County Assessor and/or Commissioner of Revenue.

Please advise me if this request of the Board of Equalization appointments does not meet with your approval or the approval of the Judge. Your attention to this matter is appreciated.

Regards,
David L. Ash
County Administrator

Cc: Donna Peake, Commissioner of Revenue

Following a brief summary by David Ash, **Supervisor Staelin moved approval of the recommendation to the Circuit Court. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Absent
Beverly B. McKay	-	Absent
John R. Staelin	-	Aye
David S. Weiss	-	Aye

8) Establish Organizational Meeting Date and Time

Supervisor Byrd moved to set the Organizational Meeting for January 11, 2016 at 10:00 am. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Absent
Beverly B. McKay	-	Absent
John R. Staelin	-	Aye
David S. Weiss	-	Aye

Supervisor Staelin briefly reviewed the Virginia Association of Counties and Virginia Municipal League’s meeting in Richmond from 10 am to 3 pm on Wednesday, January 6. Meeting topics include state revenue, budget and forecasts.

9) Grants Identification and Application Assistance Service

Overview: eCivis was founded in 2000 to provide counties, cities, towns, institutions of higher education, and non-profit organizations with software to improve their ability to find and manage new sources of grants funding. As of 2016, over 3,000 organizations have used our services for researching new opportunities for federal, state, and foundation funding sources. In addition, tracking and reporting services now assist in the management of over \$2 billion in awarded grants.

Delivered as an on-demand solution available from any web browser, eCivis is an all-inclusive grants management system that provides organizations of any size with the tools and resources necessary to find, win and manage grant funding. Our suite of web-based software applications, along with our unrivaled grant writing services, cover all aspects of the grants process from start to finish.

Over the years, we've done well over 3,000 grant implementations in supporting organizations just like yours follow best practices. eCivis is the most trusted widely used system in the nation. In fact, the largest single source of grant funding for state and local governments. Our cutting edge grant solution, coupled with our dependable customer service, will assist your team through the entire grants process and help increase grant success.

Proposal – eCivis Grants Network eCivis Grant Management Software Overview

Our customers report that they are saving 80 percent of their time researching for new funding sources with eCivis. Grants Network saves time, reduces costs, and eliminates frustration by automatically performing and centralizing many of the administrative functions currently done by hand, on paper, and through multiple systems. Tracking and reporting services reduce the time necessary to manage awarded grants and to prepare for compliance audits. With a single entry point for instant performance visibility, you are able to track your project activities at every stage of the grants management lifecycle.

Our professional grant writing services brings over 40 years of experience working with customers for grant writing, training and coaching, peer review, and custom research for projects. Including a staff of experts in most areas of federal, state, and foundation grants, our team of grant professionals have assisted communities and institutions to achieve great results in pursuing new grant opportunities.

Search, find and manage thousands of grants; eliminate errors with integrated systems; and track your projects through every milestone in the grants process. You will experience ease-of-use and efficiency by eliminating paperwork and providing better transparency from top to bottom. Increase your usable funding, reduce dollars returned, and lower your audit expenses by having access to each grant and all associated documents at every stage in the grants management lifecycle.

There are four components to eCivis Grants Management Software:

- 1. Research*
- 2. Insight (not included but available)*
- 3. Tracking & Reporting*

4. Grant Writing Services (not included but available)

David Ash briefed the Board on the proposal to provide grant identification and application assistance services noting that e-CIVIS has an 84% approval rate for grants written and a customer retention rate of 94%. He assured the Board that the proposal had been reviewed with Alison Teetor, Frank Davis, Mike Legge and Brenda Bennett.

Following brief discussion, the Board concurred that this would be money well spent, **Supervisors Staelin moved to accept the \$4,000 to \$4,800 price for one year. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

Chairman Weiss thanked David Ash for finding this service. The Board suggested agencies and departments that could benefit from this service including:

- The Barns of Rose Hill
- Conservation Easement
- Humane Foundation
- Library
- Parks and Recreation
- Public Safety
- Public Schools
- Towns of Boyce and Berryville
- Water and Sewer

10) Approval of Minutes

Supervisor Byrd requested that Book 22 Page 317 be amended to include her comments at the November 17, 2015 meeting.

A. Shenandoah Farms Sanitary District Update

11-05-2015 Summary: Board members were updated on the action creating the district and ongoing discussions with Warren County and Shenandoah Farms residents from Clarke County.

11-17-2015 Action: The Board heard issues raised by residents during the Citizen Comment Period.

David Ash provided the Supervisors with a draft outline of required action for establishment of the Shenandoah Farms Sanitary District.

Chairman Weiss assured Board members that the County was working closely with County attorney Robert Mitchell. He further stated that the Board was taking no affirmative action on physically touching the area.

Supervisor Byrd commented, “If it is true, if Suni Perka looks at it and finds that these signatures were not in accordance with good rules, not honestly written, does this negate something? Does this start a backwards . . .?”

Supervisor Hobert responded that the Board would be getting an opinion from Mr. Mitchell on this matter and he presumed the matter of signatures would be addressed as well.

Supervisor Byrd continued, “As far as the judge’s decision on this, would this do something to the judge’s decision?”

Supervisor Hobert responded, “it is conceivable that some action could be brought to address it either by people who were adversely affected or the County itself. It might be in the nature of a new action but I think we are past the point of a request for a reconsideration or an appeal.

Supervisor Byrd asked, “And, we have 30 days?”

Supervisor Hobert responded, “Well, we weren’t really a party; so, I really can’t speak to the issue of whether we could bring a new, independent action based upon these allegations. But, that is something Mr. Mitchell will be able to address.”

Vice Chairman McKay opined that he believed it unfair to spend what could be a great deal of tax payer money from the whole county to benefit a few and it might be quite costly to determine who actually owns some of the roads.

Supervisor Byrd commented that she wanted to wait for a ruling from Mr. Mitchell and that staff should not spend any more time until it was known whether this was a legal thing or not.

Chairman Weiss and Vice Chairman McKay assured Supervisor Byrd that the Board was waiting for legal advice.

Supervisor Byrd’s request initiated a discussion of the Shenandoah Farms Sanitary District matter:

Chairman Weiss commented that he had been in contact with Mr. Mitchell regarding the timing of the petition signatures; and at this time, it appears that the proceedings were appropriate. It is believed that the Board is under obligation to proceed but with caution.

Supervisor Byrd opined that it did not seem proper to have signatures on the petition from persons not living in the area and some petition signatures with misspelled names. David Ash, who attended the hearing, noted that the judge allowed for this issue and still found that there was the requisite number of signatures.

Supervisor Staelin added that the “day was past” to challenge the judge’s decision and it was time to move forward.

David Ash told the Board that he was attempting to set expectations low for physical activity such as snow removal, pothole repair, or road improvements until at least after the start of the next fiscal year. He assured that he continued to seek guidance from Bob Childress, Warren County Assistant County Administrator.

David Weiss concluded that the Supervisors must determine with whom they must deal, create a board of Clarke citizens, and work in conjunction with the existing Property Owners of Shenandoah Farms board.

Supervisor Byrd moved to approve the minutes for November 17, 2015 Regular Meeting as amended. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Aye
David S. Weiss	-	Aye

11) Consent Agenda

2015-11R Resolution of Recognition and Appreciation of J. Michael Hobert

**Resolution of Appreciation for Service to J. Michael Hobert
Berryville District Supervisor 1999 to 2015
2015-11R**

WHEREAS, J. Michael Hobert was first appointed to the Clarke County Board of Supervisors as the Berryville District Supervisor on January 8, 1999; and,

Board of Supervisors Meeting Minutes For December 15, 2015 – Regular Meeting

WHEREAS, on November 2, 1999, he won his first election and was successfully reelected over the next three election cycles; and,

WHEREAS, he served as Vice Chair from May 13, 2003 through December 31, 2009 and Chaired the Board of Supervisors from January 1, 2010 through January 12, 2015; and,

WHEREAS, during his tenure, he actively served on the Berryville Area Development Authority Comprehensive Plan Committee, Board of Supervisors Finance Committee, Board of Supervisors Personnel Committee, Capital Campaign Committee, Shenandoah Area Agency on Aging, Inc., Clarke County Industrial Development Authority, Clarke County Library Advisory Board, Clarke County School Board, Conservation Easement Authority, Economic Development Advisory Committee, Emergency Services, Green Advisory Committee, Joint Administrative Services Board, Joint Administrative Services Board, Joint Budget Review Committee, Joint Committee on School Construction, Joint Revenue Review Committee, Legislative Liaison and High Growth Coalition, NSVRC Disability Services Board, Parks & Recreation Advisory Board, Technology Committee, and Towns and Villages: Berryville.

NOW THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors recognizes and congratulates J. Michael Hobert for service to his constituents and all the citizens of Clarke County and that his dedication and loyalty to the County be hereby memorialized as a token of the respect and high esteem in which he is held.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled on the 15th day of December 2015.

Attest:

David S. Weiss, Chairman

2015-12R Resolution of Recognition and Appreciation of John R. Staelin

**Resolution of Recognition and Appreciation of John R. Staelin
Millwood Pine Grove District Supervisor
1998 to 2015
2015-12R**

WHEREAS, John R. Staelin was first appointed to the Clarke County Board of Supervisors as the Millwood District Supervisor on May 26, 1998; and,

WHEREAS, he won the seat by special election on November 3, 1998, and was successfully reelected over the next four election cycles; and,

WHEREAS, he served as Chair from January 2, 2002 through December 31, 2009; and,

WHEREAS, during his tenure, he actively served on the Berryville/Clarke County Joint Committee for Economic Development and Tourism, Board of Septic & Well Appeals, Board of Supervisors Finance Committee, Board of Supervisors Personnel Committee, Clarke County Industrial Development Authority, Clarke County Litter Committee, Clarke County Planning Commission, Clarke County Sanitary Authority, Economic Development Advisory Committee, Emergency Services, Housing Rehabilitation Board, Joint Administrative Services Board, Joint Committee On School Construction, Joint Revenue Review Committee, Joint School Board / Board of Supervisors Committee on School Construction, Legislative Liaison and High Growth Coalition, Northern Shenandoah Valley Regional Commission, NSVRC Planning Commission Water Policy Board, Technology Committee, Towns and Villages: Boyce, Millwood, Pine Grove, and Water Resources Policy Committee.

NOW THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors recognizes and congratulates John R. Staelin for service to his constituents and all the citizens of Clarke County and that his dedication and loyalty to the County be hereby memorialized as a token of the respect and high esteem in which he is held.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled on the 15th day of December 2015.

Attest:

David S. Weiss, Chairman

2015-13R Resolution of Recognition and Appreciation of Bernard "Bud" C. Nagelvoort

**Resolution of Recognition and Appreciation of
Bernard "Bud" C. Nagelvoort
Director Lord Fairfax Soil and Water Conservation District 2002 to 2015
2015-13R**

WHEREAS, Bernard "Bud" C. Nagelvoort was first elected to serve as on the Lord Fairfax Soil and Water Conservation District Board of Directors in November 2001 taking office January 1, 2002 and successfully running for reelection until his decision to retire from elected office at the end of his current term, which expires December 31, 2005; and,

WHEREAS, during his tenure on the Board of Directors for the Lord Fairfax Soil & Water Conservation District he has served as Vice-Chair, Chair, Treasurer, and Chair of the Finance, Legislative and Conservation/Technical Committees; and,

Board of Supervisors Meeting Minutes For December 15, 2015 – Regular Meeting

WHEREAS, during his tenure, he has actively championed environmental initiatives, served on various committees in his capacity as Director and participated in water study groups.

NOW THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors recognizes and congratulates Bud Nagelvoort for his service to the citizens of Clarke County and that his dedication and loyalty to the County be hereby memorialized as a token of the respect and high esteem in which he is held.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled on the 15th day of December 2015.

Attest:

David S. Weiss, Chairman

2015-02P Proclamation In Memory Of Gregory "Greg" Lloyd

**PROCLAMATION
IN MEMORY OF
Gregory "Greg" Lloyd
January 20, 1951 to November 13, 2014**

WHEREAS, Gregory "Greg" Lloyd was employed by the Virginia Department of Health Lord Fairfax Health District serving the County of Clarke, Virginia for over twenty years;

WHEREAS, during his tenure, Greg Lloyd faithfully served in the capacity of Environmental Health Specialist;

WHEREAS, while an employee in good standing, Greg Lloyd lost his battle with pancreatic cancer on Thursday, November 13, 2014.

NOW, THEREFORE BE IT RESOLVED, the Clarke County Board of Supervisors does hereby issue this proclamation in remembrance of his excellent character and pleasant demeanor, his loyal service to the employees and citizens of the County and extends its condolences to the family of Gregory Lloyd.

IN WITNESS THEREOF, I have set my hand and caused the seal of the County of Clarke, Virginia to be affixed this 15th day of December 2015.

Attest:

David S. Weiss, Chair

Board of Supervisors Meeting Minutes For December 15, 2015 – Regular Meeting

Letter of Appreciation The 150th Committee Members**The 150th Committee January 18, 2011 through December 31, 2015**

<i>Name</i>	<i>First Name</i>	<i>Address 1</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Al-Khalili	Adeela	191 Pleasant Lane	Berryville	VA	22611
Davis	Dorothy	Josephine School Community Museum; 303 Josephine St, PO Box 423	Berryville	VA	22611
Kalbian	Maral	2026 Old Chapel Road	Boyce	VA	22620
Lee	Jennifer	Clarke County Historic Museum; PO Box 306; 32 East Main Street	Berryville	VA	22611
McKay	Beverly	P.O. Box 1; 701 Red Gate Road	Millwood	VA	22646
Means	Howard	P.O. Box 7	Millwood	VA	22646
Morris	Mary	Clarke County Historic Museum; PO Box 306; 32 East Main Street	Berryville	VA	22611
Stieg, Jr.	Robert	P.O. Box 32	Millwood	VA	22646

Dear

I am writing on behalf of the Clarke County Board of Supervisors to express our sincere appreciation for your years of service on The 150th Committee. Due to your efforts, Clarke played an integral role in the regional commemoration; and we were especially pleased that the bell in the 104 North Church Street Courthouse contributed to the truly inspiring bell-ringing event held on April 9, 2015.

Thank you for your leadership, inspiration, participation and dedication to Clarke County.

Sincerely,
David S. Weiss, Chair

Conservation Easement Item: Deed of Amendment – Susan Molden

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Conservation Easement Authority, Alison Teetor

DATE: December 9, 2015

SUBJECT: Item for Consent Agenda

The Clarke County Easement Authority has approved the following actions. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions, subject to the property owners and lenders signing the Deed prior to the Chair.

Deed of Amendment – Susan Molden

Ms. Molden has requested approval to construct an indoor riding arena on her property, located at 1 Morning Star Lane, Tax Map# 20-((2))-6. An easement was recorded for the property in 2005. Terms of the easement require that the Authority approve the construction of any farm building or structure exceeding 4,500 square feet. The proposed arena is anticipated to be 180' x 80' or 14,400 square feet. The Authority conducted a site visit on October 7th to review the location. Ms. Molden was present for the site visit and stated that the arena would be constructed using similar materials and colors as the existing barn and would be no higher in elevation than the existing barn. Members approved the construction of the arena on condition that

- 1) the deed is amended to include a paragraph regarding the industrial or commercial activities; and
- 2) that the applicant provide written documentation regarding the type of materials, size, and the fact that the height of the arena will be the same or lower than the existing barn.

A letter was sent to Ms. Molden outlining the approval with the aforementioned conditions. Upon receipt Ms. Molden called and stated that the excavator indicated the arena would likely be 18" taller than the existing barn. She is requesting that the Authority approve the additional height. After discussion on motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority approved the request to increase the height of the arena to a maximum of 18" above the existing barn with the following additional conditions:

- 1) The deed of amendment is recorded prior to initiating construction;
- 2) A signed letter from you which includes:
 - a. elevation drawings of the arena in relation to the barn – these can be 3-D renderings, they don't have to be construction drawings, but should show an accurate depiction of the barn and arena with regards to color, windows, roofing, etc.
 - b. A statement indicating that you agree to the conditions required by the Authority
- 3) A certification letter from a surveyor showing the height of the arena and barn after the completion of the arena to be provided to the Authority within 30 days of the arena's completion.

Supervisor Byrd moved to approve the items on the Consent Agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Absent
Beverly B. McKay	-	Absent
John R. Staelin	-	Abstain
David S. Weiss	-	Aye

Chairman Weiss presented Supervisor Staelin Resolution 2015-12R honoring his service to the County.

On behalf of the family of Greg Lloyd, Ryan Fincham, former co-worker and friend, accepted 2015-02P presented by Chairman Weiss.

12) Board of Supervisors Finance Items

1. School Carryover Request

The School Board requests appropriation of the currently designated fund balance for School Operating Carryover for purposes outlined in the attached document. The action for consideration is to set public hearing on the appropriation of these funds.

Tom Judge reviewed the School Board request.

Chairman Weiss expressed appreciation for the placement of the majority of the carryover for use in Primary renovation project.

Following review, **Supervisor Byrd moved to set public hearing for January 19, 2016 at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

The motion carried by the following vote:

Barbara J. Byrd	-	Aye
J. Michael Hobert	-	Absent
Beverly B. McKay	-	Absent
John R. Staelin	-	Aye
David S. Weiss	-	Aye

School Carryover Request				
Carryover from FY15 to FY16				
Account Number	Current Balance 11/9/15	Re-allocation Amount	New Balance	Notes
30200250/Roofing	\$152,600	\$250,000	\$402,600	Several roofing projects over the next 4 years. Anticipated expense of \$250,000 in Summer 2016 for JWMS. Projected expense the following year is more than \$500,000 to replace the Cooley Upper roof.
30200200/HVAC	\$24,324	\$300,000	\$324,324	(1) Replace water source heat pump for cafeteria at Boyce. Repair impossible due to age of equipment. (2) Replace two boilers at JWMS. Boilers are nearly 40 years old with significant repair costs over the past 5 years. (3) Replace cooling tower at Lower Campus. Not done as part of recent renovation. Inactivity for a number of years has caused issues.
30200040/Band-Music	\$14,509	\$35,000	\$49,509	Purchase acoustical shells/repair and purchase equipment
30200080/Vehicle	\$9,990	\$15,000	\$24,990	Purchase a second van for transportation
30200230/Primary School	\$1,438	\$502,936	\$504,374	With the anticipated renovation of the former BPS, it is recommended that funds be set aside to offset any future costs associated with the project.
		\$1,102,936		

2. Acceptance of Bills and Claims

Supervisor Staelin moved to accept the November Bills and Claims. The motion carried by the following vote:

- Barbara J. Byrd - Aye
- J. Michael Hobert - Aye
- Beverly B. McKay - Aye
- John R. Staelin - Aye
- David S. Weiss - Aye

3. Standing Reports

Expenditure Summary

13) Joint Administrative Services Update

Highlights of Tom Judge's review include:

- Met on November 23
 - o ERP implementation continues to move forward

- Payroll:
 - November payroll did have some minor issues. Still working to identify the reasons for the problems.
 - Working this morning on resolving issues.
 - December payroll will be checked against known issues.
 - Tyler will provide additional support.
- General Billing, Accounts Receivable, Business License, Animal License, Permits and Code Enforcement
 - First four should be implemented by the end of February.
 - Treasurer and her staff have been very cooperative to get implemented. Coming in after hours for data entry to ensure it is set up right.
 - Commissioner of the Revenue's office has been very cooperative on business licenses.
 - Current system requires annual re-entry of all animal and business licenses.
 - Permits and code enforcement requires a great deal of complicated set up. Building and Planning are cooperating in structuring the set up.
 - Tom Judge opined that ultimately the inspection module would work but the County will have to keep focused on implementation to make sure its right.
- Utility billing starts in early January.
- Taxation starts mid spring.
- Treasurer and the Finance Department will share the same system for the first time - relief from the double duty will be beneficial for everyone.
- Hope lives on despite the many problems that have continued to have to work through.
- Social Services:
 - JAS has processed its payroll for a long time.
 - JAS has started processing its accounts payable.
 - Working to create an export between the state and local system.
 - Tom Judge is determined to work with Social Services until it is satisfied with the new system.
- Part-time Staffing:
 - Tom Judge is still considering using part-time staff for data entry.

- Due to the time involved to familiarize and train part-time staff, Sally Sheckels, Joint Administrative Services Payroll and Benefits Coordinator, decided against using part-time personnel.
- Building Department – Staffing & System Set Up
 - Building Department may require assistance.
 - Inputting codes is not difficult. Tom Judge is inputting codes and he and Gordon Russell could get the system set up for the Building Department.
 - Need Building Department to tell him what it wants.
 - Uncertain whether the County will have to spend money on additional personnel for it should not be too time consuming.
- Planning Department – Staffing and System Set Up
 - Brandon Stidham stated that his department so specialized it does not help to bring in part-time personnel.
 - Selected Alison Teetor to staff the office during system set up.
 - The actual building of the system will involve his time; and given his workload over the next few months, he is not certain that he will be able to keep to the schedule for the go live date.
 - Must input historical data and new permit application. Must also build the system from the ground up with fees, applications, screens, reviews, and then ensure that all are connected properly and working properly, which is the most time consuming piece requiring his attention.

Chairman Weiss cautioned Tom Judge and Gordon Russell not to take on too much placing stress on themselves individually and on the system.

Tom Judge remarked that he would ask for help if needed. He opined that he always knew that the project would require everyone to stretch and he hoped all would continue to stretch. He noted that the County was three quarters of the way through the project. He opined that it would start to alleviate soon but noted that the County was still dealing, to some extent, with certain first phase and second phase issues and was now on to implementation of the third phase. He stated that there were still issues to solve from the past; but at some point, everything would start to settle down.

14) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- Chet Hobert Park lighting project:

- Anderson and Associates is working with him on field design and Brandon Stidham on changes to the zoning ordinance.
- Spoke with David Juday and looking toward a January meeting with the engineer and the proposed contributors to nail down the nature, type and extent of contributions so they can be written into the contract documents as being the most cost effective way.
- Ordinance is drafted and will go to the Planning Commission in January to set public hearing.
- Confirmed that David Juday is the appropriate persons with whom to deal for this project.
- Convenience Center:
 - Working with VDOT on entrance and standards.
 - Should have answers by budget season.
 - Planning Commission:
 - Need to prepare a site plan once the traffic layout is complete.
 - Need a revised site plan to present for special use permit.
 - Entrance is on Quarry Road.
- BCCGC:
 - No update at this time. Will schedule Bob Mitchell to update the Board on all projects in January or February.
- Sheriff's Office
 - Some paving is still needed otherwise the project is complete.

15) Miscellaneous Items

Jack Enders Boulevard Section Improvement

Chairman Weiss informed the Board that he had received a written response from Mayor Wilson Kirby [below]. He asked that the Board review the matter at its next meeting.

December, 8 2015

Mr. David Weiss, Chairman
Clarke County Board of Supervisors

101 Chalmers Court
Berryville, VA 22611

Dear David:

We are in receipt of your letter dated 16 November regarding Jack Enders Blvd. The letter in question proposes that the County of Clarke provide a lump sum payment to the Town of Berryville, thus providing the Town with funds improve a section of Jack Enders Blvd. so that it can be accepted into the Secondary Street System.

As you know, Jack Enders Blvd. is designated as a collector street in the Berryville Area Plan (a component of both the Town and County Comprehensive Plans). Completion of this street section from Main Street to Buckmarsh Street is of great importance to this community.

In short, the Town's position regarding Jack Enders Blvd. can be summarized as follows:

- the street must eventually connect to Buckmarsh Street,
- the temporary terminus of the street on the east side of the N&S tracks must be constructed in a manner that accommodates the street's extension west across the N&S tracks (at grade),
- as the developer of the street, the County is responsible for the full cost of completing the street so that it may be accepted in to the Secondary Street System, and
- the work necessary to gain acceptance into the Secondary Street System should be completed as soon as possible.

We suspect that the County's position in this matter mirrors the Town's.

This matter will be placed on the agenda for the next Streets and Utilities Committee meeting. The Committee's deliberations on the matter will begin with an opportunity for the County to address their plans and concerns regarding the completion of Jack Enders Blvd.

We look forward to discussing this matter with you.

Sincerely
Wilson Kirby Mayor

16) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Forward Board of Equalization recommendations to the Circuit Court.	Lora B. Walburn
2.	Coordinate meeting room schedule, public announcement and publication on the website for the	Lora B. Walburn Susanne Vaughan

Board of Supervisors Meeting Minutes For December 15, 2015 – Regular Meeting

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
	January 11 organizational meeting.	
3.	Execute and forward eCIVIS agreement.	David Ash
4.	Process approved minutes as amended.	Lora B. Walburn
5.	Process letters of appreciation for the 150 th .	Lora B. Walburn
6.	Execute letters of appreciation.	David Weiss
7.	Develop and process public hearing notice for January 19 meeting.	Lora B. Walburn
8.	Add discussion of Jack Enders Boulevard improvement to the next work session.	David Ash

17) Board Member Committee Status Reports

Chairman David Weiss

- Fire and EMS Commission:
 - o Working through performance metric to implement strategic plan.
 - o Communications system works well for CCSO but not as well for volunteer companies; need to get systems in better sync.

Supervisor Barbara Byrd

- Social Services: Meeting went well.
- Regional Jail: At the last meeting, adopted a \$2mm security system and are seeking to borrow funds.
- Juvenile Jail: Meets Thursday.
- Humane Foundation: Money is coming in following a solicitation of funds sent out by George Ohrstrom, II.
- Library: Discussing space issues.
- Drug Task Force:
 - o Attorney General Mark Herring produced a 45-minute long documentary on the drug problem in Virginia and the country. The cities of Richmond, Newport News and Winchester are featured.
 - o Working with the appropriate parties to see if it can be shown in the schools.

Supervisor John Staelin

Board of Supervisors Meeting Minutes For December 15, 2015 – Regular Meeting

- CCSA:
 - o Met this morning.
 - o Old tower coming down now.
 - o The three towers are now better interrelated - all the same height and load.
- Planning Commission: Working on several text amendments. Will bring to the Supervisors as a group starting in February.
- Economic Development Advisory Committee:
 - o Discussing the number of road signs.
 - o Considering locations for placement of additional Welcome to Clarke County signs.
 - o At present, higher priority goes to visitor center signs.

18) Closed Session

No Closed Session was conducted.

19) Adjournment

At 2:35 pm, being no further business, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 19, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: December 15, 2015

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by: Lora B. Walburn, Deputy Clerk, Board of Supervisors

January 11, 2016

Clarke County Board Of Supervisors
Organizational Meeting and Work Session
Meeting Room AB

10:00 a.m.

At the Organizational Meeting and Work Session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Monday, January 11, 2016.

Board Members Present

Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; David S. Weiss

Board Members Absent

Bev B. McKay

Staff Present

David Ash; Barbara Bosserman; Brandon Stidham; Travis Sumption; Lora B. Walburn

Others Present

None

Call to Order

David Ash called the organizational meeting to order at 10:06 a.m.

Adoption of Agenda

Supervisor Byrd requested the addition of Transit discussion.

David Ash called for approval of the agenda as modified. The motion carried by the following vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent

David S. Weiss - Aye

A. Organizational Matters

Election of Chair

David Ash solicited nominations for Clarke County Board of Supervisors 2016 Chair.

Supervisor Byrd moved to nominate and elect David S. Weiss to serve as 2016 Chair.

David Ash called to close nominations for 2016 Chair.

Supervisor Daniel moved to close nominations for Chair. The motion was approved by the follow vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

David Ash called for vote on the motion to nominate and elect David S. Weiss to serve as 2016 Chair. **The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

David Ash turned the meeting over to Chairman David Weiss.

Chairman Weiss then expressed his appreciation to his fellow Supervisors for selecting and allowing him to continue to serve as Board Chair.

Election of Vice Chair

Chairman Weiss called for nominations for Vice Chair.

Supervisor Daniel moved to nominate and elect Supervisor McKay to serve as 2016 Vice Chair.

Chairman Weiss called to close and confirm the nomination of Beverly B. McKay as 2016 Vice Chair.

Supervisor Byrd moved to close the nominations for Vice Chair. The motion was approved by the follow vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

Chairman Weiss called for vote on the motion to nominate and elect Supervisor McKay to serve as 2016 Vice Chair. **The motion was approved by the follow vote:**

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

Set Date, Time and Place for Regular Monthly Meeting

David Ash advised that the October and November Committee meeting dates were non-standard for Columbus Day holiday and the annual VACo conference respectively.

Chairman Weiss informed the Board that meeting dates could be changed throughout the year to accommodate scheduling conflicts.

Supervisor Catlett noted a correction from Tuesday to Monday for the September 12, 2016 Committee Meeting.

Supervisor Catlett moved to adopt the schedule as corrected. The motion was approved by the follow vote:

Barbara J. Byrd	- Aye
Terri T. Catlett	- Aye
Mary L.C. Daniel	- Aye
Beverly B. McKay	- Absent
David S. Weiss	- Aye

2016 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	January 11	9:30 am	
Regular Meeting	Tuesday	January 19	1 pm	
Committee Meetings	Monday	February 8	9:30 am	
Regular Meeting	Tuesday	February 16	1 pm	
Committee Meetings	Monday	March 7	9:30 am	
Regular Meeting	Tuesday	March 15	1 pm	
Committee Meetings	Monday	April 11	9:30 am	
Regular Meeting	Tuesday	April 19	1 pm	
Committee Meetings	Monday	May 9	9:30 am	
Regular Meeting	Tuesday	May 17	1 pm	
Committee Meetings	Monday	June 13	9:30 am	
Regular Meeting	Tuesday	June 21	1 pm	
Committee Meetings	Monday	July 11	9:30 am	
Regular Meeting	Tuesday	July 19	1 pm	
Committee Meetings	Monday	August 8	9:30 am	
Regular Meeting	Tuesday	August 16	1 pm	
Committee Meetings	Monday	September 12	9:30 am	
Regular Meeting	Tuesday	September 20	1 pm	
<i>Committee Meetings</i>	<i>Tuesday*</i>	<i>October 11</i>	<i>9:30 am</i>	<i>Holiday Monday Oct 10</i>
Regular Meeting	Tuesday	October 18	1 pm	
<i>Committee Meetings</i>	<i>Thursday*</i>	<i>November 3</i>	<i>9:30 am</i>	<i>VACo Conference</i>
Regular Meeting	Tuesday	November 15	1 pm	
Committee Meetings	Monday	December 12	9:30 am	
Regular Meeting	Tuesday	December 20	1 pm	

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

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

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

Approved 01/11/2016

Rules of Procedure

Chairman Weiss suggested that members ask questions about procedure as they arise.

David Ash added that the Rules of Procedure could be amended as needed at any time throughout the year.

Supervisor Byrd moved to adopt the Rules of Procedure Revision 11 as presented. The motion was approved by the following vote:

Barbara J. Byrd - Aye
 Terri T. Catlett - Aye
 Mary L.C. Daniel - Aye
 Beverly B. McKay - Absent
 David S. Weiss - Aye

Review Chair Appointments

Chairman Weiss reviewed his proposed appointments for 2016. He informed the Board that for continuity former Millwood / Pine Grove Supervisor John Staelin had agreed to provide support in a non-voting advisory capacity to the FY2017 Budget Finance Committee.

Supervisor Byrd suggested that members contact the alternate, where applicable, if they are unable to attend a meeting.

Supervisor Byrd moved to approve the 2016 Chair Appointments. The motion was approved by the following vote:

Barbara J. Byrd - Aye
 Terri T. Catlett - Aye
 Mary L.C. Daniel - Aye
 Beverly B. McKay - Absent
 David S. Weiss - Aye

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
Northwestern Regional Jail Authority	David L.	Ash	BoS - Appointed Member	1/11/2016	12/31/2016
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David L.	Ash	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	David L.	Ash	BoS - Alternate	1/11/2016	12/31/2016
Joint Administrative Services Board	David L.	Ash	County Administrator		
BCCGC Joint Building Committee	David	Ash	County Administrator		
Northwestern Regional Juvenile Detention Center Commission	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Litter Committee	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
Northwestern Regional Jail Authority	Barbara J.	Byrd	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Board of Social Services	Barbara J.	Byrd	BoS - Appointed Member	1/11/2016	12/31/2016
Towns and Villages: Berryville	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Conservation Easement Authority	Barbara J.	Byrd	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County Planning Commission	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Humane Foundation	Barbara J.	Byrd	BoS - Liaison	1/11/2016	12/31/2016
Clarke County School Board	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Barbara J.	Byrd	BoS - Alternate	1/11/2016	12/31/2016
Clarke County School Board	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Terri T.	Catlett	BoS - Appointed Member	1/11/2016	12/31/2016
Parks & Recreation Advisory Board	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Millwood	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Boyce	Terri T.	Catlett	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	Terri T.	Catlett	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Planning Commission	Mary L.C.	Daniel	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Septic & Well Appeals	Mary L.C.	Daniel	BoS - Alternate	1/11/2016	12/31/2016
Northern Shenandoah Valley Regional Commission	Mary L.C.	Daniel	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Library Advisory Council	Mary L.C.	Daniel	BoS - Liaison	1/11/2016	12/31/2016
Legislative Liaison and High Growth Coalition	Mary L.C.	Daniel	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Berryville	Mary L.C.	Daniel	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Building and Grounds	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
Joint Administrative Services Board	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
BCCGC Joint Building Committee	Beverly B.	McKay	BoS - Appointment Member	1/11/2016	12/31/2016
Agricultural & Forestal District Advisory Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors	Beverly B.	McKay	Vice Chair	1/11/2016	12/31/2016
Towns and Villages: White Post	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Housing and Community Services Board	Beverly B.	McKay	BoS - Appointed	1/11/2016	12/31/2016

Board of Supervisors Meeting Minutes For January 11, 2016 – Organizational Meeting and Work Session

Committee/Board	First Name	Name	Position	CY Appt Date	CY Exp Date
			Member		
Northern Shenandoah Valley Regional Commission	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	Beverly B.	McKay	BoS - Alternate	1/11/2016	12/31/2016
Career and Technical Education Advisory Committee	Beverly B.	McKay	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Septic & Well Appeals	Beverly B.	McKay	BoS - Appointed Member Vice Chair	1/11/2016	12/31/2016
Clarke County Sanitary Authority	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Boyce	Beverly B.	McKay	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	David S.	Weiss	BoS - Liaison	1/11/2016	12/31/2016
Building and Grounds	David S.	Weiss	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Fire & EMS Commission	David S.	Weiss	BoS - Representative	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Berryville/Clarke County Joint Committee for Economic Development and Tourism	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County Industrial Development Authority	David S.	Weiss	BoS - Liaison	1/11/2016	12/31/2016
Economic Development Advisory Committee	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors	David S.	Weiss	Chair	1/11/2016	12/31/2016
Emergency Services	David S.	Weiss	BoS - Chair	1/11/2016	12/31/2016
Joint Administrative Services Board	David S.	Weiss	BoS - Appointed Member	1/11/2016	12/31/2016

Miscellaneous Information

Chairman Weiss informed the Board of a bill on the composite index sponsored by Delegate Minchew. He advised the Board that he would communicate to Delegate Minchew the Board's willingness to support the proposed bill.

For improved security and best records management practice, David Ash urged supervisors to use clarkecounty.gov email addresses.

Chairman Weiss asked staff to add discussion of the Board's FY2016 Priorities and Positions to the January 19, 2016 Regular Meeting Agenda.

Virginia Regional Transit

Supervisor Byrd relayed to the Board a recent complaint from a resident at Mary Hardesty House about the Virginia Regional Transit service. Following discussion, the Board asked staff to request from Virginia Regional Transit:

- Monthly/annual reports
- Current transport schedule
- Current fare / rate schedule

Adjournment

There being no further business to be brought before the Board at 10:37 pm Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 19, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: January 11, 2016

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn, Deputy Clerk, Board of Supervisors



County of Clarke
David Ash, County Administrator

To: Clarke County Board of Supervisors

Date: January 19, 2016

Special Event Permit Application Large [1,500] Multi-year: Pasture
Palooza Music and Arts Festival

339 Minniewood Lane, Berryville

July 14 – 16, 2016 and years 2017 and 2018

Applicant / Event Director: The Lot Presents, LLC / Trevor Creany

History:

Small Event: July 2011 [450]; County Administrator approved

Medium Event: July 2012 [700]; Public Hearing PH12-05 May 15,
2012 Board of Supervisors Approved.

Medium Event: July 2013, 2014, 2015 [999]; Board of Supervisors
Approved March 19, 2013

As requested by the Board, notice of event and
insurance endorsement provided annually to
County Administration.

Staff Recommendation:

01/19/2015: Set public hearing for Tuesday, February 16, 2016 at
6:30 pm



County of Clarke
Special Event Permit Application
Code of Clarke County Chapter 57

Pasture Palooza Music and Arts Festival

Name of Event

339 Minniewood Lane, Berryville, VA 22611

Location of Event

The Lot Presents, LLC (Trevor Creany)

Applicant Name and Organization if applicable [Please Print]

939 Salem Church Rd, Boyce, VA 22620

Applicant/Organization Address [Please Print]

540-336-4596

Telephone No.

N/A

Fax No.

trevor@thelotpresents.com

Email Address

Date[s]: July 14-16, 2016

Event No.: 1

If submitting application for multiple events, please number [1, 2, 3, etc.]

Estimate the number of Attendees (Maximum expected) 1500

Total expected over entire timeframe, not the maximum at any one time. When calculating the number of persons attending an event, Code 57-2: Persons Attending an Event – The number of participants and spectators that is the cumulative total number of people entering the site of a Special Event on an Event Day. For Events with multiple consecutive Event Days, the Day with the greatest number of persons attending shall be used to determine whether an Event is Small, Medium, or Large.

Special Event Type and Permit Fees

Yes No Multiple Events: Note: Multiple Event applications for special event permits may be submitted together for a single parcel of property.

Yes No Multiple Year [3-Year Limit – Current Year plus two]: Note: No application for a special event may be filed more than one year before an event is to be held or before the first Event Day for applications for multiple special event permits, except for an application for a special event that is substantially the same as a special event that has been previously approved and conducted.

For Multiple Years

1. For a previously approved multi-year event, any change in the size, scope, date, location or change in ownership of property or management of the event constitutes cause for review. There is a \$100 Fee for review.
2. Applicants approved for more than a single event shall be required to sign an agreement prepared by the County attorney agreeing to the conditions set forth and further agreeing to provide the County Administrator with written notice, not less than 30 days in advance of each subsequent event that contains the names and current contact numbers of all:
 - Event management personnel,
 - Vendors,
 - Caterers,
 - Public safety providers, and/or
 - Contracted services

Yes No Has this/these event[s] been previously approved by the Board of Supervisors?

Type	Event	No. Events In Application	Fee
<input type="checkbox"/>	Small Special Event – Special Events for 150 to 499 persons attending five [5] or fewer event days per calendar year.	One [1] Event Application Two [2] or More Events In An Application Up to Five [5]	\$100 \$100 1st Event Application \$50 Each Event 2-5 / Each Year 2-3
<input type="checkbox"/>	Medium Special Event – Special Events for 150 to 499 persons attending with six [6] or more event days in a calendar year.	One [1] Event in Application Two [2] or More Events In An Application	\$100 \$100 1st Event Application \$50 Each Event 2-9 / Each Year 2-3 + Cost of Public Hearing Notice
<input type="checkbox"/>	Medium Special Event – Special Events for <u>500 to 999</u> persons attending	Each Event Application	\$250 \$100 Each Year 2-3 + Cost of Public Hearing Notice
<input checked="" type="checkbox"/>	Large Special Event – Special Events of 1000 or more persons attending an event.	Each Event Application	\$500 \$100 Each Year 2-3 + Cost of Public Hearing Notice

Instructions and Notes:

- √ Make checks payable to Clarke County Treasurer.
- √ Attach check or receipt from the Treasurer with this form and include with application. If submitting for two or more events, attach to first event application only.
- √ Payment of the Special Event Permit Fee shall not eliminate or substitute for any requirement for any business license or any other permit(s) that may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.
- √ Fees paid are non-refundable and not transferable to other activities
- √ An application for a Small Special Event shall be submitted at least 30 calendar days before the date of the Event to allow for review of the application.
- √ An application for a Medium or Large Special event shall be submitted at least 120 calendar days before the date of the Event in order to allow for review of the application.

§ 57-4 Scaled Drawing

Medium and Large Events – attach drawing depicting the following: Small Event: Not required.

- (a) The areas for performances or activities and for grandstands or seats, showing the location of all aisles for pedestrian travel and other crowd-control measures.
- (b) All physical facilities existing or to be constructed on the premises, including, but not limited to, fences, ticket booths, grandstands, and stages.

- (c) The location, capacity, and nature of all temporary lighting, sound, and public address facilities.
- (d) The location, capacity, and nature of all temporary water, toilet, and all other public health-related facilities.
- (e) Vehicle ingress, egress, and parking plan, to include emergency vehicle access.

§ 57.7. Special Event Requirements

All Special Events shall comply with the following terms, conditions, and requirements, unless express exception is requested and granted in any permit issued. The Administrator may waive any of the following for Small Special Events based on circumstances unique to the proposed event.

Instructions: Answer all the following. Enter NA if you do not think issue is applicable. If completing the form on a computer place your answers in the blanks provided. If completing the form manually, attach a separate piece of paper and answer the questions in order.

Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.

General Information:

a) Event hours. Unless specifically approved by the reviewing entity, no stage presentation, music, dance, or other performance or activity shall take place at a special event between the hours of 12:00 am and 7:00 am.

Date(s) and time(s) of the event: See plan

If multiple days, which day do you anticipate to have the highest attendance and an estimate of attendance:
See plan

b) Admission regulated. The applicant shall regulate admission by ticket or other means acceptable to the County, so as to insure that the number of persons attending an event does not exceed the number allowed by terms of the permit. Copy of Ticket or badge of admission Attached **OR**

Statement of the plan for controlling admission to the event: See plan

c) Limits to attendance. The applicant shall not sell, give, or distribute a greater number of tickets than the number that the permit allows to attend. The applicant shall not admit any persons to an outdoor event if such admission would result in a greater number of persons present than allowed by the permit. Total number of tickets to be offered for sale: 1,500

p) Liability insurance. The applicant shall provide evidence of adequate liability insurance. A certificate of insurance providing coverage in an amount of at least \$1 million dollars, naming the County of Clarke as an additional insured, and showing the date(s) of the event, shall have been received by the Administrator before an application is approved.

Certificate of insurance attached. No Yes

r) Permission for Entry. F1211-06D Attached. The applicant shall provide written permission for the Administrator, designee, all duly constituted law enforcement officers to enter the property at any time during the Special Event to determine compliance with the approved permit and the provisions of this chapter.

Adjoining Property Owners.

- Attach a copy of the notice sent to all adjoining property owners. [F1211-06C provides an example of the information required in the notice to adjoining property owners] Notice shall be sent to all adjacent property owners on the same date as the application is filed with the Administrator. The address for such owners shall be that found in the records of the Commissioner of the Revenue or, for properties not located in Clarke County, an equivalent source.
 - Attach a list of all adjacent property owners, with addresses.
-

Health Department Notice and Approvals:

Note: The Health Department must approve your plans for the following items. It is best you talk to the Health Department before you submit your plan to ensure it will be approved. Contact: 540-955-1033; 100 North Buckmarsh Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Health Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Health Department Approval attached and have their letter of approval attached to your application.
- ✓ Check here if you have not submitted your plan to the Health Department. Not attached
Note: County Administration will submit your application to the Health Department for review; however, the Event Permit cannot be approved until after the Health Department has approved the plan.

d) Water supply. The applicant shall provide an ample supply of potable water for drinking and sanitation purposes on the premises of the Special Event by providing to the satisfaction of the Health Department the location and type of water facilities.

Statement of plan for providing water included with application including location and type of water facilities included in plan: See plan

e) Toilet and/or lavatory facilities. The applicant shall provide adequate toilet and/or lavatory facilities for sanitation purposes on the premises of the Special Event to the satisfaction of the Health Department.

Statement of plan for providing sanitation facilities included in plan.: See plan

f) Waste management. The applicant shall provide for the pickup and removal of refuse, trash, garbage, and rubbish from the site of the event on a daily basis, or more often if required by providing to the satisfaction of the Health Department the plans for pickup and removal of refuse and to clean up the premises and remove all trash and debris there from within 48 hours after the conclusion of the event.

Statement of plan for garbage, trash and sewage disposal included in plan.: See plan

k) Food & Beverage. The applicant shall provide for adequate preparation and provision of any food or beverage for consumption during the Special Event to the satisfaction of the Health Department (and the Virginia Alcohol Beverage Control Board, if alcoholic beverages are to be served) with a plan for preparing and providing food and beverages).

Statement of plan to provide adequate preparation and provision of any food or beverage for consumption included in plan. See plan

Will alcoholic beverages be served? No Yes If yes:

Virginia Alcohol Beverage Control Board Notice/Approval Date: N/A Approval attached.

Contact: www.abc.virginia.gov; 2901 Hermitage Road, P.O. Box 27491, Richmond, VA 23261

Local Fire & Rescue Company Notice and Approvals

Note: The local Fire & Rescue Company must approve your plans for the following items. It is best you talk to your local Fire and Rescue Company before you submit your plan to ensure it will be approved. Contact your local fire & rescue company. [Blue Ridge, Boyce, John Enders, or Shenandoah Farms]

The Event Permit cannot be approved until after the local fire and rescue company has approved the plan.

- ✓ Check here if you have submitted your written plan to the local fire and rescue company and have their letter of approval attached to your application. Approval attached
- ✓ Check here if you have not submitted your plan to the local fire and rescue company. Note: County Administration will submit your application to the local fire and rescue company for review. Not attached

g) Medical facilities. Adequate on-site medical facilities and emergency medical transport vehicles shall be provided to the satisfaction of the Chief of the Fire and Rescue Company providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate on-site medical facilities and emergency medical transport vehicles included in plan: See plan

h) Fire protection. The applicant shall provide for adequate fire protection to the satisfaction of the Chief of the Fire Department providing service to the location at which the Special Event is to be held.

Statement of plan to provide adequate fire protection included in plan. See plan

Sheriff's Notice and Approvals

Note: The Sheriff must approve your plans for the following items. It is best you contact him before you submit your plan to ensure it will be approved. Contact: 540-955-1234; 100 North Church Street, Berryville, VA 22611

The Event Permit cannot be approved until after the Sheriff has approved the plan.

- ✓ Check here if you have submitted your written plan to the Sheriff and have his letter of approval attached to your application. Approval attached

- ✓ Check here if you have not submitted your plan to the Sheriff. Note: County Not attached
Administration will submit your application to the Sheriff for review.

i) **Traffic and parking control.** The applicant shall provide for adequate ingress, egress and parking for the Special Event to the satisfaction of the Sheriff, the State Police and the Virginia Department of Transportation.

Statement of plan to provide adequate ingress and egress included in plan. See plan

State Police Notice/Approval Date: 11/6/16 Approval attached.
Contact: 540-869-2000; 3680 Valley Pike, Winchester, Virginia 22602

Statement of plan to provide traffic Control devices, signage, cones, barricades or other activities to take place within the public right-of-way. See plan

VDOT Notice/Approval Date: _____ Approval attached.

j) **Security.** The applicant shall provide adequate on-site security for the entire duration of a Special Event to the satisfaction of the Sheriff with a security plan.

Statement of plan to provide adequate on-site security included in plan. See plan

Building Department Notice and Approvals

Note: The Building Department must approve your plans for the following items. It is best you contact the Building Department before you submit your plan to:

- Obtain approval of the actual event; AND
- Apply for any necessary permits and schedule any necessary inspections. *Prior to the event being opened to the public or participants, applicable permits and inspections must be complete. These include, but not limited to: portable lighting, electrical systems, gas systems, tents, portable structures, amusements ride including inflatables and climbing walls. Also, the Building Department inspects emergency vehicle access.*

Contact: 540-955-5112; 101 Chalmers Court, Suite B, Berryville, VA 22611

The Event Permit cannot be approved until after the Building Department has approved the plan.

- ✓ Check here if you have submitted your written plan to the Building Department and have their letter of approval attached to your application. Approval attached
- ✓ Check here if you have not submitted your plan to the Building Department. Not attached
Note: County Administration will submit your application to the Building Department for review; however the applicant is responsible for obtaining any necessary Building Department permits and scheduling any/all inspections.

Building Department Guidelines for Special Events Permits:

The following are issues that need to be described or addressed on special events permit applications:

Tents - Any tent greater than 900 square feet in size will require a Building Permit and inspections prior to the event. Inspection shall be arranged to be done during normal business hours Monday through Friday at least the day prior to the event. The event application should provide diagrams or layouts of the location of the tent(s). All tents shall be fire retardant treated with the appropriate approval label on the tent and shall have a mounted and posted fire extinguisher (5 lb. ABC min.) located in each tent. If the tent is enclosed, it shall have two (2) forms of exit that are labeled and illuminated if the event occurs after daylight. If the event will occur after daylight hours, emergency lighting shall be provided.

Electrical Systems - Any temporary or portable electrical distribution systems shall require an Electrical Permit and inspections prior to the event. All portable or temporary systems shall be Ground Fault Interrupter Circuit (GFIC) protected. Trailer mounted generators shall be provided with ground rods and grounding conductors appropriate for the generator output requirements. All equipment shall be listed and labeled for the application (weather resistant). No portable generators are allowed inside any tents or trailers where persons would normally enter. A description of the electrical distribution system shall be provided with the special event application.

Gas Appliances - All gas appliances including cooking and heating appliances shall be inspected including leak tested prior to the event. No gas cylinders will be allowed inside tents or occupied trailers or structures. All gas cylinders shall be secured in areas not normally used by the public. All gas equipment shall be in good working order and shall meet requirements of the Virginia Fuel Gas Code.

Lighting - Information pertaining to the temporary lighting systems shall be provided with the special event application including output wattage and generation system. Lighting system shall be located not to project excessive lighting off of the premises and not to blind any moving traffic on or of the event property. Any lighting pointing to the property boundary shall be shielded and downcast.

Inspections - Arrangement for inspections shall be scheduled to occur prior to opening of the event during normal business hours between Monday and Friday. Required inspections shall be scheduled at least twenty-four (24) hours prior to the expected inspection. If special times and arrangements are required, prior approval will need to be arranged with the Clarke County Building Department.

l) Lighting/Illumination. If lighting is to be utilized, such lights shall be located, or such shielding devices or other equipment shall be utilized so as to prevent unreasonable glow beyond the property on which the event is located.

Will outdoor lighting be utilized? No Yes

m) Temporary Structures. All necessary building permits shall be obtained before the event occurs for any temporary structures such as tents or amusement rides. Will temporary structures be utilized? No Yes

Type[s] of temporary structures: _____

o) Communication system. If the premises are without adequate communications systems, the applicant shall make arrangements, approved by the County, to provide for substitute, additional, or alternate means of communication with public safety and other government officials.

Will substitute, additional, or alternate means of communication be utilized? No Yes If yes:

Plan for adequate communications systems included with application. See plan

p) Necessary Safety Services. The operator of the Special Event shall provide any services necessary to provide appropriate levels of safety over and above what public agencies determine that they are able to provide. Additional Safety Services Required? No Yes If yes:

List safety services: N/A

Applicant Additional Information:

Use this area for additional information, if applicable:

See plan

Acknowledgements, Affirmations, Signature

By my signature below, I affirm that I have read and agree to abide by the following terms and conditions. Further, I affirm that the information provided in this application is true and accurate to the best of my knowledge.

§ 57.4 (a) **Submission and Acceptance.** No application shall be submitted, or accepted, unless presented on the required forms along with all additional required plans, documents, approvals, fees, and other material required by this ordinance.

§ 57.7 (m) **Sound.** Applicant agrees to comply with the Clarke County Code Chapter § 120 that regulates noise.

§ 57.7 (p) **Setbacks.** The approving entity may establish setbacks from property lines, rights of way, and access easements to the site of public assembly or parking for participants or spectators for a Special Event as determined necessary by the approving entity depending on site characteristics, the type of event, the anticipated number of participants and spectators, and the impact on adjacent property owners.

§ 57.7 (r) **Other laws and rules.** The applicant shall comply with all federal, state and local laws, ordinances and regulations, including zoning ordinance provisions and any special use provisions applicable to the property.

§ 57.3 (b) **Other Permits and Responsibility:** The permit required by this ordinance, or the exemptions provided herein, shall not eliminate or substitute for any requirement for any business license or any other permit(s)

which may be required by any federal, state, or local statutes, ordinances, rules, or regulations. Applicants are responsible for insuring that all such permits, licenses, and certificates are obtained from the appropriate authority.

§ 57.8. **Deposit.** I am aware that a deposit may be required. As a condition of granting the permit, the Administrator or the Board may require the payment of a deposit to cover anticipated public clean-up costs, law enforcement costs, and/or emergency services costs beyond what is usual and customary. The applicant shall be responsible for such costs in excess of any deposit, and the applicant shall be refunded any portion of a deposit not needed to cover such costs.

§ 57.9. **Permit not transferable.** I am aware that this permit is not transferable.

§ 57.10. **Revocation or suspension of permit.** I am aware that this permit may be revoked for suspended A permit issued under the provisions of Chapter 57 may be revoked or suspended by the entity that approved the permit. The Sheriff or his/her designee may temporarily suspend the permit pending consideration, by the entity that approved the permit, of action to revoke or suspend a permit. Such action by the approving entity or the Sheriff or designee may be taken for any of the following reasons:

- a) Any violation of one or more of the requirements or any violation of one or more of the terms and conditions of a permit issued hereunder.
- b) Any material misrepresentation in the application for a permit.
- c) Any change in the ownership of the location of the permitted event, unless there is provided a signed statement from the new owner to confirm that the new owner has given permission for the specific Special Event to be held.
- d) Any material change in the condition of the facilities or ability of contracted organizations to provide required services or equipment.
- e) Any state of emergency, disaster, hazardous weather condition, or other threat to the public health, safety, and welfare that has been declared or is anticipated to occur such that continuation of the event is deemed to be an undue or unnecessary risk to the participants, general public, or public safety providers.
- f) Upon revocation or suspension of the permit, the permittee shall immediately cancel and/or terminate the event and provide for orderly dispersal of those in attendance.



Applicant Signature

1/6/16

Date

Trevor Creany - The Lot Presents LLC

Printed Name

Note: Application is complete only when the applicant has provided all applicable approvals to County Administration.



County of Clarke
Application Special Event Permit
Code of Clarke County Chapter 57

Right of Entry Permission Form

I, Trevor Creamy the applicant for a special event permit as
Permit Applicant's Name [Please print legibly.]

required by Article II of Chapter 57 of the Code of Clarke County, Virginia, that event

titled: Pasture Palooza Music and Arts Festival

shall take place on July 14-16, 2016 at
Specify Date[s]

339 Minniewood Lane, Berryville, VA 22611
Event Location and/or Address

in Clarke County, Virginia, and I, Alison Teetor
Landowner or Leaseholder's Name

the landowner/ leaseholder of such event location, give our permission for the County Administrator, the county's lawful agents or duly constituted law enforcement officers to go upon the aforementioned property where the special event will take place at any time for the purpose of determining compliance with the provisions of Article II of Chapter 57 of the Code of Clarke County, Virginia. This permission shall specifically include the period of set up and shut down of the event.

We understand that any of the above-referenced officials shall have the right to revoke any permit issued under the aforementioned article upon noncompliance with any of its provisions and conditions.

Trevor Creamy
 Permit Applicant

Secondary Signature[s] If Applicable

Alison Teetor
 Event Location Owner/Leaseholder

Secondary Signature[s] If Applicable

 Permit Applicant

 Event Location Owner/Leaseholder

1/6/16

To: Zackery Salisbury
100 North Buckmarsh Street
Berryville, VA 22611

Print Name: Zack T. Salisbury
Date: 1/7/2016
Approval Signature: 

Dear Zackery Salisbury,

This letter is to inform you that I am filing an application with the County for a Special Event Permit for Pasture Palooza Music & Arts Festival at 339 Minniewood Lane, Berryville, VA 22611 on July 14-16, 2016. Please see below our plan to address the concerns of the Health Department.

- 1) Water Supply: All attendees will be notified that water is available for purchase, but they are encouraged to bring enough for themselves for the entire weekend. 2 wash stations will be rented for sanitation purposes.
- 2) Toilet and/or lavatory facilities: Fifteen, 15, portable lavatory facilities will be rented for the entire weekend. We do not expect to have more than 1,500 attendees so this exceeds the requirement of 1 lavatory facility per every 100 people.
- 3) Waste management: When attendees enter the festival they will be given a trash bag to throw any refuse, trash, garbage, rubbish, and non-recyclable material in. Pasture Palooza Music & Arts Festival will encourage the attendees to recycle aluminum cans and plastic bottles into recycle bins placed throughout the event grounds. Sewage disposal will be the responsibility of the company providing portable lavatory facilities. TLP will provide daily waste removal.
- 4) Food & Beverage: The event will have food and non-alcoholic beverage vendors. All vendors will be getting a temporary permit from the County of Clarke to sell food and non-alcoholic beverages. I will sign and submit the coordinator's checklist required by the Health Department. Alcoholic beverages will NOT be served at this event.
- 5) Camping Permit: We will apply for a camping permit through the state as we have in the past. Past applications have been approved.

I am submitting the application on **January 8** for consideration by the Board of Supervisors at their January meeting. If you have any questions, you can reach me at 540-336-4596 or trevor@thelotpresents.com. If this plan is adequate, please reply with your approval so that I may include your response with my application when submitted on Jan 8.

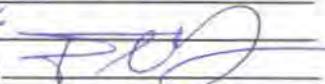
Sincerely,



Trevor Creany, Event Coordinator
cell: 540-336-4596 // trevor@thelotpresents.com

1/6/16

To: Frank Davis
Fire & EMS Director
101 Chalmers Court, Suite B.
Berryville, VA 22611

Print Name: FRANK DAVIS
Date: 1/7/16
Approval Signature: 

Dear Mr. Davis,

This letter is to inform you that I am filing an application with the County for a Special Event Permit for Pasture Palooza Music & Arts Festival at 339 Minniewood Lane, Berryville, VA 22611 on July 14-16, 2016.

The events will begin on Thursday afternoon with a limited schedule and low attendance. Friday and Saturday will be full days of music and activities, with performances ending no later than 12:00 am. Our attendance this year is expected to peak around 1,500. On-site camping is included for the duration of each event.

Our plan is to contract a professional event medical team, "Bear Care Medical" to provide around the clock team coverage for the entire event. Their staff are all professionally trained and certified for EMS. They have worked well with Clarke County EMS on several occasions. We believe this approach minimizes the burden on the county personnel and meets the requirements to provide adequate medical services. We have worked with Bear Care Medical to construct a plan that we hope will meet with your approval.

If you have any questions or require clarification please contact me at 540-336-4596 or reply to trevor@thelotpresents.com. If this plan adequately meets the requirements for medical services please reply with your approval so that I may include your response in the application that I will submit to the County Administrator on **Jan. 8** for inclusion in the January Board of Supervisors meeting.

Again, thank you for your assistance in these preparations.

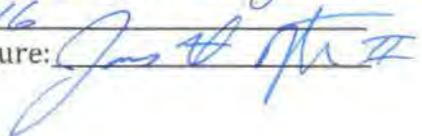
Sincerely,



Trevor Creany, Event Coordinator
540-336-4596
trevor@thelotpresents.com

1/6/16

To: James Royston, II, Building Official
101 Chalmers Court, Suite B
Berryville, VA 22611

Print Name: James H. Royston II
Date: 1-7-16
Approval Signature: 

Dear Mr. Royston,

This letter is to inform you that I am filing an application with the County for a Special Event Permit for Pasture Palooza Music & Arts Festival at 339 Minniewood Lane, Berryville, VA 22611 on July 14-16, 2016. As required in the application, I am informing you of our lighting plan, temporary generators and temporary structures.

Lighting will be utilized for the purpose of stage lighting and one light post will be located at the ticket booth. All lights will be located and/or shielded to prevent unreasonable glow beyond the property. I hope these efforts will satisfy you and the county that we are trying to minimize the light pollution concerns associated with such an event. I am glad to say we did not have any complaints regarding excess light in previous years.

I am also informing you that an electrical permit will be acquired for the temporary generators utilized onsite. I will not be able to include this permit with my application as I am submitting it more than 6 months prior to the event and, therefore, prior to your ability to perform an inspection. A temporary building permit will not be required as we are not installing any temporary tents over 900 sq ft.

If you need to contact me either for clarification of or amendment to this plan please do so as soon as possible by replying to trevor@thelotpresents.com or calling 540-336-4596. I am submitting the application to the County Administrator on **Jan. 8th** for consideration by the Board of Supervisors at their January meeting. If possible please reply with approval before that time so that I may include your response in my application.

Again, thank you for your assistance in these preparations.

Sincerely,



Trevor Creany, Event Coordinator
540-336-4596
trevor@thelotpresents.com



Sheriff

Trevor Creany <info@thelotpresents.com>

Pasture Palooza Notice for Approval

Tony Roper <troper@clarkecounty.gov>
 To: Trevor Creany <trevor@thelotpresents.com>
 Cc: Gary Lichliter <glichliter@clarkecounty.gov>

Thu, Jan 7, 2016 at 8:30 AM

Good morning, Mr. Creany,
 I have reviewed your security plan, and find that you have addressed any security concerns that this office would have. I have cc'ed Ms. Walburn from Clarke County on my response. If you or Ms. Walburn require any additional information, please let me know!
 Good luck

From: "Trevor Creany" <trevor@thelotpresents.com>
To: "Tony Roper" <troper@clarkecounty.gov>
Cc: "Gary Lichliter" <glichliter@clarkecounty.gov>
Sent: Wednesday, January 6, 2016 3:07:50 PM
Subject: Pasture Palooza Notice for Approval

Hi Sheriff Roper,
 This letter is to inform you that I am filing an application with the County for a Special Event Permit for Pasture Palooza Music & Arts Festival at 339 Minniewood Lane, Berryville, VA 22611 on July 14-16, 2016. Please see attached notice addressing the concerns of the Sheriff's Department. I've also attached the Pasture Palooza Event Plan and Map for a broader overview of the event. Let me know if you have any questions concerning the documents. I will be happy to clarify. I will be following up tomorrow. If you have no questions or concerns please email back by **January 8** stating that your Department Approves this notice. I know we've already received a letter of recommendation from Chief Deputy Sumption, but the County still requires an official notice and approval.

All the best,

Trevor Creany

The Lot Presents, LLC.

Producer / Talent Buyer

cell: 540-336-4596

www.pasturepalooza.com



Clarke County Sheriff's Office

Anthony W. Roper, Sheriff
100 North Church Street - PO Box 49
Berryville, VA 22611
540-955-5152 (Office)
540-955-1234 (24-hour Non-emergency Line)
540-955-4111 (Facsimile)



December 14, 2015

Mr. Trevor Creany
The Lot Presents, LLC.

Re: Pasture Palooza

Dear Mr. Creany,

I have personally worked the Pasture Palooza event in Clarke County for the past three (3) years. Despite the size and the growth of the event, it is well organized. The County permit regulations are adhered to and your staff follows the same rules put in place for attendees. In addition, the rules regarding underage participants are strictly enforced. There have been calls for service to our office during this event, but they were quickly handled with your staff's full cooperation.

In 2014, you had to locate more parking areas for the event. You obtained permission from your neighbors to park vehicles on their property and staked off properties for those who did not give permission.

Noise is always a concern for these types of events; however you have scheduled the entertainment to be within the required time frames. There have been calls for service regarding music after the permit hours, but these were because individuals come together to play music outside the scheduled program. When asked to stop, those individuals did so without complaint.

If I can be of any other service, please let me know. I wish you the best of luck in your future endeavors.

Sincerely,


Travis M. Sumption
Chief Deputy

Adjoining Property Owners

Karen Russell
66 Minniewood Lane
Berryville, VA 22611

Susan Canterbury
153 Minniewood Lane
Berryville, VA 22611

Robert & Dawn Sayre
195 Minniewood Lane
Berryville, VA 22611

Jennifer Nichols
269 Minniewood Lane
Berryville, VA 22611

Heidi Brown (323 Minniewood Lane)
2021 Bishop Meade Rd.
Boyce, VA 22620

Mark Timberlake
549 Summerville Rd.
Boyce, VA 22620

Thomas and Cathy Girondo
364 Honey Lane
Berryville, VA 22611

William Bennie
477 Middle Road
Winchester, VA 22602

James Garland
c/o Linda Lorber
PO Box 382
Milton, DE 19968

Jay Duvall
912 White Post Rd
White Post, VA 22663

**Adjoining Property Owner
Special Event Notice**

[Date]

[Name of Property Owner]
[Adjoining Property Address]
[Adjoining Property City, State, Zip]

Dear Adjoining Property Owner,

This notice is to advise adjoining property owners that a multiple year special event application has been forwarded this day to the County of Clarke, Virginia for the following event to be conducted at:

Location: 339 Minniewood Lane, Berryville, VA 22611
Event Name: Pasture Palooza Music & Arts Festival
Starts: 12:00pm, Thursday, July 14
Ends: 12:00pm, Sunday, July 17

Summary of Event:

Pasture Palooza Music & Arts Festival is an annual outdoor event with overnight camping. A maximum of 1,500 persons are expected to attend. Attendees will eat, camp, and listen to music. Alcohol is allowed on the property, but will not be sold at the event. There will be amplified music and two stages with lighting. No homes are visible or within a quarter mile of the event area. Deputy Sheriffs and staff will be onsite during the weekend. I assure you that amplified music will be cut off at 12:00am each night to respect you, the surrounding homeowner.

If you have questions, concerns or would care to review the full text of the application, please contact the following by [Date 15 days from date of notice].

Trevor Creany
939 Salem Church Rd, Boyce, VA 22620
trevor@thelotpresents.com
cell: (540) 336-4596

If you are unable to reach the person listed above at the address or telephone number listed above, you may contact the County Administrator at 540-955-5175.

Regards,

Trevor Creany

2016 Event Plan

The Lot Presents, LLC
PO Box 321, Boyce, Va 22620
Phone: (540) 336-4596
Email: trevor@thelotpresents.com

Name of Event:

Pasture Palooza Music & Arts Festival

Location of Event:

339 Minniewood Lane
Berryville, VA 22611

Event Date:

July 14-16, 2016

Estimate number of attendees:

1,000 - 1,500

§ 57.7. Special Event Requirements

General Information:

a) Event hours.

Dates and Times:

- Start: 12:00p Thursday, July 14, 2016
- End: 12:00p Sunday, July 17, 2016
- Live music hours:
 - Thursday 4:00p – 12:00a
 - Friday 10:00a – 12:00a
 - Saturday 10:00a - 12:00a

Highest attendance date and an estimate of attendance:

- Saturday, July 16 / 1,500

b) Admission regulated.

Statement of the plan for controlling admission to the event:

Online and local ticket sales, exchanged for wristbands at the gate that must be worn at all times while on premises.

c) Limits to attendance.

Total number of tickets to be offered for sale: 1,500 tickets for sale. *(Note: We do not expect to exceed 1,500 attendees.)*

p) Liability insurance.

Certificate of insurance, with County of Clarke Virginia listed as an additional insured, will be submitted to the Administrator well before the event date.

r) Permission for Entry.

See attached written Permission for Entry letter signed by Alison Teetor (property owner) and The Lot Presents, LLC.

Adjoining Property Owners.

See attached copy of the notice sent to all adjoining property owners.

See attached list of all adjacent property owners, with addresses.

Health Department Notice and Approvals:

See attached TLP written plan submitted to the Health Department.

d) Water Supply.

All attendees will be notified that water is available for purchase, but they are encouraged to bring enough for themselves for the entire weekend. A wash station will be rented for sanitation purposes.

e) Toilet and/or lavatory facilities.

Fifteen, 15, portable lavatory facilities will be rented for the entire weekend. We do not expect to have more than 1,500 attendees so this exceeds the requirement of 1 lavatory facility per every 100 people.

f) Waste management.

When attendees enter the festival they will be given a trash bag to throw any refuse, trash, garbage, rubbish, and non-recyclable material in. Pasture Palooza Music & Arts Festival will encourage the attendees to recycle aluminum cans and plastic bottles into recycle bins placed throughout the event grounds. Sewage disposal will be the responsibility of the company providing portable lavatory facilities. TLP will provide daily waste removal.

k) Food & Beverage.

The event will have food and non-alcoholic beverage vendors. All vendors will be getting a temporary permit from the County of Clarke to sell food and non-alcoholic beverages. TLP will sign and submit the coordinator's checklist required by the Health Department.

Alcoholic beverages will NOT be served at this event.

Local Fire & Rescue Company Notice and Approvals

See attached TLP written plan submitted to to John H. Enders Fire Company and Rescue Squad.

g) Medical facilities.

A tented area with direct egress to the county road will be provided for the emergency medical personnel and transport vehicle. Medical personnel will be on site throughout the entire event.

h) Fire Protection.

Event staff and Campground staff will be instructed as to the location and proper use of on-site fire extinguishers and water supplies. In the event of a large fire emergency, all personnel will utilize the County 911 system.

Sheriff's Notice and Approvals

See attached TLP written plan submitted to the Sheriff.

i) Traffic and parking control.

Approximately ten, 10, staff members will be assigned the duty of parking cars and maintaining all traffic lanes. Attendees camping all weekend will be parked in the main event camping area. Attendees who will be staying for one day at a time and leaving throughout the weekend will be day parking lot on the property. This will allow easy ingress and egress to the property.

j) Security.

On-site security will be provided for the entire event through a contracted security team and off-duty sheriff's. See attached TLP written plan submitted to the Sheriff's Department.

Building Department Notice and Approvals

See attached TLP written plan submitted to the Building Department.

l) Lighting/Illumination.

Outdoor lighting will be utilized.

m) Temporary Structures.

Types of temporary structures: Tents and Staging

o) Communication system.

Staff and security will carry portable two-way radios.

p) Necessary Safety Services.

Additional safety services are not required for these events.

Applicant Additional Information:

All letters to County Departments, VDOT, and State Police have been sent as of 1/6/16.

Map of Festival Grounds



GOOD MUSIC, VIBES AT HEART OF PASTURE PALOOZA

Posted: August 3, 2015

By RAYA ZIMMERMAN

The Winchester Star

BERRYVILLE — What began as a dirt field with one stage has now become a full-fledged music festival, complete with three stages, tie-dye shirts and Grateful Dead tapestries.

The sixth annual Pasture Palooza began Thursday and wrapped up Sunday on Minniewood Lane near Berryville.

The first year of the festival, 10 bands performed over two days. The recently completed four-day festival featured 23 bands that played music from a variety of genres, including reggae, blues and funk.

“It’s pretty crazy,” said Trevor Creany, founder of festival organizer The Lot Presents. “I’m thankful it’s been able to grow.”

Pasture Palooza offered camping, performances from bands that lasted from the afternoon until late in the evening and vendors that sold anything from jewelry to hula hoops.

Creany, 25, said Saturday at the festival that he has been able to beef up the artist lineup to attract more well-known bands, which has contributed to more and more attendees.

Creany and his 23-year-old brother Sam Creany own The Lot Presents and are Clarke County High School graduates. Their mother owns the 20-acre property where the festival is held.

One of the artists who played Saturday afternoon was Dale (a.k.a. “Snail”) Rodman, lead singer of Dale & the Zdubs, a rock and reggae band out of Montgomery County, Md.

A self-described exhibitionist, the 27-year-old — who was only clothed in boxer shorts — said the festival was all about “friends, good vibes and campfires.”

Sitting on an air mattress on a hill that overlooked tents and the music stages was 22-year-old Lauren Keating from Richmond, who said many of the festivalgoers attended Radford University, including herself and the Creany brothers.

“It’s a close-knit community here,” she said. “A lot of people know each other and the band members.”

Unlike larger music festivals, where security guards sometimes patrol the grounds, Keating said



People dance and listen to music on Saturday at Pasture Palooza, a four-day music festival held near Berryville. (Photo by Scott Mason/The Winchester Star)

Pasture Palooza is unique because “you just feel relaxed. That’s truly the ‘fest’ experience. Everyone’s getting along here but at big festivals, they put the edge on.”

Several festivalgoers could be found napping in hammocks during the afternoons.

Keating said signature characteristics of the festival include a big fire pit inside the campground, a tree house and glowing mushroom lamps.

“This whole place has so many people who play music and do art,” said Jayme Schwietz, of Winchester. “They feed off each others’ energy.”

Schwietz, 30, said she helped decorate the festival with things such as large dream catchers that hung from trees and rocks that she spray painted and stacked in piles around the grounds.

“We want to bring good energy here,” she said.

Creany said he freelances for music festivals year-round, helping with lighting, productions, managing and ticket sales.

He said this helps him bring new ideas to Pasture Palooza every year.

— *Contact Raya Zimmerman at rzimmerman@winchesterstar.com*



County of Clarke
Application Special Event Permit
Code of Clarke County Chapter 57

Section I Determination: Permit is required for any assembly, attraction, ceremony, event, festival, gathering, circus, carnival, or show at which rides, games, competitions, attractions, music, dance, or other performing arts are engaged in by participants or provided as entertainment by professional or amateur performers or by prerecorded means that meet the following criteria:

Question	Yes	No	Action
A. Does it occur within the corporate limits of the Town of Berryville or the Town of Boyce or the Berryville Annexation Area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate local government.
B. Is it to be held on property owned by the United States of America, the Commonwealth of Virginia, or the County of Clarke, or in a permanent enclosed structure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, permit not required by Clarke County. Check with the appropriate governmental agency to ensure compliance with its rules and regulations.
C. Is it to be held on a private parcel of land fewer than six acres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, event is not allowed on parcels of fewer than six acres.
D. Is the function planned for fewer than 150 people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, A permit shall not be required for an assembly with less than 150 persons attending the event on a parcel of 6 or more acres (or adjoining parcels with the same owner that have a total area of six or more acres).
E. Does it involve the raising, charging, donating or re-couping of funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, special event permit is not required.

Note: Such an assembly shall not include demonstrations, parades, rallies, marches, or picketing activities.

If you answered No to all questions A, B, C, D, and Yes to question E, a special event permit application is required. Use Special Event Permit Application Form F1211-01B

T A X R E C E I P T

Ticket #:00130360001 @@

COUNTY OF CLARKE
SHARON E KEELER, TREASURER
P O BOX 537
101 CHALMERS COURT
BERRYVILLE VA 22611

Date : 1/07/2016
Register: WBM/WIO
Trans. #: 69996
Dept # : GELR
Acct# :

GENERAL FUND - OTHER LOCAL REVENUE
PASTURE PALOOZA

Previous Balance \$ 700.00
310001303031310000000000
Principal Being Paid \$ 700.00
Penalty \$.00
Interest \$.00
Amount Paid \$ 700.00
*Balance Due \$.00

THE LOT PRESENTS LLC

Pd by THE LOT PRESENTS LLC Check 700.00 # 183 BBT
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 1/2016



Trevor Creany
PRODUCER & TALENT BUYER
PO Box 321, Boyce, VA 22620
540.336.4596
www.thelotpresents.com
trevor@thelotpresents.com

Clarke County

lwalburn@clarkecounty.gov

FW: Pasture Palooza

From : Barbara Byrd <bjb1971@verizon.net>

Sat, Aug 01, 2015 01:16 PM

Subject : FW: Pasture Palooza**To :** David Ash <dash@clarkecounty.gov>**Cc :** David Weiss <dweiss@clarkecounty.gov>, Beverley Byrd <beverleybyrd@yahoo.com>, John Staelin <jstaelin@earthlink.net>, Mike Hobert <lawyers@visuallink.com>, Laura Walburn <lwalburn@clarkecounty.gov>

-----Original Message-----

From: Joyce Fiddler [mailto:joybob42@icloud.com]

Sent: Saturday, August 01, 2015 10:36 AM

To: bjb1971@verizon.net

Subject: Pasture Palooza

Good morning, Barbara

We're in the middle of the weekend for the Pasture Palooza on Minniewood Lane. Bob and I invite you to drive over to our community at your convenience today. The festival is in full swing with lots of music, and of course, traffic. It would be nice to see you and any of the Board members that would be available.

We have a few concerns again for this event and would like to make an attempt to minimize the impact on the residents on Minniewood. We'll just make a few statements of our concerns:

We received a letter from Trevor Creany, Co-Owner, dated 7/2/2015. He stated in the letter:

1] A water truck will be used regularly to reduce dust on Minniewood Lane.

2] Parking will be extended in the back of the

property so as to eliminate the need for parking on Minniewood Lane.

3] The Ticket Booth will not be placed on Minniewood Lane.

4] The company will fix all potholes on Minniewood Lane before and after the event."

We have been at our home for the past two weeks and I've yet to see a water truck on Minniewood. On 7/31 after 10 a.m., some dry chemical was applied, liberally, to the section from our lot to "The Lot" where the activity is being held. We don't believe anything has been done to the lane from the exit on Triple J and on past Karen's home entrance and Susan's home entrance (Charlie Kackley's daughters). About 2-3 weeks ago, Trevor or someone in his work group filled a few of the potholes in the lane, the others were not touched.

The promise to fill the potholes before the event was not fulfilled and hopefully after the event, AND when all the cars, trucks and trailers are out of the event area, the lane out to Triple J will be repaired. We have seen 6, 8, and 10 wheeler trucks come through hauling all the equipment, toilets, ice, and whatever was needed, not just this weekend but for the past week or longer prior to the event. It will take another week when the event closes Sunday for all the event crews to clear the area. This is not just a weekend affair - it last two or three weeks for the traffic to put this event on. Ticket holders are allowed to come and go from the event, as they please, so that means many trips for each car.

You know just as well as we do, the weather has again been so dry, only certain areas have received rain. One 5-minute rain helped on Thursday

evening. The dust was uncontrolled during this past week and more, and I'm sure it will be around for their departure, if our weathermen are correct.

The new parking area must be working perfectly on the permitted area and the ticket booth must be inside the area also. We haven't seen any backup traffic from these areas.

Last year we had a visit from one of the Clarke deputies who said they were present for certain hours for control purposes, but we haven't seen anyone this year.

On July 27 at 8:30 p.m., there was a power outage that occurred, which kicked off all our breakers, and was probably from the amplifier equipment and lights being tested. We didn't have any problems that occurred at the house, but it's hard to check everything from a bump in power.

The music has been tolerable, it starts early in the day and lasts to midnight or after, but much louder than last year.

Trevor offered his time for a meeting with us for our concerns but we have not contacted him. We feel it is time for all the neighbors, if they feel so, to voice their concerns also.

We ask you to take a little ride today and maybe there are other Board members who would like to visit. You're more than welcome to our home at 210 Minniewood to see some of the vehicle traffic and activities involved that the residents must endure at their homes for this event.

Thank you for your representation for our District and we appreciate your work for concerns and comments.

Bob and Joy Fiddler

955-9991

=

PARTY TURNED MUSIC FESTIVAL IS A FOUR-DAY, SELLOUT EVENT

Posted: July 14, 2014

By **MELISSA BOUGHTON**

The Winchester Star

BERRYVILLE

A local music festival that began five years ago as a Clarke County High School graduation party has turned into a multi-day, sellout event attended by a thousand people.

Pasture Palooza was held Thursday to Sunday in a field near Berryville. It attracted locals and out-of-staters, campers and numerous bands and vendors.

“Young or old, there’s just a real love for live music here,” said Trevor Creany, 24, producer, talent buyer and one of the founders of the festival. “It seems like everyone loves to support live music and the arts.”

Creany, along with Greg Finnif, 24, and Paul Newlin, 34, founded the festival, got it up and running with their own money and come back every year to show people a good time.

Newlin isn’t as involved in the yearlong planning process as he once was, but Creany’s brother, Sam Creany, 22, has become part of the production company, The Lot Presents.

All of them grew up in Clarke County, and Trevor Creany said his mother owns the land where the festival takes place, off Minniewood Lane.

“It’s kind of like a getaway for the people who come here,” Finnif said of the festival. “It costs hundreds of dollars for people to drive to these big music festivals and we just kind of bring it here for them and keep the ticket prices pretty low.”

The festival’s first year, it was free and mostly attended by locals who were friends with the teens. Trevor Creany said he put \$1,200 of his own money



Moogatu, from Washington, D.C., performs at Pasture Palooza, the four-day music and arts festival held in Clarke County near Berryville on Saturday. The 5-year-old festival sold all 1,000 tickets for the first time this year.



Kathleen Crane (right), of Richmond, and Kimberly (who didn't give last name), of Shenandoah County, create bubble art at Pasture Palooza.

into the event, which featured about eight bands.

“The stage was three hay wagons under a tent,” he laughed. “But it’s grown steadily every year.”

This is the first year the festival sold out and reached its maximum capacity of 1,000 people.

There were 24 bands on three stages during the four-day event, and the cost to put on the festival grew from \$1,200 to \$40,000. Tickets were \$60 to attend all four days of the festival.

Trevor Creany said any money they make from the festival goes right back into the next year’s event.

On Saturday, the festival was packed. As one of the bands played, people of all ages danced while others sat and listened. Others played games or browsed through a number of artists’ tents at the event.

Emma Cohen, 21, of Boyce, said she has been attending the festival since it started five years ago.

“It’s cool to just support something like this,” she said. “It’s a groovy high school reunion.”

She said seeing how the event has grown over the years makes her proud.

“Honestly, we’re just really proud to show people our hometown and very proud of the cool people [that come] to Clarke County,” she said, adding that she often brings new friends to her house during the multi-day festival. “I love just showing people our hometown.”

Cohen’s friend, Ellie McCagg, 21, of White Post, has also attended the festival for five years.

“It’s great to see like a new range of people,” she said of the event’s growth. “[My favorite part] is definitely the music and meeting new people.”

She added that she also likes to show off Clarke County to those who have never been to the area.

“It’s just a good time, a great time to relax and hang out all weekend.”

Micah Jasny, 22, of Falls Church, said Saturday that it was his first time at the festival.

“I love it,” he said, swaying with the music. “I’ve been to bigger festivals and I like the smaller festival appeal, it’s a lot more intimate and laid back.”

He said he particularly liked the music and just hanging out with people.

One of the bands, Moogatu, came from Washington, D.C., to play at Pasture Palooza for a second time.

“We played two years ago, and it was a much smaller festival then,” said band member Brian Zupruk. “It’s really cool, it’s a more exciting scene now.”



The organizers of Pasture Palooza are (from left) Sam Creany, Greg Finniff and Trevor Creany. Trevor and Greg started the music and arts festival five years ago.

He added that playing smaller venues is a good way for his band to build its fan base.

“This is great, you build fans and it’s more intimate,” he said.

Carter Anderson, 39, of Richmond, said he has been making the trek to the festival for three years in his funky painted bus, sometimes traveling with the bands.

“This has grown into something really nice,” he said, adding that it gets “better and better every year.”

Anderson said the location is ideal for attracting people from all over, not just Virginia, but also Maryland and West Virginia.

“And I think it’s good for the people in this area,” he added.

The organizers say their goal is to keep building up the festival every year, with more bands and hopefully more people. Right now, a three-year special event permit approved by the Clarke County government caps the festival’s attendance at 1,000.

Sam Creany said some of the vendors have told him they are already planning to come back next year.

He and Finnif said they love watching people who attend the festival and seeing them have a good time.

“I love watching it grow,” Finnif said. “It’s like now you look out there and it almost makes you want to cry. It’s good music, good people and a great time.”

Sam Creany said the time goes by too quickly.

“We plan it for a year and then it’s over in [four] days,” he said. “I pretty much like everything about [the festival]. Everybody is just having the best time possible, which is the ultimate goal, the reason why we do this.”

— Contact Melissa Boughton at mboughton@winchesterstar.com

210 Minniewood Lane
Berryville, VA 22611
540+955-9991
July 16, 2014

Chairman, Board of Supervisors
County of Clarke
101 Chalmers Court
Berryville, VA 22611

Mr. Chairman and Members of the Board,

As a homeowner on Minniewood Lane, we would like to voice our problems with the recent Pasture Palooza held this past week, July 10-13, 2014. The organizers had another week ahead of the event to set up stages, accommodations for the attendees, etc., and time afterwards to dismantle. The traffic was heavy at that time with cars, trucks, and trailers. We were told by Mr. Creany on Friday evening that the event was sold out and their event area was already filled with 850 people and cars, leaving no place within the permitted area to park additional cars for people trying to enter through the ticket trailer. Attendees in each vehicle were checked in and apparently received an armband on them and were told additional parking was being made available. At that time, the organizers obtained permission from two property owners and then Mr. Creany approached our home and advised us of the permission request and approval and said they were going to tape off 20 feet on the west side of the lane to park cars. At the same time the ticket trailer was moved from the gated property to a parking spot on one of the resident's lot at the entrance to our subdivision. At any time, day or night, following Friday evening, there were anywhere from 25 to 35 cars parked in front of the three resident's homes. You can only imagine the amount of traffic that was traveling back and forth for four days, and more, on this private lane. Minniewood Farm Subdivision is small with three homes with residents and one vacant lot. To our knowledge, no one received notification that this event was planned for this time. Minniewood Lane is a private gravel lane, maintained by the residents, and is not a part of any public road system. The area where the event was held is at the end of the lane with a gated entrance, which is not in our subdivision but the owner does have an approved right-of-way. It's now obvious since the event has grown for five years, the owner and/or the organizers should share some of the responsibility for maintaining this private lane for their use for any planned event, particularly one of this size. The Minniewood Lane residents could not possibly use the lane for ingress and egress for one whole year that would be anywhere equal to the use by the Pasture Palooza organizers, vendors, musician trucks, trailers and attendees for the week, traveling in and out of the event. With all the funds that were made at \$60 per person per ticket, there should be some funds made available to the homeowners for Minniewood Lane for maintenance when an event of any size is held on the permitted property.

On my way from work, I encountered multiple vehicles lined up to get to the ticket trailer to be checked in for the festival. I was detained in this line for 20 minutes until I could pass through the ticket trailer to get to my residence. It is very obvious that the permit to allow 1,000 people to this event on their property was not feasible for vehicle and truck parking, campers, and numerous bands and vendors with trucks and trailers. And now the organizers stated that their goal is to keep building up the festival every year, with more bands vendors, and hopefully more people. A three-year permit, approved by the Clarke County government caps the festival's attendance at 1,000!! What happens now after the 2015 festival is held and the organizers go before the board for another 3-year permit to hold this again at the end of Minniewood Lane? What lessons were learned this year so that plans can be made for any future festival use in this area?

Sometime on Saturday evening or Sunday, three mailboxes were damaged, ours being one of them and it was totally destroyed. This kind of damage was probably caused by a large vehicle or trailer of some type turning in at the entrance to Minniewood Lane from Triple J Road. The ground area at the mailboxes showed this action was done turning on to Minniewood, traveling from north Triple J Road. Today we received a visit from Trevor Creany, the organizer of the event, and since we had already replaced the mailbox, we were reimbursed without any problem for the new mailbox.

If the organizers want to make this a bigger and better event for Clarke County, they need to find another Pasture that will accommodate an event of this size and bigger, if the Board approves another permit. The organizers should not have even asked permission to allow the cars and ticket trailer to park beyond the permit area on resident's property. Several Clarke County deputies were also assigned to the permit area and one visited us on Friday evening stating that the event would be over at midnight Saturday, July 12, 2014, but 23 cars were still parked in front of the resident's homes on Sunday morning. There were plenty of vehicles and traffic leaving the pasture event and the traffic slowed down at the noon hour that day.

The weather was beautiful for the event, the bands and the music that we could hear at our home was not annoying, but the traffic and dust was unbelievable on a gravel/dirt road for the entire time of the event, due to the dry spell the County had encountered during the weeks prior. Organizers placed "Slow Down" signs on the lane but we feel many drivers paid no attention them. The organizers and owner should have taken action and had Minniewood Lane watered down to keep the dust down for each and every vehicle that arrived and departed, and in particular, for the homeowners who received the dust at the homes caused by the traffic. Minniewood Lane is a private lane and we feel it is not adequate for the amount of traffic it received for this event.

We are extremely concerned that next year's event will be bigger, more people, more traffic, and more cars to be parked somewhere! Any future event of this

magnitude should be held somewhere in the County, under permit, that is suitable and pose no problems for homeowners, especially those who live on this private lane.

There was certainly not much concern for the residents of Minniewood Farm Subdivision. Once permission from two other homeowners was received, we were advised by Mr. Creany that they would be parking vehicles across the lane and that our driveway and our road frontage would be taped off so attendees would know not to park on the east side of the lane.

We moved into our newly built home on June 24 of this year and this was very upsetting for us.

It is our opinion that the owner and organizers responsibly consider moving this event to another location where they could have this festival as big as they want it to grow, with plenty of land for attendees, vendors, trucks, trailers and vehicles. We feel that Clarke County has more pastures that would be more appropriate for this event. Minniewood Lane is not a one lane road and not adequate to have that much traffic.

Thank you for listening to our problems with the events that took place. What appeared to be a fantastic event for the locals, out-of-towners, and out-of-state attendees, as appeared with the article and photos in the local paper, was not quite fantastic for us as a new homeowner. Hopefully by bringing some of the problems we encountered to your attention, these problems can be taken care of prior to the next event.

Respectfully,

Robert M. Fiddler
Joy Fiddler
Bob and Joy Fiddler

210 Minniewood Lane
Berryville, VA 22611
February 4, 2015

Barbara J. Byrd
Clarke County Supervisor – Russell District
P. O. Box 472
Berryville, VA 22611

Dear Barbara,

Thank you for your recent letter. We would like to bring to your attention our concerns regarding the Pasture Palooza held on the Teeter property at the end of Minniewood Lane which was held in July 2014. The following information are some of our concerns that resulted with the event being held at this location:

Pasture preparation and set up for the event began at least one week before the four-day event of July 10-13 with plenty of traffic which included cars, trucks, and trailers. The weather had been extremely hot and very dry and the dust from vehicle traffic on Minniewood Lane was unbelievable. With 850 plus attendees, the traffic probably topped 400 vehicles a day during the event. There was no action taken by the property owner or the organizers to water down the gravel/dirt road from Triple J to the end of the Lane. Minniewood Lane is private and we feel it is not adequate for the amount of traffic it received during this time. This private lane is wide enough for one lane, through a woods and also a fenced area for the Minniewood Farm Subdivision. We are one of six homeowners on this lane and are responsible for the maintenance. The residents could not possibly use this lane, for getting to and from their property, for one whole year, that would be anywhere equal to the use by the Pasture Palooza organizers, vendors, musician trucks, trailers, and attendees for the several weeks. We do feel that if the Palooza event is to happen in 2015, and any future years, the property owner and organizers should provide the dust control and maintenance. If the owner/organizers go before the Board for another 3-year permit, there needs to be some responsibility required of them to provide the dust control and road maintenance, and ensuring the event will remain within the "permit property." With all the funds made at \$60 per person per ticket, there should be available funds to provide for the two mentioned actions. We had been told that the event had a 1,000 person limit on the permit. We were also told that there would be a notice sent to all residents when the event would be held. That notice was not received at our home.

On Friday night of the event, the crowd had reached 850 plus on the "permit property," which was overflowing, and permission was asked of one or more homeowners to block off a 20' parking area in front of their residences. At that time the ticket booth was moved to a front yard on Minniewood Lane. This created additional problems for us who had to wait in the line at the ticket booth for approximately 15 minutes to get to our homes, just hundred of feet away, while the event attendees were checked in for armbands.

The organizers stated this was the first year the festival sold out and reached its maximum capacity of 1,000 people.

The weather was beautiful for the event and the band music that we could hear at our home was not annoying.

We truly feel that if the event is held again in the pasture, that all of the event should be kept in that "permit property", including the ticket trailer, car parking, and camping, and not be permitted on Minniewood Lane. The number of attendees, at 850 plus early on Friday evening, was obviously too many for the area. According to the organizers, they plan on making this event bigger and better, more than their 1,000 person limit. In any event, we strongly feel that the event is too big for such on a small private residential gravel lane. Maybe the organizers should look further in the Clarke County for a more suitable area, i.e. the Clarke County Ruritan Grounds, the Clarke County Parks and Recreation, or a larger pasture that surely is available in Clarke.

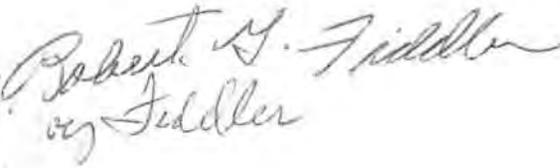
What appeared to be a fantastic event for the locals, out-of-towners, and out-of-state attendees, was not quite as fantastic for the Minniewood Lane residents.

We certainly can see the County's concern with the upcoming event near Rippon, West Virginia. Could this event be the same event held on Minniewood Lane?

If you would want to talk to us about our concerns, please feel free to call us at 955-9991, email joybob42@icloud.com, or please feel free to visit us in our home at 210 Minniewood Lane. We moved from Winchester to our newly built home in June 2014, and are most comfortable to be back in Clarke County.

Sincerely,

Robert G. Fiddler
Joyce R. Fiddler

Handwritten signatures of Robert G. Fiddler and Joyce R. Fiddler. The signature for Robert G. Fiddler is written in cursive and is positioned above the signature for Joyce R. Fiddler, which is also in cursive.

ZONING ORDINANCE TEXT AMENDMENT (TA-15-03)
Rear Yard Setback -- Rural Residential (RR) District
January 19, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT – Department of Planning

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed text amendment to amend §3-A-3-c, Minimum Yard Requirements -- Rural Residential District (RR), of the Zoning Ordinance. The purpose of the amendment is to reduce the required rear yard setback for structures on parcels 15,000 square feet or greater in area from 35 feet to 25 feet.

Requested Action:

Schedule Public Hearing for the February 16, 2016 Board of Supervisors Meeting.

Staff Discussion/Analysis:

This text amendment is proposed by Planning Staff to provide a more flexible building envelope in the Rural Residential (RR) District for parcels 15,000 square feet or greater in area by reducing the rear yard setback for structures from 35 feet to 25 feet. Staff is proposing this amendment because we have encountered several instances in recent years where property owners on small RR-zoned lots could not comply with the rear setback requirement when constructing decks, pools, additions, or other accessory structures. While some of these property owners could have applied for a variance from the Board of Zoning Appeals, the application fees, additional time delay, and potential for denial of the variance request have caused them either to downsize or abandon their projects altogether.

Prior to 2002, the rear yard setback for structures on RR-zoned parcels was 20 feet. In 2002, a text amendment was adopted that established a 10 foot rear yard setback for parcels less than 1 acre and a 25 foot rear yard setback for parcels 1 acre or greater. In 2004, rear yard setbacks were increased to their current dimensions of 25 feet for parcels less than 15,000 square feet (or 5 feet for accessory structures 200 square feet or less) and 35 feet for parcels 15,000 square feet or greater (or 10 feet for accessory structures 200 square feet or less).

The purpose of the 2004 amendment as stated in the Staff report (see attached) was to establish “setbacks for small lots more consistent with the existing pattern of house locations.” There was no additional information on file regarding prior Staff’s methodology for determining the existing pattern of house locations or whether establishing different setbacks for accessory structures in the RR District was considered. Staff notes that the current 35 foot setback is more restrictive than the 10 foot setback requirement for AOC and FOC-zoned parcels less than 1 acre, as well as the 25 foot setback for parcels from 1 acre to less than 4 acres.

An additional point to note is that the County’s RR-zoned parcels are located in Shenandoah Retreat and the villages of White Post and Millwood, and the vast majority of these parcels were

created prior to or in the early years of the County's Zoning Ordinance. As such, many of these parcels are non-conforming as to minimum area (under 1 acre) or building envelope and setbacks. Allowing a reduction in the rear yard setback would provide these property owners with additional flexibility without having to pursue a variance. Staff has identified no problems or issues that would be created with this setback reduction and we note that other regulations would remain to ensure orderly development of these parcels including the maximum lot coverage requirement, setbacks from wells and septic systems, and the Septic Ordinance restrictions on modifications to existing structures with nonconforming drainfields.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on December 4, 2015, the Planning Commission voted 10-0-1 (Staelin absent) to recommend adoption of the proposed text amendment. No one spoke for or against the text amendment at the Commission's Public Hearing.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

History:

- | | |
|--------------------------|---|
| November 6, 2015. | Planning Commission voted unanimously to set Public Hearing for the December 4, 2015 meeting. |
| December 4, 2015. | Commission voted 10-0-1 (Staelin absent) to recommend adoption of the proposed text amendment. |
| January 19, 2016. | Placed on the Board of Supervisors' regular meeting agenda to schedule Public Hearing. |

Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):

3-A-3-c Minimum Yard Requirements

	Parcels with less than 15,000 sq. ft.	Parcels with 15,000 sq. ft or more
From the edge of a private access easement	15 feet*	25 feet
From the centerline of a secondary highway	40 feet*	50 feet
From the edge of a primary highway right of way -- With less than 5000 trips per day -- With 5000 or more trips per day * add 10 feet for entrance side of garages, carports, or other structures used to house vehicles	15 Feet* 40 feet*	25 feet 50 feet
From side property lines	5 feet	10 feet
From rear property lines (structures 200 sq. ft. or less)	25 feet 5 feet	35 feet 25 feet 10 feet
From intermittent streams	0 feet	25 feet
From perennial streams, springs, & sinkholes	100 feet	100 feet

ZONING ORDINANCE TEXT AMENDMENT (TA-15-04)
Board of Zoning Appeals – Code of Virginia Amendments
January 19, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT – Department of Planning

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed text amendment to amend Article 7 (Appeals, Variances, Interpretations, and Modifications) of the Zoning Ordinance. The purpose of the amendment is to implement new and amend current requirements regarding the administrative procedures and standard of review for variances and appeals by the Board of Zoning Appeals (BZA) in order to comply with recent amendments to the Code of Virginia.

Requested Action:

Schedule Public Hearing for the February 16, 2016 Board of Supervisors meeting.

Staff Discussion/Analysis:

This text amendment is proposed by Staff to address changes to the Code of Virginia that were adopted by the General Assembly during their 2015 session regarding administrative procedures and the standard of review for variances and appeals by boards of zoning appeals. These changes are compulsory in nature and require the applicable provisions of the County Zoning Ordinance to be updated. A copy of the applicable state code changes are enclosed for your reference.

The proposed new and amended language is described below:

Administrative procedures regarding BZA hearings (§7-A-1-n, Hearings – Procedures).

One of the major changes to State code involves ensuring that the hearing process for variances and appeals operates more similarly to judicial proceedings as BZAs are considered to be quasi-judicial bodies. The new language prevents the non-legal Staff of the Board of Supervisors (e.g., the zoning administrator and Planning Department staff) from having ex parte communications, or one-sided discussions, with BZA members about the case prior to the hearing. Likewise, applicants, landowners, and their agents are also prohibited from having ex parte communications with BZA members prior to the hearing. In the event that either the non-legal staff or the applicant engages in ex parte communications, they must inform the other party as soon as practicable about the substance of the communication. “Non-legal” staff does not include the County Attorney, the County Attorney’s staff, or other attorney that is assigned to represent the BZA.

Additionally, all case materials that are provided to the BZA member must also be provided, at no cost, to the applicant no less than three business days from the date that the materials were provided to the BZA. At the hearing, the applicant shall also be provided the same amount of time to present their case as is provided to County Staff.

As a matter of practice, these new administrative procedures will have the following impacts:

- Planning Department Staff will not be able to meet with individual BZA members to discuss the case in advance of the hearing or to answer questions unless the applicant is allowed to attend the meeting.
- Materials on all variance and appeals applications will be provided to the County Attorney and BZA members will be advised to contact the County Attorney with any questions they may have on the applications.
- Applicants will not be able to discuss the case with individual BZA members prior to the hearing.
- Planning Department Staff will document the date that Staff Reports and other case information is sent to the BZA and to the applicant in order to comply with the new requirements.
- Both the Planning Staff and the Applicant will be provided an equal amount of time to present their cases which will likely require time limitations to be established.

Clarification of the BZA’s standard of review for variance requests and appeals (§7-A-2-a and 7-A-3-e)

Additional State Code changes were adopted to better clarify the standards that BZAs should use in determining whether to grant a variance and how to rule on appeals of determinations by an administrative officer. These changes are addressed separately below.

Regarding appeals

New language has been added to clarify that, for the purpose of appeals, an administrative officer’s determination shall be presumed to be correct and that the burden of proof is on the appellant to prove to the BZA by a preponderance of the evidence that the determination is incorrect. Additionally, language is added to define, “determination,” to include any order, requirement, decision, or determination made by an administrative officer. For the purposes of the County zoning ordinance, an “administrative officer” includes the Zoning Administrator, the Director of Planning, and the Natural Resources Planner.

Regarding variances

Similar to appeals, new language has been added that places the burden of proof on the applicant to prove to the BZA by a preponderance of the evidence that a variance is warranted. Furthermore, a multi-step process is now included to clarify the circumstances under which the need for a variance may be proven.

First, the applicant must show that the strict application of the terms of the ordinance would either: (1) unreasonably restrict the utilization of the property, OR (2) that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance.

Second, the applicant must show compliance with ALL of the following five items:

1. *The property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance.*

This item prohibits the granting of a variance for a “self-inflicted” hardship. An example would be constructing a dwelling on a property in a manner that constrains the allowed rear yard, preventing a deck or accessory building from being constructed in the rear yard.

2. *The granting of a variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area.*

This item allows the BZA, at their discretion, to deny a variance request if it would have a substantial adverse impact on adjacent or nearby properties. An example would be to deny a variance request to allow a building to be constructed inside a stream buffer on the grounds that additional runoff from impervious surface and destruction of existing buffer vegetation would adversely impact the stream.

3. *The condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance.*

This item allows a variance request to be denied if other similarly situated properties are subject to the same constraints and that adoption of a text amendment could universally cure the constraints for these properties. An example of this would be a rear yard setback that constrains the building envelope similarly for all properties of the same size and zoning classification. To comply with this item, an applicant would have to show additional evidence that makes their situation unique from others. This could include drainfield or well location, unsuitable topography, or other property characteristics that constrain the building envelope in addition to the required setback distance.

4. *The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property.*

This item refers to the prohibited practice of allowing uses by variance that are not among the permitted or special uses in a given zoning district. The County Zoning Ordinance does not allow use variances.

5. *The relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of §15.2-2309 or the process of modification of a zoning ordinance pursuant to subdivision A4 of §15.2-2286 at the time of filing of the variance application.*

This item refers to the special exception and zoning officer modification processes allowed under the Code of Virginia. Neither of these processes is available in the County Zoning Ordinance.

These proposed changes, along with additional non-substantive edits provided for clarification purposes, have been provided by the County Attorney for incorporation into the Zoning Ordinance. Additionally, these changes were presented to the Board of Zoning Appeals at their November 10 meeting for discussion. The BZA members had no concerns with the adoption of this text amendment.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on January 8, 2016, the Commission voted unanimously (10-0) to recommend adoption of the proposed text amendment. No one spoke for or against the text amendment at the Commission's Public Hearing.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

History:

- | | |
|--------------------------|--|
| December 4, 2015. | Commission voted 10-0-1 (Staelin absent) to set Public Hearing for the January 8, 2016 meeting. |
| January 8, 2016. | Commission voted unanimously to recommend adoption of the proposed text amendment. |
| January 19, 2016. | Placed on the Board of Supervisors' meeting agenda to schedule Public Hearing. |

Zoning Ordinance Amendment Text (See attached document –changes are noted in underlined red text with strikethroughs where applicable):

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7 APPEALS, VARIANCES, INTERPRETATIONS, AND MODIFICATIONS

(11/16/04) (7/15/08) (10/18/11)

7-A APPEALS, VARIANCES, INTERPRETATIONS, AND MODIFICATIONS

There shall be established a Board of Zoning Appeals (Board) that shall consider appeals, variances, and zoning map interpretations.

7-A-1 Board of Zoning Appeals – Organization and Procedures

7-A-1-a Membership

The Board shall consist of five residents of Clarke County, appointed by the Circuit Court of Clarke County. Members of the Board shall hold no other public office in the locality except that one may be a member of the Clarke County Planning Commission.

7-A-1-b Alternate Members

The Board of Supervisors may request the Circuit Court of Clarke County to appoint not more than three alternates to the Board of Zoning Appeals, pursuant to the provisions of Virginia Code §15.2-2308(A)

7-A-1-c Terms of Office

The terms of office for members of the Board shall be for five years each except that original appointments shall be made for such terms that the term of one member shall expire each year. The Secretary of the Board shall notify the court at least thirty (30) days in advance of the expiration of any term of office, and shall also notify the Court promptly if any vacancy occurs. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies.

7-A-1-d Officers

With the exception of its Secretary and the alternates, the Board shall elect from its own membership its officers who shall serve annual terms as such and may succeed themselves. The Board may elect as its Secretary either one of its members or a qualified individual who is not a member of the Board, excluding the alternate members. A Secretary who is not a member of the Board shall not be entitled to vote on matters before the Board.

7-A-1-e Quorum

(12/15/09)

For the conduct of any hearing, a quorum shall be not less than a majority of all the members of the Board.

7-A-1-f Procedures

The Board may make, alter and rescind rules and forms for its procedures, consistent with County ordinances and general laws of the Commonwealth.

- 7-A-1-g **Records**
The Board shall keep minutes and a full record of its proceedings and other official actions, which shall be filed in the office of the Board and shall be public records.
- 7-A-1-h **Report**
The Board shall submit a report of its activities to the governing body at least once each year.
- 7-A-1-i **Witnesses**
The Chairman of the Board, or the acting Chairman in the Chairman's absence, may compel attendance of witnesses and administer oaths of witnesses.
- 7-A-1-j **Employees**
Within the limits of funds appropriated by the Board of Supervisors, the Board may employ or contract for secretaries, clerks, legal counsel, consultants, and other technical and clerical services.
- 7-A-1-k **Compensation**
Members of the Board may receive such compensation as may be authorized by the Board of Supervisors.
- 7-A-1-l **Removal**
Any Board member or alternate may be removed for malfeasance, misfeasance, or nonfeasance in office, or for other just cause, by the Court that appointed the member or alternate, after a hearing held after at least fifteen (15) days notice.
- 7-A-1-m **Meetings**
The Board by resolution may fix a schedule of regular meetings, and may also fix the day or days to which any meeting shall be continued if the Chairman, or Vice-Chairman if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised for such meeting in accordance with Virginia Code § 15.2-2312 shall be conducted at the continued meeting and no further advertisement shall be required.

7-A-1-n Hearings – Procedures

1. The non-legal staff of the Board of Supervisors may have ex parte communications with a member of the Board prior to the hearing but may not discuss the facts or law relative to the case before the Board. The applicant, landowner, or their agent or attorney may have ex parte communications with a member of the Board prior to the hearing but may not discuss the facts or law relative to the case before the Board. If any ex parte discussion of facts or law in fact occurs, the party engaging in such communication shall inform the other party as soon as practicable and advise the other party of the substance of such communication. For purposes of this section, regardless of whether all parties participate, ex parte communications shall not include (i) discussions as a part of a public meeting or (ii) discussions prior to a public meeting to which staff of the governing body, the applicant, landowner, or their agent or attorney are all invited. For purposes of this section, “non-legal staff of the Board of Supervisors” shall mean any staff who is not in the office of the attorney for the County, or for the Board, or who is appointed by special law or pursuant to §15.2-1542. Nothing in this section shall preclude the Board from having ex parte communications with any attorney or staff of any attorney where such communication is protected by the attorney-client privilege or protection of confidentiality.

2. Any materials relating to the case before the Board, including a staff recommendation or report furnished to a member of the Board, shall be made available without cost to an applicant, appellant, or other person aggrieved under §15.2-2314, as soon as practicable thereafter, but in no event less than three business days of providing such materials to a member of the Board. If the applicant, appellant, or other person aggrieved under §15.2-2314 requests additional documents or materials to be provided by the locality other than those materials provided to the Board, such request shall be made pursuant to §2.2-3704. Any such materials furnished to a member of the Board shall also be made available for public inspection pursuant to Subsection F of §2.2-3707.

3. At a hearing the board shall offer an equal amount of time to the applicant, appellant, any other person aggrieved under §15.2-2314, and the County staff.

7-A-1-o Appeal of Decision of Board

Any person or persons jointly or severally aggrieved by any decision of the Board, or any aggrieved taxpayer, or any officer, department, board, or bureau of the locality, may file with the Clerk of the Clarke County Circuit Court a petition specifying the grounds on which aggrieved within 30 days after the final decision of the Board.

7-A-2 Appeals of Administrative Determinations

7-A-2-a The Board shall hear and decide appeals from any order, requirement, decision, or determination made by an administrative officer in the administration or enforcement of the Zoning Ordinance. The decision on such appeal shall be based on the Board's judgment of whether the administrative officer was correct. The determination of the administrative officer shall be presumed to be correct. At a hearing on an appeal, the administrative

officer shall explain the basis for their determination after which the appellant has the burden of proof to rebut such presumption of correctness by a preponderance of the evidence. The board shall consider ~~the purpose and intent of~~ any applicable ordinances, laws, and regulations in making its decision. For purposes of this section, “determination” means any order, requirement, decision, or determination made by an administrative officer. Any appeal of a determination to the Board shall be in compliance with this section, notwithstanding any other provision of law, general or special.

- 7-A-2-b An appeal to the Board may be taken by any person aggrieved or by any officer, department, board, or bureau of the County affected by any decision of the Zoning Administrator, or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of the Zoning Ordinance, or any modification of zoning requirements pursuant to Virginia Code Section 15.2-2286.
- 7-A-2-c (7/15/08) Any written notice of a zoning violation or any written order or administrative determination of the Zoning Administrator shall include a statement informing the recipient of the recipient’s right to appeal the notice of zoning violation or the written order or administrative determination within 30 days, and that the decision shall be final and unappealable if not appealed within 30 days. The appeal period shall not commence until the statement is given. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken.
- 7-A-2-d An appeal shall stay all proceedings in furtherance of the action appealed from unless the Zoning Administrator certifies to the Board that by reason of facts stated in the certificate a stay would in his opinion cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order granted by the Board or by a court of record, on application and on notice to the Zoning Administrator and for good cause shown.
- 7-A-2-e The Board shall fix a reasonable time for hearing an appeal, and shall give public notice and hold a public hearing as provided by Virginia Code § 15.2-2204. However, when giving any required notice to the owners, their agents, or the occupants of abutting property and property immediately across the street or road from the property affected, the Board may give such notice by first-class mail rather than by registered or certified mail.
- 7-A-2-f The Board shall make its decision within 90 days of the filing of the appeal, unless the appellant and the Board mutually agree upon an extended period.
- 7-A-2-g In exercising its powers, the Board may reverse or affirm, wholly or partly, or may modify, an order, requirement, decision, or determination appealed from.
- 7-A-2-h The concurring vote of a majority of the membership of the Board shall be necessary to reverse any order, requirement, decision, or determination of an administrative officer.
- 7-A-3 Variances
- 7-A-3-a The Board shall hear upon appeal or original application in specific cases requests for variances, as defined in Virginia Code §15.2-2201, from the terms of this ordinance. A variance shall not include a change in use.

7-A-3-b Any property owner, tenant (with the written consent of the property owner), government official, department, board, or bureau may make application for a variance. Applications shall be made to the Zoning Administrator in accordance with rules adopted by the Board. The application and accompanying maps, plans, or other information shall be transmitted promptly to the Secretary of the Board, who shall place the matter on the docket to be acted upon by the Board.

7-A-3-c The Zoning Administrator shall also transmit a copy of the application to the Planning Commission, which may send a recommendation to the Board or appear as a party at the hearing.

7-A-3-d No variance shall be ~~authorized~~considered except after public notice and hearing as required by Virginia Code §15.2-2204. However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the Board may give such notice by first-class mail rather than by registered or certified mail.

~~7-A-3-~~
e Action on Variance Application

1. The burden of proof shall be on the applicant for a variance to prove by a preponderance of the evidence that the application meets the standards for a variance as defined in Va. Code §15.2-2201 and the criteria set out in this section.

2. Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:

(a) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;

(b) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;

(c) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;

(d) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and

(e) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of §15.2-2309 or the process of modification of a zoning ordinance pursuant to subdivision A4 of §15.2-2286 at the time of the filing of the variance application.

~~7-A-3-f~~ In order to consider granting a variance, the Board must find that the effect of the zoning ordinance on the property under consideration, as it stands, interferes with all reasonable beneficial uses of the property, taken as a whole.

~~7-A-3-g~~
(12/15/09) No variance shall be granted by the Board unless it finds that:

- ~~1. The property owner has shown that~~
 - ~~a. the property was acquired in good faith, and~~
 - ~~b. the strict application of the terms of the ordinance would effectively prohibit or unreasonably restrict the utilization of the property because of (i) the exceptional narrowness, shallowness, size, or shape of the property, or (ii) exceptional topographic condition or other extraordinary situation or condition of the piece of property, or (iii) the condition, situation, or development of property immediately adjacent thereto; or~~
- ~~2. The Board is satisfied, upon the evidence heard by it, that the granting of the variance will alleviate a clearly demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant.~~

~~7-A-3-h~~ No variance shall be granted by the Board unless it further finds that:

- ~~1. the strict application of the Zoning Ordinance would produce undue hardship relating to the property; and~~
- ~~2. the hardship is not shared generally by other properties in the same zoning district and the same vicinity; and~~
- ~~3. the authorization of the variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance; and~~
- ~~4. the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the zoning Ordinance.~~

~~7-A-3-if~~ The concurring vote of a majority of the membership of the Board shall be necessary to approve a variance.

~~7-A-3-jg~~ In ~~approving~~granting a variance the Board shall tailor the variance to provide the minimum variance necessary to alleviate the hardship, and the Board may impose such conditions regarding the location, character, and other features of the proposed structure or use, as it may deem necessary in the public interest. The Board may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with.

~~7-A-3-
kh~~ The Board will not consider substantially the same application within one year of previous Board action.

7-A-4 Zoning District Map Interpretations
The Board shall hear and decide applications for interpretation of the zoning district map where there is any uncertainty as to the location of a district boundary. After notice to the owners of the property affected by the question, and after public hearing with notice as required by Virginia Code Section 15.2-2204, the Board may interpret the map in such way as to carry out the intent and purpose of the ordinance for the particular section or district in question. However, when giving any required notice to the owners, their agents, or the occupants of abutting property and property immediately across the street or road from the property affected,

the Board may give such notice by first-class mail rather than by registered or certified mail. The Board shall not have the power to change substantially the locations of district boundaries as established by ordinance. The concurring vote of a majority of the membership of the Board shall be necessary to decide in favor of the applicant.

7-A-5 Limitation on Powers of Board

The Board shall not have the power to rezone property or to base Board decisions on the merits of the purpose and intent of County ordinances duly adopted by the Board of Supervisors.

7-B MODIFICATIONS

7-B-1 The Zoning Administrator may grant a modification from any provision contained in the Zoning Ordinance with respect to physical requirements on a lot or parcel of land, including but not limited to size, height, location or features of or related to any building, structure, or improvements, if the Administrator finds in writing that:

1. the strict application of the ordinance would produce undue hardship;
2. such hardship is not shared generally by other properties in the same zoning district and the same vicinity; and
3. the authorization of the modification will not be of substantial detriment to adjacent property and the character of the zoning district will not be changed by the granting of the modification.

7-B-2 The Zoning Administrator may not grant a modification that is more than 10% of a regulation standard.

7-B-3 Before the granting of a modification, the Zoning Administrator shall give, or require the applicant to give, all adjoining property owners written notice of the request for modification, and an opportunity to respond to the request within 21 days of the date of the notice. Before the granting of a modification, the Zoning Administrator shall consult with the Chair and Vice-Chair of the Board of Zoning Appeals.

7-B-4 The Zoning Administrator shall make a decision on the application for modification and issue a written decision with a copy provided to the applicant and any adjoining landowner who responded in writing to the notice sent pursuant to this paragraph. The Zoning Administrator shall provide a copy of a written decision to the Board of Zoning Appeals within five working days from making the decision.

7-B-5 The decision of the Zoning Administrator may be appealed to the Board of Zoning Appeals as provided in ~~7-BA-2~~ of this Ordinance.

**ZONING AND SUBDIVISION ORDINANCE TEXT AMENDMENT (TA-15-05)
Forestal-Open Space-Conservation District (FOC) Development Regulations
January 19, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT – Department of Planning**

The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed text amendment to amend the following sections of the Zoning and Subdivision Ordinances:

Subdivision Ordinance

- Article 4 (Procedure for Subdivision Approval) – Adding a new Subsection N, Applications for Subdivisions in the Forestal-Open Space-Conservation (FOC) District, to create subdivision regulations specific to the FOC District.

Zoning Ordinance

- §3-A-2-b, Lot Requirements (FOC District) -- Limits area reductions of a residual open space parcel to a maximum of 10% of the total parcel area and prohibits the dwelling unit right from being transferred.
- §3-A-2-f, Vegetated Property Buffers and Clearing Limits (FOC District) – Clarifies and strengthens existing requirements including applying such restrictions to vacant parcels created on or before the established effective dates and removes the requirement that a Planning Commissioner grant written approval of buffer clearing under limited circumstances in conjunction with the Zoning Administrator.
- §3-A-1-f, Vegetated Property Buffer (AOC District) -- Removes the requirement that a Planning Commissioner grant written approval of buffer clearing under limited circumstances in the AOC District in conjunction with the Zoning Administrator.
- §3-C-2-k, Forestry Uses & Structures -- Eliminates time-based restrictions on the filing of a subdivision application before or after a timber harvest and on the filing of a Pre-Harvest Plan after approval of a subdivision plan.
- §3-C-2-y, Propane Tanks -- Allows screening to be used as an alternative to underground installation of propane tanks 500 gallons or larger in all zoning districts.
- Article 9, Definitions – Adds new definitions for “clear cut” and “no-clear area.”

Requested Action:

Schedule Public Hearing for the February 16, 2016 Board of Supervisors Meeting.

Staff Discussion/Analysis:

The purpose of the proposed text amendments to the Zoning and Subdivision Ordinance is to strengthen and clarify existing regulations regarding subdivision and development of lands in the Forestal-Open Space-Conservation (FOC) District. The goals include:

- Emphasizing the identification and protection of existing trees and vegetation, highly erodible/slippage soils, and other critical environmental features before, during, and after the plat review process.
- Creating a regulatory process that can be managed and enforced effectively by existing County staff.
- Ensuring that the regulations are clearly stated, provide the intended levels of protections, and avoid ambiguity and confusion among property owners, County staff and officials, and the general public.

Narratives describing the proposed Zoning and Subdivision Ordinance amendments and the text amendment language are provided separately below. The proposed text amendments were prepared in conjunction with the Planning Commission’s Policy Committee and have been reviewed by the County Attorney.

SUBDIVISION ORDINANCE – TEXT AMENDMENT

Creation of New Subdivision Regulations for FOC-zoned Properties – New Subsection 4N.

New, more stringent design criteria and regulations for all minor and major subdivisions in the FOC District are proposed in order to ensure that development of new lots results in the least practicable amount of tree and vegetation clearing as possible and preserves the integrity of sensitive slopes. The new subdivision review criteria would emphasize identifying critical lot features and required buffers, setbacks, and preservation areas both on the proposed subdivision plat and in the field with Planning Department Staff before, during, and after the plat review process.

Applicants would be required to identify on the proposed subdivision plat the topography (including soil type and slopes), existing woody vegetation, and the location of streams or other similar features for each proposed lot and the residual parcel. The plat would also identify the clearing area for potential building sites; the allowable building envelope, drainfield and reserve area; and any access and utility easements. Most importantly, the plat would include surveyed “no clear areas” consisting of the required vegetated perimeter buffer, tree preservation areas, critical root zones, and highly erodible soils/slippage soils.

The plat would also be accompanied by a required narrative that describes the type of existing woody vegetation on the subject properties including native species to be protected and invasive species and/or dead vegetation to be removed. In the event that the applicant proposes clearing for agricultural activities, the narrative shall include a copy of the proposed farm management plan. The narrative shall also describe methods to be used to protect no clear areas during site development and construction, and how the no clear areas will be delineated in the field to guard against future clearing (e.g., permanent signage). The narrative shall be a binding part of the subdivision plat approval.

Applicants for new major and minor subdivisions in the FOC District would be required to schedule an initial fact-finding meeting with Planning Department Staff and the applicant’s

design professional to discuss the subject property and its characteristics. A pre-application site visit would also be required and may be attended by the County's engineering consultant if necessary. These meetings, in addition to the standard pre-application meeting for all subdivision plat reviews, would be prerequisites to filing the application for subdivision review.

Following approval of the plat by the Commission, developers of each lot will be required to schedule a pre-construction site inspection involving Planning Staff and the County erosion and sediment control program administrator (Building Official). This site visit shall be scheduled after the lot developer has marked the no clear areas in the field and installed protection measures per the approved plat. No building permit shall be issued and no land disturbance shall be authorized until this inspection has been conducted and the referenced control measures are verified. Notes delineating this process will be required to be included on the plat. Planning Staff will photograph these areas for the file during this inspection. Once site development is complete and prior to issuance of a certificate of occupancy for any dwelling, the developer shall contact Planning Staff for a final inspection of the no-clear areas.

This should establish a clear and straightforward process for ensuring the proper preservation of trees and slopes:

- County Staff, the Planning Commission, and the developer of each lot will reach a clear understanding of areas to be preserved.
- A minimum of three field inspections are mandated – one prior to plat application filing to familiarize Staff with the site, one prior to clearing for construction to verify installation of control measures, and one prior to issuance of a certificate of occupancy to verify integrity of no-clear areas.
- The conservation elements are captured in a recorded document to make future property owners aware of the restrictions.

Other Items to Note:

- Staff would not be authorized to grant any field variances to an approved plat. Since the no-clear areas would be a surveyed feature on the plat, the only way to make changes would be to return to the Planning Commission with a request to amend the approved plat.
- The review timeframes would be the same as they currently are for minor and major subdivision plats.
- Specific penalty language is included to allow the Building Official to hold issuance of a certificate of occupancy pending remediation of any excessive clearing in violation of the approved plat.

- Text amendment requires standard warning language to be included on the plat regarding ongoing preservation of no clear areas.
- Agricultural clearing would still be permitted by subsequent lot purchasers with the submission of a Farm Management Plan and would not require approval of an amendment to the approved plat.

Additionally, the Policy Committee requested Staff to obtain feedback from engineers and surveyors as to the potential additional “up-front” costs that a property owner could incur to comply with these proposed regulations. Staff solicited three local engineers and surveyors but no feedback was offered. Staff also asked Anderson & Associates, the County’s engineering consultant, to provide a cost analysis. A spreadsheet was provided by Bill Keaton depicting total new costs based on the total acreage of the subject property proposed to be subdivided. A couple of items to note about the spreadsheet:

- Hourly rates are based on the use of engineering staff. Mr. Keaton said that if a licensed surveyor were used, the average hourly rate would be \$85.
- The costs are a conservative estimate and presume that little existing field work or surveying has been completed to date on the subject property.
- All proposed costs would be new costs to be incurred and are not costs that would otherwise be incurred later in the process under the current regulations.
- Costs may vary significantly depending upon the property characteristics and may be significantly lower if the majority of the work is undertaken around the building envelope.

A copy of this spreadsheet is included in the supporting documentation for this text amendment.

ZONING ORDINANCE – TEXT AMENDMENT

Recommended Changes to 3-A-2-b, Lot Requirements (FOC)

The modification to subsection 3 is proposed to help ensure that the intent of maintaining a portion of a subdivision in open space is not circumvented by boundary line adjustment with an adjacent parcel. This section would limit area reductions of a residual open space parcel to 10% of the total area and would not allow the dwelling unit right to be transferred. The residual open space parcel could be increased through boundary line adjustment but no additional dwelling units could be transferred to the open space parcel.

A new Subsection 4 is proposed to help ensure that new lots with steep slopes have at least one acre with slopes less than 25% that could potentially be developed into a viable building envelope. A new Subsection 5 is included as a reference to the proposed FOC District subdivision regulations.

Recommended Changes to §3-A-2-f, Vegetated Property Buffer and Clearing Limits (FOC).

This section is amended to clarify that the buffer and clearing requirements apply to all parcels except for those parcels with a dwelling constructed on or before February 18, 2003 (or later date if specified). The amendment is necessary to better capture the intent of this subsection because the current language applies the requirements for parcels having a specified acreage and containing a dwelling constructed as of the stated date. Under this language there is a loophole that would allow a developer to clear a vacant parcel, including buffer areas, and then apply for a building permit to construct a home. The original intent was to exempt properties that already contain a dwelling constructed on or before the stated date.

Current subsections 3 and 5 are proposed to be combined as both sections describe property characteristics requiring retention of existing woody vegetation. The combined subsection would be renumbered as new subsection 4.

Staff recommends deletion of current subsection 4 as it is effectively covered by the requirements for retaining existing vegetation on properties with slopes in current subsection 3 (renumbered as new subsection 4). As the regulations are currently applied, properties with average slope under 7% and below 800 feet elevation would be allowed to clear to the vegetated buffer boundaries (subsections 2 and 3 above). Those properties with an average slope between 7% and 25% and at an elevation of 800 feet or greater would be limited to clearing only within the permitted house site (new subsection 4) subject to other listed exceptions. This should sufficiently reflect the original intent of these regulations.

Under new (renumbered) subsection 4, language is repeated in (a) and (b) for consistency purposes to indicate that the elevation and effective date requirements apply to both scenarios. New subsection 4c is added to define “house site.” The term is synonymous with the defined term, “buildable area,” with required yards that are constrained by the area limitations of (a) and (b). “House site” would include footprints for the dwelling and outbuildings as well as the driveway access and parking but would not include well and drainfield locations.

Under renumbered subsection 5 (current subsection 6), Staff has added the inspection of field delineation as an additional level of protection against excessive clearing. This would mirror one of the required inspections in the proposed FOC District subdivision regulations.

Under renumbered subsection 6 (current subsection 7), a section on violations is added to establish a procedure for handling clearing violations when they are discovered. This covers violations discovered at various stages of the land development process and violations committed by landowners after construction is complete. It also establishes a set time frame for post-construction remediation and limits the Zoning Administrator’s discretion to extend compliance times due to weather or season. The compliance time frame for violations during development would be driven by when the developer wants to complete their project and receive a certificate of occupancy and release of any bonding.

Under renumbered subsection 7 (current subsection 8), an affidavit for agricultural clearing would be used for the record to identify the specific agricultural activity or activities warranting

the clearing. The affidavit would be a form produced by the Planning Department similar to the affidavit used for agricultural structures. The affidavit can be worded to ensure that the property owner signing it will be the individual conducting the agricultural activity – this would prevent developers from using this exception unless they will be conducting the activity personally, and would provide written acknowledgement that the property owner knows they have to follow their Management Plan.

The following changes are proposed for the list of clearing activities allowed in the no-clear areas – current subsection 9 renumbered as subsection 8.

- Removed the involvement of one Planning Commissioner from the approval of clearing activities in certain limited circumstances under this subsection. The proposed language would solely authorize the Zoning Administrator to review and provide written approval of these clearing activities. Section 3-A-1-f contains similar language for clearing activities in the AOC District and is also proposed for amendment.
- Removed fences from clearing that requires written approval by the Zoning Administrator. Zoning approval is not required for fences with the exception of fences that are seven feet in height or more. Enforcement of the written approval requirement would be extremely difficult as there is no regulatory instrument that would require an applicant to come to our office for permitting prior to construction.
- Removed forestry activities from clearing requiring written approval by the Zoning Administrator. They are already listed under other permitted clearing activities (9c) so this would be correcting an inconsistency in the wording of the subsection.
- Removed noncommercial telecommunication antennae as the sunset date for this provision has passed unless the Commission wants to amend the sunset date to extend it.

Recommended changes to §3-C-2-k, Forestry Uses and Structures

Current subsections 4 and 5 place time-based restrictions on the filing of a subdivision application within three years before or after a timber harvest, and the filing of a Pre-Harvest Plan within three years of an approved subdivision. At the County Attorney’s recommendation, Staff proposes the deletion of these two subsections.

Recommended Definitions to be Added to Zoning Ordinance Section 9

Staff proposes the addition of definitions for two currently-undefined terms – “clear cut” and “no-clear areas.”

Other Proposed Changes

Subsection 3-C-2-y, Propane tank requirements

This subsection requires all propane tanks of 500 gallons or larger to be placed underground. This subsection was added to the Zoning Ordinance in conjunction with the Mountain Land Plan text amendments but it applies to all County zoning districts. In researching the reason for the amendment, Staff believes that it was added for aesthetic purposes.

Staff recently determined that this section was not being enforced due to the lack of protocols being established between the Planning and Building Departments. Planning and Building Department Staff recently informed propane companies that this regulation would now be actively enforced on all building permits to install new or replace existing tanks 500 gallons or larger. At least one company has expressed concern that installing a large tank underground may be a financial burden for some applicants. The company representative has requested the Commission consider allowing this requirement to be waived in situations where the property is large enough or topography allows for complete screening of the tank from neighboring parcels. Where the tank would be visible, it is recommended that fencing or plantings be permitted to allow complete screening of the tank from surrounding properties.

Staff has proposed amendment language to allow screening to be installed in lieu of requiring underground installation. We do note that this would result in additional cost to the County in the form of reviewing screening plans and conducting field inspections. An alternative to this approach would be to delete this requirement altogether.

At the December 1 Briefing Meeting, Commission members recommended using a third approach of eliminating Staff's recommended inspection procedure to verify compliance with the proposed screening requirements. If this approach is adopted, Staff would require the applicant to state their method of compliance on the permit application. Inspections would only be necessary if a complaint is received following installation of the propane tank. The proposed text amendment has been updated to reflect the Commission's approach.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on January 8, 2016, the Commission voted unanimously (10-0) to recommend adoption of the proposed text amendment. No one spoke for or against the text amendment at the Public Hearing.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

History:

- | | |
|--------------------------|--|
| December 4, 2015. | Commission voted 10-0-1 (Staelin absent) to set Public Hearing for the January 8, 2016 meeting. |
| January 8, 2016. | Commission voted unanimously to recommend adoption of the proposed text amendment. |
| January 19, 2016. | Placed on the Board of Supervisors' meeting agenda to schedule Public Hearing. |

Proposed Ordinance Amendment Text (New language appears in bold red italics with strikethroughs where applicable):

Subdivision Ordinance Text Amendment Language
(new language in bold italics with strikethroughs where necessary)

4N Applications for Subdivisions in the Forestal-Open Space-Conservation (FOC) District

- 1. Applicability. To assure compliance with the provisions of §3-A-2-f of the Zoning Ordinance, and to assure that development on subdivision lots in the FOC District result in the least practicable amount of tree and vegetation clearing and in the preservation of the integrity of sensitive slopes, applications for subdivisions in the FOC District, in addition to meeting other requirements of this Article 4, shall meet the requirements of §4N of this Article. Any amendments to approved major or minor subdivision plats after adoption of this Section 4N shall comply with the requirements of this section.***

- 2. Plat requirements. Preliminary and final plats for subdivisions in the FOC District shall include the following, in addition to the other requirements of this Article:***
 - a. Topography and elevation.***
 - b. Slippage soils which are identified as soil type 54C Udorthents in the “Soil Survey of Clarke County” (1982).***
 - c. Highly erodible soils which are defined as soil types 2C, 3D, 5C, 6C, 7D, 8D, 9D, 11B, 12D, 12E, 13D, 13E, 14C, 17B, 19D, 20D, 22C, 22D, 25B, 26B, 26C, 27B, 28C, 29C, 38C, 39C, 39D2, 41C, 42C, 43C, 47C, and 57D2, as identified in the “Soil Survey of Clarke County (1982)”.***
 - d. Slope categories of 7-15%, 15-25%, and greater than 25%.***
 - e. Existing woody vegetation.***
 - f. Location of intermittent and perennial streams and other similar features.***
 - g. For each proposed lot, the following shall be shown:***
 - (1) Clearing area dimensions for proposed building site(s)***
 - (2) Location and dimensions of proposed building envelope(s), drainfield site(s), and reserve area site(s)***
 - (3) Location and dimensions of proposed access and utility easements***
 - (4) Location and dimensions of no clear areas consisting of required vegetated perimeter buffers, tree preservation areas, critical root zones, and highly erodible soils/slippage soils***

 - h. Required plat notes. The plat shall include the following required notes in addition to any notes required by the Zoning Administrator or Planning Commission:***
 - (1) NOTICE OF DEVELOPMENT REGULATIONS.***
This subdivision is subject to the buffering and preservation

requirements depicted herein. No land disturbance, construction, or clearing shall take place within the delineated buffering and preservation areas without prior inspection and authorization by the County of Clarke.

(2) AGRICULTURAL AND FORESTAL ACTIVITIES. Clearing for agricultural activities shall not occur prior to the filing of a Farm Management Plan as required by §3-A-2-f-8 of the Zoning Ordinance. Clearing for conservation forestry activities shall not occur without the filing of a Pre-Harvest Plan as required by §3-C-2-k of the Zoning Ordinance.

- 3. Development plan narrative. In addition to providing the Environmental Inventory and Impact Statement as required in subsection 5, a development plan narrative shall be provided that includes the following elements. The narrative shall be a binding part of the conservation plat approval and shall be recorded with the record plat.
 - a. Description of the type of existing woody vegetation on the subject property including native species to be protected and invasive species and/or dead vegetation to be removed.*
 - b. Methods to be used to protect no clear areas during site development and construction including a plan for field delineating the no clear areas to guard against future clearing.*
 - c. In the event that the applicant proposes clearing for agricultural activities, the narrative shall also include a copy of the proposed Conservation Farm Management Plan.**
- 4. Building site amendments. Building sites depicted on the record plat may be amended with approval by the Planning Commission. A plat of the lot showing the new proposed building site shall be submitted to the Planning Commission for review and shall meet all requirements set forth in subsection 2.*
- 5. Required meetings and inspections. The following meetings and inspections with the Zoning Administrator or their designee shall be conducted:
 - a. Pre-Application Site Visit. In addition to the Pre-Application Conference required in subsection 4-A, a site visit to the subject property shall be conducted. The purpose of the site visit is to ensure that the applicant, the applicant's engineer or surveyor, and County staff understand the subject property's vegetative and topographic characteristics. This site visit shall be conducted any time before or in conjunction with the Pre-Application Conference.*
 - b. Pre-Construction Site Inspection. Following approval of the plat by the Planning Commission, the Applicant shall be required to schedule a Pre-**

Construction Site Inspection involving the Zoning Administrator and the County's erosion and sediment control program administrator prior to commencing clearing or land disturbance activities. The purpose of this inspection is to ensure that the developer has marked the no clear areas in the field and has installed protection measures (e.g., safety fencing, permanent delineation markers) in accordance with the approved plat. No building permit or land disturbance permit shall be issued prior to conducting this inspection.

c. Post-Construction Final Inspection. A final inspection shall be conducted by the Zoning Administrator or designee prior to issuance of a certificate of occupancy to ensure that the site has been developed in accordance with the approved plat. In the event that the developer has encroached into no clear areas or otherwise violated the plat requirements, no temporary or permanent certificate of occupancy shall be issued until the violation is remediated according to Zoning Ordinance requirements.

6. Field adjustments prohibited. The Zoning Administrator shall not be authorized to grant field adjustments or administrative variances to the approved plat during the construction process. Any request for adjustments shall be processed as an amendment to the previously approved plat for consideration by the Planning Commission.

Zoning Ordinance Text Amendment Language
(new language in bold italics with strikethroughs where necessary)

§3-A-2-b, Lot Requirements (FOC)

3. (To be added following the open space parcel area table):

The residual open space parcel shall not be reduced in size through boundary line adjustment by more than 10% of the total area and the dwelling unit right shall not be transferred to another property. The residual open space parcel may be increased in size through boundary line adjustment or merger without limitation; however no additional dwelling unit rights shall be transferred to the residual open space parcel.

4. Provision of area with slopes less than 25%. No lot shall be created unless it contains at least one (1) acre of area with slopes less than 25%.

5. Subdivisions. All minor and major subdivisions in the FOC District shall comply with Section 4N of the Subdivision Ordinance.

§3-A-2-f, Vegetated Property Buffer and Clearing Limits.

1. ***Applicability. The requirements of this subsection shall apply to all parcels except for parcels with a dwelling constructed on or before February 18, 2003, unless a different effective date or minimum parcel size is specified.***
2. ***Vegetated buffer required along property lines. Except for those clearing activities listed in section 3-A-2-f-9, existing woody vegetation shall be retained within 25 feet of all property lines on parcels of four acres or more. ~~Parcels~~ with a dwelling constructed ~~after 18 February 2003 on or before February 18, 2003 shall be exempt from this provision.~~***
3. ***Vegetated buffer required from public rights of way and private access easements. Except for those clearing activities listed in section 3-A-2-f-9, existing woody vegetation shall be retained within 50 feet of the edge of public rights of way or 25 feet of the edge of private access easements on parcels of four acres or more. ~~Parcels~~ with a dwelling constructed ~~after 21 June 2005 on or before June 21, 2005 shall be exempt from this provision.~~***
4. ***Retain existing vegetation on slopes. Except for those clearing activities listed in section 3-A-2-f-9, existing woody vegetation shall be retained on **all** parcels with:***
 - a. an average slope (within area to be cleared) from 7% up to 15 % and over the elevation of 800 feet above sea level, except for 2 acres for a house site **for dwellings constructed after June 21, 2005, and.**
 - b. an average slope (within area to be cleared) from 15% up to 25 % **and over the elevation of 800 feet above sea level,** except for 1 acre for a house site, or 1.5 acres if an erosion and sediment control plan is prepared by a professional engineer and approved by the Zoning Administrator for dwellings constructed after ~~21 June 2005~~ **June 21, 2005.**
 - c. ~~on~~ slopes of 25% or more, and
 - d. ~~on~~ slippage soils.
 - e. **For purposes of this section, “house site” is defined as the parcel’s buildable area as modified by the regulations enumerated in (a) and (b) above.**
- ~~4. Except for those clearing activities listed in section 3-A-2-f-9, clearing is allowed within 200 feet of the house site area described in the previous section provided:~~
 - ~~a. there are no clear-cut openings,~~

- ~~b. — the thinning of trees of 2 inches or more in diameter (measured 4.5 feet above ground), is allowed, if randomly spaced with not more than 50% of the crown cover removed within any 10-year period,~~
- ~~c. — pruning of branches is limited to the bottom 1/3 of the tree, and~~
- ~~d. — this clearing within 200 feet of house site areas shall be done before issuance of final certificate of occupancy.~~

5. **Tree Protection during Construction.** ~~a. — Critical Root Zone~~ Tree preservation areas shall be identified on the subdivision plat ~~or and~~ construction plans. ~~A~~ “Critical root zones” (CRZ) shall be delineated on the plans and clearly marked and protected in the field. *Field delineation of tree preservation areas and critical root zones shall be inspected by County staff* prior to any land disturbance. The CRZ is the area underneath the Tree Drip Line as defined in Section 9-B-180.

~~(1) — General Requirements~~

- a. Before any land disturbance, suitable protective barriers, such as safety fencing, shall be erected outside of the CRZ of any tree or stand of trees to be preserved. Protective barriers shall remain so erected throughout all phases of construction. No grade changes or storage of equipment, materials, debris, or fill shall be allowed within the area protected by the barrier. No construction traffic, parking of vehicles, or disposal of liquids is permitted within the CRZ.
- b. Trees likely to die as a result of site disturbance activities within 25 feet of the safety fence, as identified in the tree conservation plan, shall be removed.

6. **Remediation of excessive clearing activities.** Revegetation/tree replacement, in consultation with a Forestry Consultant or Certified Arborist and within the guidelines described below, shall be required for all areas where any clearing occurs in excess of the standards for maximum cleared area or in required vegetative buffer.

- a. *Violations. Any excessive clearing that occurs in violation of the requirements of this ordinance or in violation of any approved subdivision plat, site plan, or construction plan shall be remediated in accordance with this subsection. If a violation is discovered during the land clearing, land disturbance, or construction process, no certificate of occupancy (temporary or permanent) or surety release shall be granted until the violation is remediated and such remediation is inspected and approved by the Zoning Administrator. If a violation is discovered after completion of construction, it shall be remediated within thirty (30) days of the date of written notice by the Zoning Administrator. The Zoning Administrator may grant additional time to complete remediation activities if such timeframes will help ensure viability of replacement plantings due to weather or seasonal conditions.*
- b. *Remediation plan. The property owner shall be responsible for providing a written remediation plan with the Zoning Administrator to correct instances of*

excessive clearing. The remediation plan shall be consistent with the replacement criteria in Subsection c below and with the approved conservation subdivision plat, land disturbance plan, or other approved plan. The property owner shall be responsible for ensuring the viability of all replacement plantings, shall request inspection by the Zoning Administrator or designated agent within two (2) years of planting to confirm viability, and shall replace any trees that may die. Additional fees may be imposed by the County to cover the cost of reviewing the remediation plan and conducting compliance inspections.

- ac.** Replacement criteria. Trees that are removed shall be replaced so that there is, at a minimum, no loss of tree canopy coverage upon maturity of the replacement trees. All trees to be used as replacement trees shall be:
- (1) a Virginia native tree species as identified in the Virginia Department of Forestry's Tree Seedling Brochure described by the Virginia Native Plant Society (<http://www.dcr.virginia.gov/dnh/native.htm>);
 - (2) be of minimum quality as identified in the American Standard for Nursery Stock (ANSI Z60.1-2004) (as amended);
 - (3) planted as described in the American Standard for Nursery Stock ANSI Z60.1-2004 (as amended); by a qualified landscape contractor to insure survival; and a minimum of 4 feet in height with caliper dependent on species.

7. **Permitted clearing for agricultural uses.** Clearing for agricultural uses shall require a Conservation Farm Management Plan approved by either the regional Soil and Water Conservation District or the federal Natural Resources Conservation Service and submitted to the ~~County~~ Zoning Administrator. *Prior to conducting the clearing activity, an affidavit for agricultural clearing shall be completed by the property owner and filed with the Zoning Administrator stating the nature of the agricultural use(s) and affirmation that they will comply with the Conservation Farm Management Plan.*

8. **Other permitted clearing activities.** The following clearing activities shall be allowed in the no-clear areas:

- a. Dead trees and shrubs may be removed.
- b. Invasive alien species may be removed. Invasive alien species shall be those listed by the Virginia Department of Conservation and Recreation.
- c. Forestry activities as described in Section 3-C-2-k.
- d. Clearing for the following activities may occur in the vegetated property buffer, with the written approval of the Zoning Administrator ~~and a member of the Planning Commission (preferably a Commission member from the Election District where the subject property is located)~~, provided no more land, trees, or

vegetation shall be disturbed than is necessary for construction, use, and maintenance of:

- (1) driveways and access easements of not more than 30 feet wide,
- (2) electric, gas, and telephone utility easements,
- (3) on-site water facilities and sewage disposal systems, if the Planning Commission determines that not allowing such facilities or systems in the buffer would prohibit the practical development of such facilities or systems
- (4) public water and sewer lines (including water and sewer lines constructed by private interests for dedication to public agencies.
- ~~(5) fences, or~~
- ~~(6) Forestry activities as described in 3-C-2-k, or~~
- ~~(7) noncommercial telecommunication antennae, structures less than 12 feet high subject to the sunset provisions in Section 3-C-2-x-8 (vegetation may be cut only within a six foot radius of the structure, but no vegetation removal shall result in land disturbance except as necessary for the structure itself).~~

§3-A-1-f, Vegetated Property Buffer (AOC)

3. The following types of development may be located in the vegetated property buffer, with the written approval of the Zoning Administrator ~~and a member of the Planning Commission (preferably a Commission member from the Election District where the subject property is located)~~, provided no more land, trees, or vegetation shall be disturbed than is necessary for the construction, use, and maintenance of:

§3-C-2-k, Forestry Uses and Structures

- ~~4. No subdivision application accepted for three years before or after a timber harvest operation.~~
- ~~5. No Pre-Harvest Plan would be accepted for a property within three years of approved subdivision.~~

Definitions to be Added to Zoning Ordinance Section 9

Clear cut -- A harvesting technique which removes all the trees (regardless of size) in an area in one operation but does not involve land disturbance or removal of stumps.

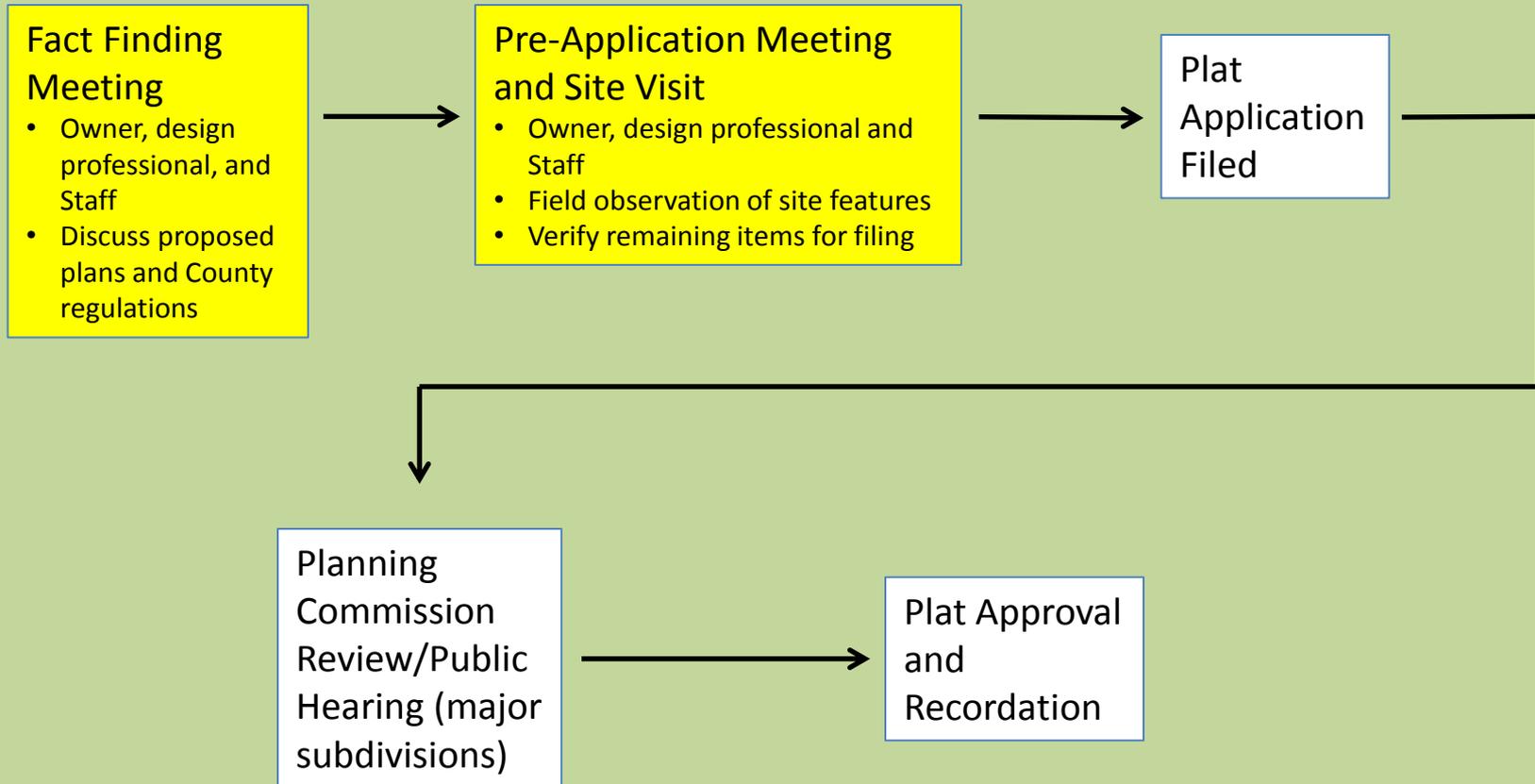
No-clear areas – Areas designated for the preservation and protection of existing trees and vegetation including but not limited to vegetated buffers, tree preservation areas and critical root zones. Such areas may be depicted on an approved site plan or subdivision plat, or may be generally designated by regulations set forth in this Ordinance.

Other Proposed Changes

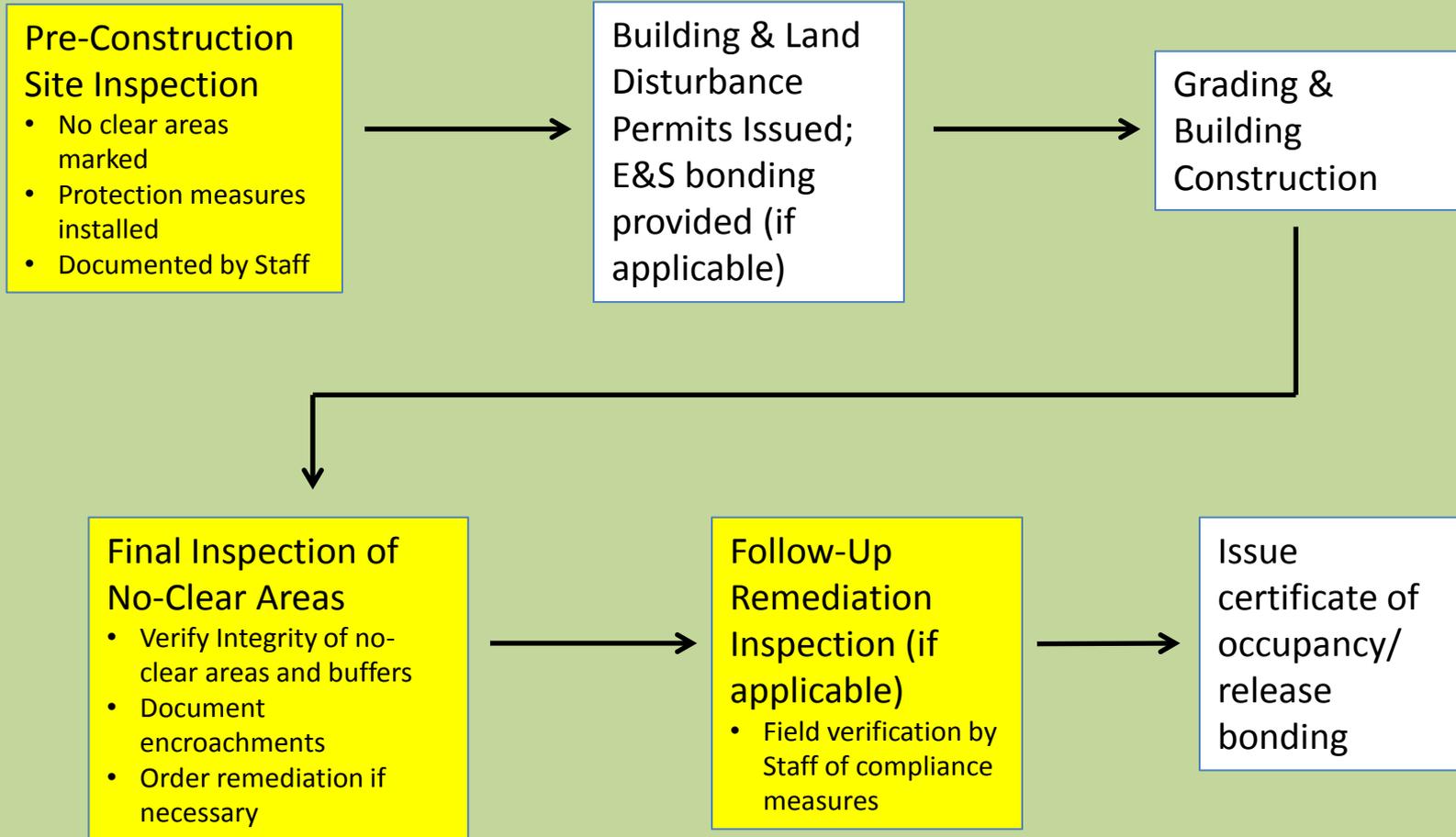
3-C-2-y *Siting of* Propane Tanks

Propane tanks of 500 gallons or larger shall be placed underground *or shall be completely screened from view of adjoining properties through siting, vegetated screening, fencing, or other methods deemed acceptable by the Zoning Administrator. Screening methods, whether natural or manmade, shall be maintained throughout the life of the propane tank.*

FOC Subdivision Plat Review Process (new proposed steps highlighted in yellow)



FOC Subdivision Development Review Process (new proposed steps highlighted in yellow)



Clarke County, Virginia Forestal - Open Space - Conservation District (FOC) Text Review

By: William B. Keaton, P.E. Anderson & Associates

Date: 10/29/2015

Opinion of Cost For 2 up to 10 acres

		Hours	Rate	Cost	Item	Cost
1. Initial Meeting	Project Manager	2	\$ 125.00	\$ 250.00	Plat	\$ 3,500.00
	Technician	2	\$ 75.00	\$ 150.00	Fact Finding Meeting	\$ 500.00
	Expenses			\$ 100.00	Initial Site Visit	\$ 1,350.00
				<u>\$ 500.00</u>	Pre-Construction meeting	<u>\$ 2,400.00</u>
2. Initial Site Visit	Project Manager	6	\$ 125.00	\$ 750.00	Total Estimated Cost	\$ 7,750.00
	Technician	6	\$ 75.00	\$ 450.00		
	Expenses			\$ 150.00		
				<u>\$ 1,350.00</u>		
3. Preconstruction Site Visit and site prep	Project Manager	10	\$ 125.00	\$ 1,250.00		
	Technician	12	\$ 75.00	\$ 900.00		
	Expenses*			\$ 250.00		
				<u>\$ 2,400.00</u>		

*Soils Studies and Other Field Investigations will vary.

Opinion of Cost For 10.1 up to 50 acres

		Hours	Rate	Cost	Item	Cost
1. Initial Meeting	Project Manager	4	\$ 125.00	\$ 500.00	Plat	\$ 5,500.00
	Technician	4	\$ 75.00	\$ 300.00	Fact Finding Meeting	\$ 900.00
	Expenses			<u>\$ 100.00</u>	Initial Site Visit	\$ 2,400.00
				\$ 900.00	Pre-Construction meeting and preparation	<u>\$ 11,200.00</u>
2. Initial Site Visit	Project Manager	10	\$ 125.00	\$ 1,250.00		\$ 20,000.00
	Technician	12	\$ 75.00	\$ 900.00		
	Expenses			<u>\$ 250.00</u>		
				<u>\$ 2,400.00</u>		
3. Preconstruction Site Visit and site prep	Project Manager	20	\$ 125.00	\$ 2,500.00		
	Technician	32	\$ 75.00	\$ 2,400.00		
	Expenses*			<u>\$ 6,300.00</u>		
				<u>\$ 11,200.00</u>		

*Soils Studies and Other Field Investigations will vary.

Opinion of Cost For 50.1 acres and up

		Hours	Rate	Cost	Item	Cost
1. Initial Meeting	Project Manager	6	\$ 125.00	\$ 750.00	Plat	\$ 8,500.00
	Technician	6	\$ 75.00	\$ 450.00	Fact Finding Meeting	\$ 1,300.00
	Expenses			<u>\$ 100.00</u>	Initial Site Visit	\$ 4,750.00
					Pre-Construction meeting and preparation	<u>\$ 25,450.00</u>
					\$ 1,300.00	
2. Initial Site Visit	Project Manager	20	\$ 125.00	\$ 2,500.00		\$ 40,000.00
	Technician	24	\$ 75.00	\$ 1,800.00		
	Expenses			<u>\$ 450.00</u>		
				<u>\$ 4,750.00</u>		
3. Preconstruction Site Visit and site prep	Project Manager	40	\$ 125.00	\$ 5,000.00		
	Technician	60	\$ 75.00	\$ 4,500.00		
	Expenses*			<u>\$ 15,950.00</u>		
				<u>\$ 25,450.00</u>		

*Soils Studies and Other Field Investigations will vary.



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

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

SUBJECT: Agricultural & Forestal District (AFD) Six-Year Review

DATE: January 12, 2016

This agenda item is a request for the Board to schedule the required Public Hearings to consider two items – the renewal of the County’s Agricultural & Forestal District for a new six-year term and a text amendment to Chapter 48 of the County Code to incorporate a new annual review process for new applications among other changes. A Staff Report on the County Code amendment is enclosed for your review. Background information on the District and the review process is included at the end of the materials for your reference.

As discussed previously, the current District term is scheduled to expire on March 16, 2016. The Code of Virginia requires review of the District, including the review of any applications to add new land to the District, to be conducted by the County’s AFD Advisory Committee, Planning Commission, and Board of Supervisors. The Board of Supervisors is charged with holding a Public Hearing on the renewal of the District for an additional term and the inclusion of any new properties to the District.

Applications to Add Land to the District and Requests to Withdraw Land from the District

Staff received a total of three applications to add new properties to the District. Two of the applications (Black Bear, LLC and Novak) did not meet the minimum Land Evaluation and Site Assessment (LESA) scores to be included in the District and have since been withdrawn by the applicants. The one remaining application meets the minimum LESA score requirement and is recommended by Staff to be added to the District:

Diane Sheehey & Matthew Jones

- 1260 Westfield Farm Lane
- Tax Map #29-A-35A
- 22.64 acres
- LESA score – 83.64 (minimum score of 72 required)
- This parcel adjoins the Westfield Farm Limited property to the east (Tax Map # 28-A-25, 168.66 acres) which is currently in the District.

For your reference, we have included a full list of all applications to add land to the District and requests received to withdraw land from the District. The Board is not required to take any action on the withdrawal requests – withdrawal of lands at the end of the District term is at the landowners’ discretion provided that they submit the request in writing prior to the Board taking

action to renew the District. Staff is aware of additional withdrawal requests that may be forthcoming and will update the Board of any new requests that are received.

AFD Advisory Committee and Planning Commission Actions

The AFD Advisory Committee completed their work on November 30 and voted 8-0-2 (Day, Gordon absent) to recommend acceptance of the Sheehey-Jones property into the District and to recommend denial of the Novak application. Mr. Novak has since withdrawn his application. The Advisory Committee also voted 8-0-2 (Day, Gordon absent) to recommend adoption of the proposed County Code text amendment as recommended by Staff. The Advisory Committee voted 6-0-4 (Shenk, McKay, Childs, Dorsey absent) on November 12 to recommend acceptance of the draft annual review process for new applications. The Advisory Committee also held their required informational meeting with District landowners at their November 12 meeting. Minutes for the Advisory Committee meetings are enclosed for your reference.

The Planning Commission held their Public Hearing on the District renewal on January 8 and voted unanimously (10-0) to recommend renewal of the District for a new six-year term including acceptance of the Sheehey-Jones property into the District. They also voted unanimously (10-0) to recommend adoption of the proposed text amendment to Chapter 48 of the County Code.

Requested Actions

Staff recommends that the Board of Supervisors schedule the following Public Hearings for the February 16, 2016 meeting:

- Renewal of the Clarke County Agricultural & Forestal District
- County Code Amendment CC-2016-01 – Chapter 48, Agricultural & Forestal District

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

TIMELINE
AGRICULTURAL & FORESTAL DISTRICT (AFD) REVIEW PROCESS

- **July 21, 2015** – Staff provides overview of the AFD Review Process to the Board of Supervisors for informational purposes. **COMPLETED**
- **August 18, 2015** – Board of Supervisors appoints the AFD Advisory Committee and takes formal action to begin the AFD review process. **COMPLETED**
- **October 8, 2015** – The AFD Advisory Committee kickoff meeting is held. The Committee reviews required notifications and outreach materials, and schedules the required public meeting for AFD landowners for November. **COMPLETED**
- **November 2015** – The AFD Advisory Committee holds required landowner public meeting and possible follow-up meeting if necessary. The Committee reviews and makes recommendations on new applications and withdrawal requests, as well as any policy matters requested by the Board. A final recommendation is forwarded to the Planning Commission. **COMPLETED – Landowner Public Meeting held on 11/12/2015; Formal Recommendation made on 11/30/2015**
- **December 4, 2015** – The Planning Commission reviews AFD Advisory Committee recommendations and schedules public hearing for January if there are any applications for new additions to the District. **COMPLETED**
- **January 8, 2016** – The Planning Commission conducts required public hearing on additions to the District and makes formal recommendations to the Board of Supervisors. **COMPLETED**
- **January 19, 2016** – Board of Supervisors receives recommendations from Planning Commission and AFD Advisory Committee. If there are applications for additions to the District, the Board schedules public hearing for January.
- **February 16, 2016** – Board of Supervisors conducts required public hearing on changes to the District and takes formal action to adopt as presented.
- **March 16, 2016** – Expiration date of current District.

COUNTY CODE TEXT AMENDMENT (CC-2016-01)
Chapter 48 – Agricultural & Forestal District
January 19, 2016 Board of Supervisors Meeting – SET PUBLIC HEARING
STAFF REPORT – Department of Planning

The purpose of this staff report is to provide information to the Board of Supervisors to assist them in reviewing this proposed text amendment to the Code of Clarke County. It may be useful to members of the general public interested in this proposed amendment.

Description:

Proposed text amendment to amend County Code Chapter 48, Agricultural & Forestal District. The purpose of the text amendment is to incorporate a new annual review process for applications to add lands to the District that are filed during the District term. The amendment also reconciles the list of allowable special uses with current Zoning Ordinance provisions and clarifies existing Chapter language.

Code of Virginia Authority:

- §15.2-4300 through 4314, Agricultural & Forestal Districts Act.

Requested Action:

Staff recommends scheduling Public Hearing for the Board’s February 16, 2016 meeting.

Staff Discussion/Analysis:

This text amendment is proposed in order to incorporate the new annual review process for applications to add lands to the District during the District term. This new authority was added to the Code of Virginia by the General Assembly in 2011 and an amendment to County Code Chapter 48 is necessary in order to enable the County to use this new process. In reviewing current Chapter 48, Staff also identified other language that requires updating or clarification.

Below is a summary of the proposed changes to the relevant sections of Chapter 48:

- **§48-1 Renewal.** Added the word, “District,” to the first line as it is omitted in the current text.
- **§48-2 Addition of lands to District:**
 - Deleted current Subsections A and B as these sections are repeated verbatim in §48-1(A) and (B).
 - Added a new Subsection A to address the separate procedures for adding lands to the District – adding land at the time of District review and adding land during the District term. The Code of Virginia’s Agricultural and Forestal Districts Act is referenced as the authority for the procedures to add lands. For adding lands during the District term, the new language references considering applications on an annual basis subject to procedures established by the Board of Supervisors. By not including specific procedures and deadlines in the County Code, this will

allow changes to be adopted by Board of Supervisors' motion rather than County Code amendment. A draft annual review process and sample timeline is enclosed for your consideration. This process was developed by Staff and the Agricultural & Forestal District Advisory Committee.

- Added language to current Subsection C, Qualifying Lands, for clarification purposes. Current language references use of the LESA system as the primary means of determining whether parcels qualify for District inclusion, however it references that this system is used for farms zoned AOC and does not reference the use of LESA to score FOC zoned properties. Edits to this subsection clarify that the LESA system is used for scoring both AOC and FOC parcels, and that the scoring systems are slightly different for agricultural and forestal parcels. Language is also amended in current Subsection D, Other qualifying lands, to clarify applicability to both farming and forestry properties.
 - Deleted reference to the criteria for open space qualification in current Subsection C as redundant and unnecessary.
 - In current Subsection D, replaced the term “units” with “property” or “properties” as “units” is not a defined term in this Chapter, but is intended to mean “properties.”
 - Also in current Subsection D, Replaced the term corporate “fringes” with corporate “limits” in reference to the Towns of Berryville and Boyce as the term “fringes” is not defined. In that same section, there is language referencing a definition of corporate “fringes” in Subsection (C)(3) but there is no such Subsection in the current Chapter. At the County Attorney’s recommendation, this reference is deleted and the term “limits” is used to reference the physical boundaries of the Towns.
 - In current Subsection E, replaced the term “approximate” with “adjacent” for clarity purposes.
- **§48-4 Effects on land use:**
 - Added clarifying language to Subsection (A)(2), Boundary Line Adjustments, to better differentiate between boundary line adjustments between two or more District parcels and boundary line adjustments involving District and non-district parcels.
 - Amended Subsection (A)(4) to remove two uses that are no longer listed as special uses in the Zoning Ordinance – commercial stables and livestock processing facilities. The subsection is also amended to add farm breweries (adopted in 2015) and to clarify that “kennels” are limited to “breeding kennels” (adopted in 2014).

- **§48-6 Notification to prospective purchaser.**
 - Staff recommends replacing the first sentence with new language to clarify that the District property owner is advised to notify prospective purchasers of a property's District status.
 - Staff recommends deleting the second sentence of the current section. The second sentence applies to County staff in posting formal notice of the District renewal process at the Circuit Court House. We recommend deleting the second sentence as it is not relevant to this Section, and the requirement of posting notice of the District renewal has been superseded by the 2011 amendments to the Code of Virginia's Agricultural and Forestal Districts Act.

- **Throughout the Chapter** – Technical edits for clarity and consistency purposes.

County Attorney Bob Mitchell has reviewed this proposed text amendment for legal issues and conformance with State code. His recommendations have been incorporated into this draft.

The proposed text amendment was reviewed by the Advisory Committee. The Committee voted 8-0-2 (Day, Gordon absent) to recommend adoption of the amendment at their meeting on November 20, 2015. The Planning Commission reviewed the text amendment on January 8, 2016 and voted unanimously (10-0) to recommend adoption. Neither the Advisory Committee nor the Planning Commission is required to conduct a Public Hearing prior to making a formal recommendation on the text amendment.

Staff Recommendation:

Staff has no outstanding concerns with the adoption of the text amendment.

History:

January 19, 2016. Placed on the Board's January meeting agenda to schedule Public Hearing.

Amendment Text is shown below in red italics with strikethroughs where necessary. New text appears in bold font:

Chapter 48 Agricultural and Forestal District

[HISTORY: Adopted by the Board of Supervisors of Clarke County 3-17-1992. Amendments noted where applicable.]

General References State Code 15.2-4300 thru 4314

§ 48-1. Renewal. The Clarke County Agricultural and Forestal **District**, is modified and renewed in accordance with the provisions of § 15.2-4300 Agricultural and Forestal Districts Act of the Code of Virginia: * §15.2 –4300 thru 4314

- A. Only lands currently zoned Agricultural-Open Space-Conservation (AOC) and Forestal Open-Space Conservation (FOC) shall be included in the **District**.
- B. Land situated within incorporated town limits shall not be included in the **District**.

§ 48-2. Addition of lands to **District.**
[Amended 98-03-17]

~~A. Only lands currently zoned Agricultural-Open Space-Conservation (AOC) and Forestal Open-Space Conservation (FOC) shall be included in the district.~~

~~B. Land situated within incorporated town limits shall not be included in the district.~~

A. Addition of lands to the District:

(1) At the time of District review. Qualifying lands may be added to the District at the time of District review in accordance with the procedures set forth in the Agricultural and Forestal Districts Act of the Code of Virginia (§15.2-4300 thru 4314).

(2) During the District term. Qualifying lands may be added to the District during the District term in accordance with the procedures set forth in the Agricultural and Forestal Districts Act of the Code of Virginia (§15.2-4300 thru 4314). Applications to add qualifying lands to the District during the District term shall be considered on an annual basis subject to procedures established by the Board of Supervisors.

CB. Qualifying lands. The Land Evaluation and Site Assessment (LESA) System shall be employed as the dominant decision-making tool as to the ~~constitution of~~ **qualification for land the **District** as follows except for land considered as open space. **Though referred to generically as LESA, there are two separate scoring systems --****

~~one for agricultural parcels and another for forestal parcels. The difference in the two systems is the indicator species used to classify productive soils. Criteria for open space qualification are set forth in County Code Section 48-2(E).~~

- (1) ~~Farms-zoned-AOC~~ **Parcels** having a composite LESA score of 72 or higher for parcels less than 40 acres, a LESA score of 68 or higher for parcels between 40 and 129.99 acres or a LESA score of 64 or higher for parcels 130 acres or greater shall ~~be included~~ **qualify for inclusion in the District.**
- (2) ~~Farms~~ **Parcels** having a composite LESA score of lower than 60 shall ~~be excluded~~ **not be qualified for inclusion in the District** unless they qualify as described in Subsection D below.

~~DC.~~ Other qualifying lands. Tracts ~~zoned-AOC~~ which are adjacent to and operated contiguously with farming **or forestry units properties** qualifying as in Subsection ~~CB~~(1) above and which are owned by one or more individuals who also own the qualifying farming ~~unit property~~; **shall be qualified for inclusion** provided that the adjacent tract does not lie within the corporate ~~fringes limits~~ of Berryville or Boyce ~~as described in Subsection C(3) above~~; **shall be included.**

~~ED.~~ Qualifying open space lands. Parcels proposing to be included in the **District** as open space shall meet the following criteria:

- 1) The parcel shall not contain any commercial use except that which is allowed as a Principal Use and/or Structures by the County Zoning Ordinance.
- 2) The parcel shall consist of a minimum of 5 acres.
 - a. The Board may make an exception to 5 acre minimum upon recommendations from the Advisory Committee and Planning Commission if the parcel is **approximate adjacent** to a perpetual conservation easement, historical easement and/or is considered an environmentally sensitive area as determined by the County Natural Resource Planner or a County approved environmental or historical professional.
- 3) The parcel shall contain at least one unused dwelling unit right.
- 4) The parcel shall not use or transfer the dwelling unit right(s) during the term of the **District**.

§ 48-3. Term of District.

The term of the Clarke County Agricultural and Forestal District shall be 6 years.

§ 48-4. Effects on land use.

A. Within the **District**.

- (1) Subdivisions. A minor subdivision that creates no more than one additional lot shall be permitted for any parcel within the

District during the term of the District except for property requesting inclusion to the District as open space. Requirements for open space is set forth in Section 48-2 (E) of this code.

(2) Boundary Line Adjustments:

(a) Involving District parcels. Boundary line adjustments between parcels within the district shall be permitted.

(b) Involving District and non-district parcels. Boundary line adjustments between parcels where one of the parcels is not in the District shall be permitted if the parcel in the District is receiving land. If the District parcel is transferring land either with or without a dwelling unit right then the District parcel shall be limited to only one such boundary line adjustment during the term of the District and such boundary line adjustment shall be in lieu of the District parcel's subdivision right as set forth in Chapter 48-4 (A)(1).

(3) Rezoning. No parcel within the District shall be rezoned to other than an Agricultural-Open Space-Conservation (AOC) and/or Forestal Open-Space Conservation (FOC) zoning category.

(4) Special use permits.

(a) A special use permit shall not be granted for any parcel within the District other than special use permits for ~~commercial—stables,~~ farm wineries, **farm breweries,** livestock auction markets, ~~livestock processing facilities,~~ small-scale processing of specialty fruits and vegetables, and veterinary services, animal hospitals and **breeding** kennels.

(b) All other principal uses and structures and accessory uses and structures, as set forth in the Schedule of District Regulations, AOC and FOC District, of Chapter 188, Zoning, shall be permitted by right of parcels within the District.

B. Adjacent to the District. The establishment and existence of the District shall not subject any adjacent tracts to restrictions and/or regulations other than those already applicable through Chapter 188, Zoning, and Chapter 161, Subdivision of Land, and other land use ordinances and plans in effect. The LESA System shall be employed as a primary tool in the decision making process with

respect to proposed rezonings and other proposed changes in land use for tracts adjacent to the **District**, including evaluating any applications for including additional lands in the **District**.

§ 48-5. Withdrawal from **District.**
[Amended 98-03-17]

- A. During the term of the **District**, withdrawals for good and reasonable cause shall be permitted as follows:
- (1) For financial hardship approaching confiscation of property, such hardship to be documented in writing. In the case where a portion of the enrolled land is proposed to be subdivided and would not meet criteria for enrollment in the **District**, all minor subdivisions (1 or 2 lots) will be withdrawn during the Clarke County Agricultural and Forestal District regular renewal period. For all major subdivisions (3 or more lots), those proposed lots not meeting the District requirements for inclusion into the Agricultural and Forestal District, must be withdrawn from the District prior to subdivision approval by the approving authority.
 - (2) Upon death of a landowner of record, no less than an entire tract of record as it existed on the date of renewal of the **District** may be withdrawn.
- B. At the end of the term. At the expiration of the term, but prior to renewal, each landowner shall be allowed to withdraw from the district, for any reason, upon written application stating such reasons.

§ 48-6. Notification to prospective purchaser.

The owner of property in the District is advised to notify a prospective purchaser of the property that the property is located in the District. Formal notification of the existence of the district to a prospective purchaser of land within the district should be strongly encouraged. At a minimum, formal notification of the renewal of the district shall be made by the posting of a notice in the Circuit Court House.

§ 48-7. List of parcels¹

The Clarke County Agricultural and Forestal District shall include the list of parcels, a copy of which is on file in the County Planning Department.

Amendments Chapter 48

1992-03-17

Adopted by the Board of Supervisors of Clarke County

1998-03-17

§ 48-2. Addition of lands to **District**. Remove 2-C-(3); Add to § 48-5-A-(1) subdivision requirements.

¹ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- 2004-03-16 Clarke County Agricultural renamed Clarke County Agricultural and Forestal District and add FOC throughout Chapter.
- 2010-03-16 County Code amended to include open space category with criteria for acceptance, criteria for boundary line adjustments and formal renaming of District from Agricultural District to Agricultural and Forestal District.

PROPOSED ANNUAL REVIEW PROCESS FOR NEW AGRICULTURAL AND FORESTAL DISTRICT APPLICATIONS

Summary

- A review period for additions to the Agricultural & Forestal District (AFD) will be held annually during the District term.
- The process for adding land to the District is found in Code of Virginia §15.2-4307.
- The annual deadline for applications to be filed would be July 1. Applications would be reviewed first by the AFD Advisory Committee, then the Planning Commission, and finally the Board of Supervisors. Required public hearings would be held in conjunction with the Commission and Board reviews of the applications.
- Staff would publicize the annual review process beginning in spring with a posting to the County website and distribution of information with the spring tax bill mailing.
- New applications will be considered annually for each year of the District term. Any applications that are accepted for inclusion in the District will be approved for the remainder of the current District term. This will enable all District properties to follow the same six-year term.

Sample Timeline

- **Mid-April** – Staff posts notice of the annual review process for new applications to the County website and works with the Treasurer’s Office to include information in the spring tax billing.
- **Early May** – Spring tax bill goes out to County property owners.
- **July 1** – Deadline to file applications for new additions to the District.
- **First Thursday in August** – AFD Advisory Committee holds annual meeting to review new applications. Formal recommendations on each application are made. In the event that a site visit is desired on specific applications, action may be deferred to a second meeting held on the third Thursday in August.
- **First Friday in September** – Planning Commission reviews new applications and recommendations from the Advisory Committee. Commission schedules required public hearing on the new applications for October.
- **First Friday in October** – Planning Commission holds required public hearing on new applications and forwards recommendations to the Board of Supervisors.

- **Third Tuesday in October** – Board of Supervisors reviews new applications and recommendations from the Advisory Committee and Planning Commission. Board schedules required public hearing for November.
- **Third Thursday in November** – Board of Supervisors holds required public hearing on new applications and takes action to approve or deny the requests.

**CLARKE COUNTY AGRICULTURAL & FORESTAL DISTRICT
NEW APPLICATIONS AND REQUESTS TO WITHDRAW
(AS OF 12/29/2015)**

New Applications

The following County property owners have filed applications to add new parcels to the District:

- **Black Bear LLC**
 - Zoned AOC
 - Located at the end of Minniewood Lane
 - Tax Map #6-A-32
 - 20.01 acres
 - LESA score – 68.31 (minimum score of 72 required)
 - This parcel adjoins the MNNW Partnership Property to the east (Tax Map #7-A-19, 138.674 acres) which is currently in the District.
 - **Application has been withdrawn**

- **Bill & Lisa Novak**
 - Zoned FOC
 - 1029 Coulson Lane
 - Tax Map #24-5-7
 - 42.24 acres
 - LESA score – 56.90 (minimum score of 68 required)
 - This parcel does not adjoin any District parcels.
 - **Application has been withdrawn**

- **Diane Sheehy & Matthew Jones**
 - 1260 Westfield Farm Lane
 - Tax Map #29-A-35A
 - 22.64 acres
 - LESA score – 83.64 (minimum score of 72 required)
 - This parcel adjoins the Westfield Farm Limited property to the east (Tax Map # 28-A-25, 168.66 acres) which is currently in the District.
 - **Staff Recommendation** – Recommend acceptance of the parcel.

Total acreage – 84.89 acres

Recommended for addition to District – 22.64 acres

Withdrawal Requests

The following District landowners have filed a written request to have their properties removed from the District at the end of the current term which expires on March 16, 2016.

- **Joan Dalton**
 - Zoned AOC
 - 2 parcels -- located off Carters Line Road
 - Tax Map #28-A-44A, 25.9 acres
 - Tax Map #36-A-9A, 86.7 acres

- **Dunvegan Farm LLC**
 - Zoned AOC
 - Located off Old Winchester Road
 - Tax Map #20-A-5A, 80.36 acres

- **Woodley Park LC**
 - Zoned AOC
 - Located off Lord Fairfax Highway and Briggs Road
 - Tax Map #22-A-23, 383 acres

- **Montie W., Jr. & Pearl E. Gibson**
 - Zoned AOC
 - Located on the east side of Stonewall Jackson Hwy and Highland Corners Road
 - Tax Map #27-A-5, 234.84 acres

- **Mount Hebron, LLC**
 - Zoned AOC
 - Located at 2000 Springsbury Road
 - Tax Map #23-A-6, 131.06 acres

- **Bryarly, LLC**
 - Zoned AOC
 - 2 parcels – located off Lord Fairfax Hwy and John Mosby Hwy in Waterloo
 - Tax Map #28-A-20, 93.44 acres
 - Tax Map #29-A-36, 83.4 acres

- **Lumreek Farm, LLC**
 - Zoned AOC
 - Located at 1405 Kennel Road
 - Tax Map #38-A-4, 12 acres

- **Kylexis Properties, LLC**
 - Zoned AOC
 - Located at 988 Chilly Hollow Road
 - Tax Map #24-A-55, 26.44 acres

- **Frankford Farm Management LLC**
 - Zoned AOC
 - Located on west side of Auburn Road
 - Tax Map #16-4-21, 124.31 acres

- **Bluemont Land Company**
 - Zoned FOC
 - Located at 42 Feltner Road
 - Tax Map #24-A-14, 147.95 acres

Total acreage – 1,429.40 acres

CLARKE COUNTY

Agricultural and Forestal District (AFD) Program



**APPLICATION TO ADD PROPERTIES
TO THE CLARKE COUNTY AGRICULTURAL AND FORESTAL DISTRICT (AFD)**

SECTION A: To be completed by applicant

1. Landowner Information:

Printed Name: Diane Sheehey and Matthew Page Jones
Home Address: PO Box 207
White Post, Va 22663
Phone/Email: 540/409-6833 / 1260diane@gmail.com

2. Information for Property Proposed for Inclusion in AFD (attach additional sheets if necessary):

• Parcel 1 Address (if available):
1260 Westfield Farm Lane White Post, VA 22663

Tax Map Number: 29-A - 35A

Acreage: 22.64

• Parcel 2 Address (if available):

Tax Map Number: _____

Acreage: _____

• Parcel 3 Address (if available):

Tax Map Number: _____

Acreage: _____

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

CLARKE COUNTY

Agricultural and Forestal District (AFD) Program



3. Do you own properties currently in the AFD? YES NO

If YES, please list Tax Map Numbers and Acreages for Each Parcel:

The information that I have provided is accurate to the best of my knowledge. I understand that if my property is added to the County Agricultural & Forestal District, it shall be subject to Code of Virginia Chapter 43 (Agricultural and Forestal Districts Act) and the following conditions established in Chapter 48, Code of Clarke County (Agricultural and Forestal District) for the term of the District:

- Only one (1) additional lot may be created through minor subdivision during the term of the District except for parcels proposed for inclusion to the district as open space per §48-2(E) of the County Code.
- Boundary line adjustments between parcels where one of the parcels is not in the District shall be permitted if the parcel located in the District is receiving land. If the parcel located in the District is transferring land (either with or without a dwelling unit right), the parcel shall be limited to only one such boundary line adjustment during the term of the district and such boundary line adjustment shall be in lieu of the parcel's one (1) subdivision right for the District term.
- No District parcel shall be rezoned to a zoning district other than Agricultural-Open Space-Conservation (AOC) or Forestal-Open Space-Conservation (FOC).
- No Special Use Permit (SUP) shall be granted for a District parcel except for farm wineries, livestock auction markets, small-scale processing of specialty fruits and vegetables, and veterinary services, animal hospitals, and breeding kennels.
- Withdrawal of property from the District prior to the end of the term shall only be permitted for good and reasonable cause including financial hardship approaching confiscation of property or the death of a landowner of record.

D. Jones *M. Jones*
Signature

4 November 2015
Date

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

CLARKE COUNTY

Agricultural and Forestal District (AFD) Program



SECTION B: To be completed by Department of Planning Staff

1. Projected District Term 2016-2022
2. Date Submitted to AFD Advisory Committee 11/30/15
3. Date Submitted to Planning Commission _____
Public Hearing Held on _____
4. Date submitted to Board of Supervisors _____
Public Hearing Held on _____
Board of Supervisors action _____
5. GIS Map of Property/Properties Attached YES NO

PROCEDURE FOR ADDING LAND TO THE CLARKE COUNTY AGRICULTURAL AND FORESTAL DISTRICT (AFD)

1. Upon receipt of an application(s) for addition to the District, the applications shall be forwarded to the AFD Advisory Committee. The Advisory Committee shall review the application(s) and forward their recommendations to the Planning Commission.
2. The Planning Commission shall hold a Public Hearing on the application(s) and provide notice of the Hearing in accordance with Code of Virginia §15.2-4307. Following the Public Hearing, the Commission shall forward their recommendations to the Board of Supervisors.
3. The Board of Supervisors shall hold a Public Hearing on the application(s). Following the Public Hearing, the Board shall act to add the land to the District, add the land to the District subject to modifications, or deny the request.
4. Land may be added to the District at any time as set forth in Code of Virginia §15.2-4310. There is no fee to apply for inclusion in the District.

11/20/15 @ for site visit

Form #15

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

Page 3 of 3

LESA CALCULATION

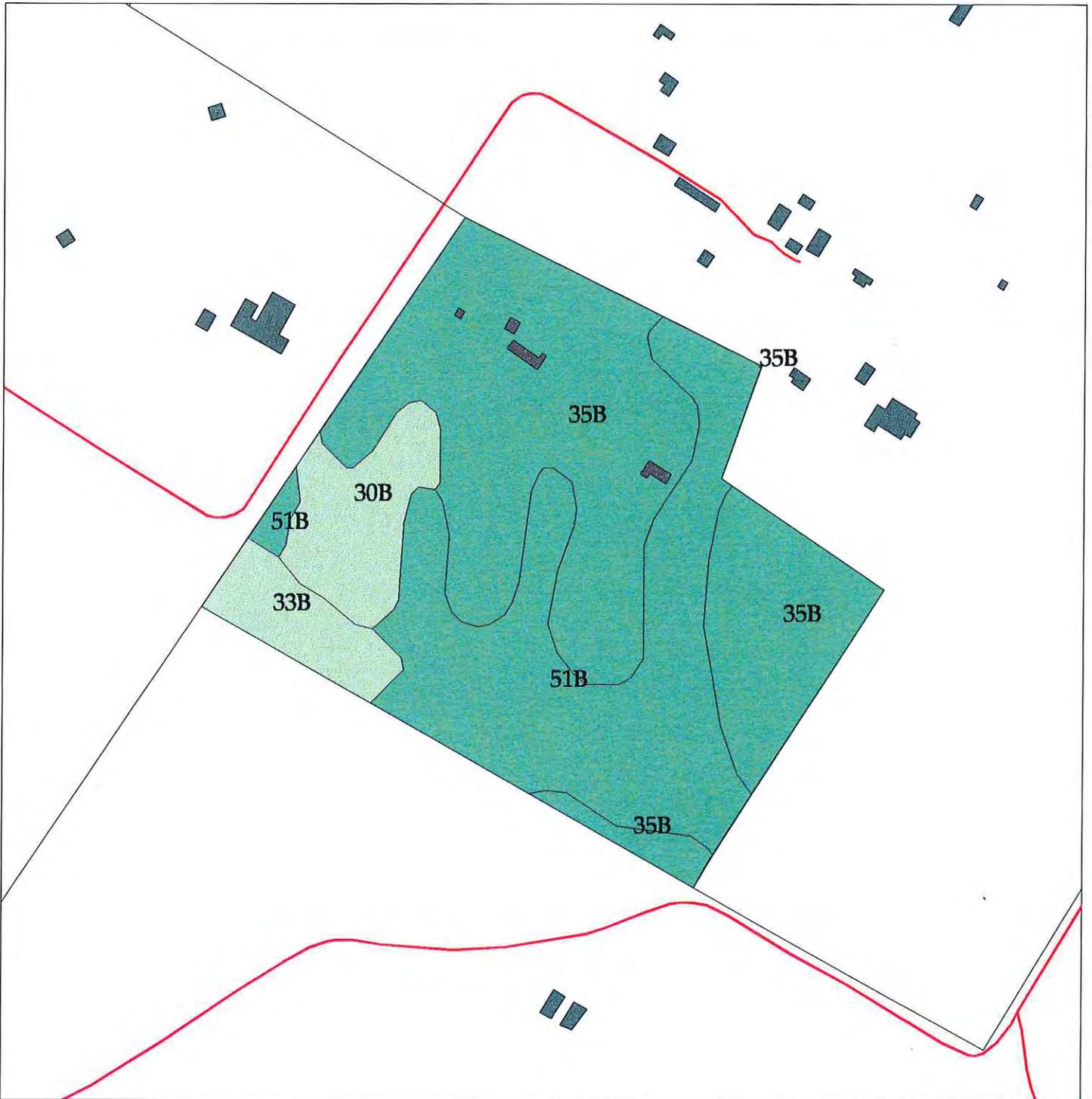
NAME : JONES MATTHEW & DIANE SHEEHY
 TAX MAP# : 29 A 35A
 ACRES : 23

LAND EVALUATION			SITE ASSESSMENT		
SOIL TYPE	AREA (ACRE)	RELATIVE VALUE	CRITERIA	MAX. VALUE	CALC. VALUE
35B	12.36	1,235.56	1) Size of farm	7.0	2.31
51B	8.40	840.29	2) Compatible w/ comprehensive plan	6.0	6
30B	2.07	169.63	3) Adjacent to agricultural use	5.0	5
33B	1.36	111.36	4i) Access to water/sewer	4.0	4
	=====	=====	4ii) Road frontage	2.4	2.4
	24.19	2,356.85	4iii) Limited access artery impairing use	2.0	2
			4iv) Utility easements/ROW impairing use	1.6	1.6
			4b) Zoning/land use	4.0	4
			4c) Mineral rights leased	1.0	1
			5a) Scenic easement	3.0	0
			5b) Ag. district	2.7	1.5
			5c) Ag. zoning	2.1	2.1
			5d) Historic or scenic resources	1.5	1.5
			6) Distance to town	2.0	2
			7) Water resources	1.0	.4
				=====	=====
				45.3	35.81
LE = $\frac{\text{TOT.REL.VAL.}}{\text{TOT.ACRES}} = \frac{2356.85}{24.19} = \mathbf{97.43}$			SA = $\frac{\text{TOT.CALC.VAL.}}{\text{TOT.MAX.VAL.}} \times 100 = \frac{35.81}{45.3} \times 100 = \mathbf{79.05}$		

LESA = (WF)(LE) + (1-WF)(SA) = (.25)(97.43) + (.75)(79.05) = **83.64**

IF AREA ≥ 40 ACRE, THEN WF = .33
 IF AREA < 40 ACRE, THEN WF = .25

This parcel has a LESA score of _____.
 Half of the LESA score is _____.
 This is the score used for the Property Resource Score.



JONES MATTHEW & DIANE SHEEHEY
 29 A 35A 23



Clarke County GIS
 November 23, 2015



**Soil Rating for
 Agricultural Production**

	Prime		Fair
	Good		Poor

**Agricultural/Forestal District
New Application - 2015**



Diane Sheehey & Matthew Jones
TM# 29-A-35A, 22.64 acres



Clarke County GIS
November 5, 2015

200 100 0 200 Feet



- Agricultural/Forestal District
- Parcel Boundary
- Public Road
- Private Road
- Scenic Byway

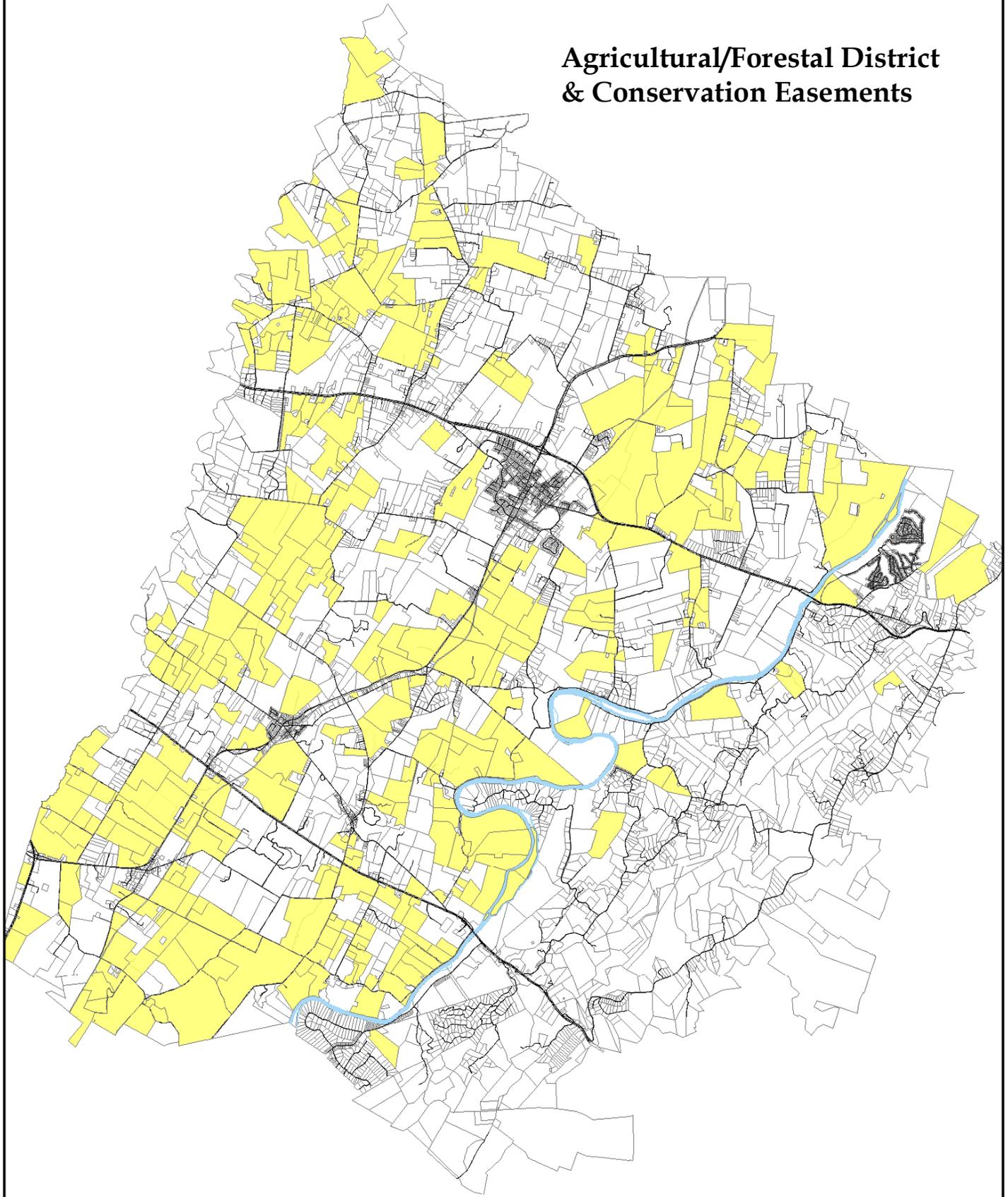
Aerial Imagery 2011 Commonwealth of Virginia

Location Map

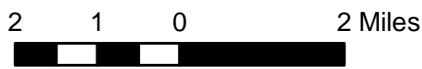


**BACKGROUND INFORMATION
CLARKE COUNTY AGRICULTURAL & FORESTAL DISTRICT**

Agricultural/Forestal District & Conservation Easements



Clarke County



Clarke County GIS

October 31, 2011



 Agr. & For. District (37,051 acres)

 Shenandoah River

 Parcel Boundary

 Roads

Path: G:\arcgis_maps\Ag Dist09\agdist_11.mxd



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

TO: Board of Supervisors

FROM: Brandon Stidham

SUBJECT: Agricultural & Forestal District (AFD) Review Process

DATE: July 15, 2015

The purpose of this memo is to advise you of the upcoming expiration of the County's Agricultural & Forestal District (AFD) and the need for the Board to consider conducting a formal review of the District. Properties currently in the AFD were last added or renewed in March 16, 2010 for a six-year term.

The Code of Virginia gives counties the option of conducting the formal review of an AFD prior to its expiration in order to determine whether to "terminate, modify, or continue" the District. The last review was conducted by the Board during the latter half of 2009 and early 2010, resulting in the addition of 33 new parcels to the District and the withdrawal of one parcel for a net gain of 3,278.11 acres to the 37,051.31 acre District. The review process also included consideration of text amendments to County Code Chapter 48 governing the AFD program, as well as discussion of potential modifications to the County's land use taxation program.

Staff recommends that the Board consider initiating a review of the District for the following reasons:

- Provides an opportunity to evaluate whether the properties currently in the District continue to be consistent with the goals of the AFD program.
- Gives AFD landowners the chance to add new land or to withdraw from the program altogether depending upon their individual needs.
- Through the various required public meetings and notifications, the program's benefits can be promoted and new landowners may consider adding their properties to the district.
- Similar to the previous review, program policies and procedures can be evaluated and potential County Code amendments can be developed.

Should the Board wish to initiate a District review, Staff recommends that a formal resolution be adopted at the August 18 regular meeting to forward the matter to the AFD Advisory Committee to begin the review process. The Board's Personnel Committee has also been working to identify potential appointments to the AFD Advisory Committee – Staff recommends that these final appointments be made at the August 18 meeting so that the Committee may begin work in September. For your reference, Staff has included a draft timeline for the review process

including action items and required public meetings, a more detailed description of the process, and copies of the pertinent sections of the County Code and Code of Virginia. Also included is a summary of the major changes to the Code of Virginia requirements that were adopted since the last review in 2010.

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

AGRICULTURAL & FORESTAL DISTRICT (AFD) REVIEW PROCESS SUMMARY

Process

- Agricultural & Forestal District (AFD) regulations are found in Code of Virginia §15.2-4300 through 4314 and Clarke County Code Chapter 48.
- The Board of Supervisors takes formal action (motion or resolution) to initiate a review of the District and forwards the matter to the Agricultural & Forestal District (AFD) Advisory Committee. Per State code, the Board has the option of requesting a recommendation on whether to terminate, modify, or continue the District. This review must begin no less than 90 days before the expiration date of the period established when the District was created (March 16, 2016).
- Current AFD landowners are notified of the review process and have the opportunity to add land or withdraw from the District. The review process is publicized including a notice for any property owners that may be interested in adding new properties to the District.
- There are no fees associated with adding land or withdrawing land from the District.
- The AFD Advisory Committee consists of ten (10) voting members – the Commissioner of the Revenue, a member of the Board of Supervisors, and eight (8) County landowners. Four (4) of the landowners must also be engaged in agricultural or forestal production.
- The AFD Advisory Committee is required to hold a Public Meeting with AFD landowners. Notice of the meeting is sent by first-class mail to AFD landowners containing:
 - Time and place for the meeting.
 - Notice that the District is being reviewed by the local governing body.
 - Notice that under State law, the Board may choose to continue, modify, or terminate the District.
 - Notice that land may be withdrawn from the District at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify, or terminate the District.
- The AFD Advisory Committee reviews the comments received at the Public Meeting as well as any applications for new land to be added to the District. The Committee develops recommendations on both items and forwards the recommendations to the Planning Commission.
- The Planning Commission reviews the AFD Advisory Committee recommendations. If there are any applications for new land to be added to the District, the Commission is required to hold a Public Hearing and notify adjacent property owners.

Notice is sent by first-class mail to adjacent property owners containing:

- Statement that an application for addition to the District has been filed with the program administrator.
 - Statement that the application will be on file and open to public inspection in the office of the clerk of the local governing body.
 - Where applicable, a statement that any political subdivision whose territory encompasses or is part of the district may propose a modification which must be filed with the local planning commission within 30 days of the date of the notice.
 - Statement that any owner of additional qualifying land may join the application within 30 days from the date of the notice or, with the consent of the Board of Supervisors, at any time before the public hearing that the Board must hold on the application.
 - Statement that any owner who joined in the application may withdraw their land, in whole or in part, by written notice filed with the local governing body, at any time before the Board acts.
 - Statement that additional qualifying lands may be added to the District at any time upon separate application.
- The Planning Commission provides recommendations on the renewal of the District and on any applications for additions to the District to the Board of Supervisors.
 - Board of Supervisors reviews the recommendations of the AFD Advisory Committee and Planning Commission and holds a Public Hearing on renewal of the District and any applications for additions to the District.

MAJOR LEGISLATIVE CHANGES TO THE AFD PROGRAM REGULATIONS SINCE 2010

- Provides the Board of Supervisors with additional discretion to include parcels to the District that are not part of the contiguous core or within a certain distance of core properties.
- The review process is streamlined as follows:
 - Notice requirements are simplified – previously the public meeting notices had to be posted in five conspicuous places throughout the District.
 - Applications to add land to or withdraw land from the District can be filed with the program administrator (staff designated to manage the AFD program). Previously, all new applications had to be presented to the Board of Supervisors who would then forward them to the AFD Advisory Committee for review.
 - Applications to withdraw land from the District are reviewed by the AFD Committee and Planning Commission prior to being forwarded to the Board of Supervisors, but only the Planning Commission is required to hold a public

hearing. Previously, public hearings had to be conducted by both the AFD Advisory Committee and the Commission.

- Applications to add new land to the District may be filed and considered at any time during the lifespan of the District. Previously, new applications could only be considered during the District review process.
- The Planning Commission can serve as the AFD Advisory Committee if the Commission's member composition meets State Code requirements. While our Commission has the requisite number of members, we do not have the minimum number of agricultural producers (four).

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 43. Agricultural and Forestal Districts Act

§ 15.2-4300. Short title

This chapter shall be known and may be cited as the "Agricultural and Forestal Districts Act."

1977, c. 681, § 15.1-1506; 1997, c. 587.

§ 15.2-4301. Declaration of policy findings and purpose

It is the policy of the Commonwealth to conserve and protect and to encourage the development and improvement of the Commonwealth's agricultural and forestal lands for the production of food and other agricultural and forestal products. It is also the policy of the Commonwealth to conserve and protect agricultural and forestal lands as valued natural and ecological resources which provide essential open spaces for clean air sheds, watershed protection, wildlife habitat, as well as for aesthetic purposes. It is the purpose of this chapter to provide a means for a mutual undertaking by landowners and localities to protect and enhance agricultural and forestal land as a viable segment of the Commonwealth's economy and as an economic and environmental resource of major importance.

1977, c. 681, § 15.1-1507; 1987, c. 552; 1997, c. 587.

§ 15.2-4302. Definitions

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

"Advisory committee" means the agricultural and forestal districts advisory committee.

"Agricultural products" means crops, livestock and livestock products, including but not limited to: field crops, fruits, vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, furbearing animals, milk, eggs and furs.

"Agricultural production" means the production for commercial purposes of crops, livestock and livestock products, and includes the processing or retail sales by the producer of crops, livestock or livestock products which are produced on the parcel or in the district.

"Agriculturally and forestally significant land" means land that has recently or historically produced agricultural and forestal products, is suitable for agricultural or forestal production or is considered appropriate to be retained for agricultural and forestal production as determined by such factors as soil quality, topography, climate, markets, farm structures, and other relevant factors.

"Application" means the set of items a landowner or landowners must submit to the local governing body when applying for the creation of a district or an addition to an existing district.

"District" means an agricultural, forestal, or agricultural and forestal district.

"Forestal production" means the production for commercial purposes of forestal products and includes the processing or retail sales, by the producer, of forestal products which are produced on the parcel or in the district. "Forestal products" includes, but is not limited to, saw timber, pulpwood, posts, firewood, Christmas trees and other tree and wood products for sale or for farm use.

"Landowner" or "owner of land" means any person holding a fee simple interest in property but does not mean the holder of an easement.

"Program administrator" means the local governing body or local official appointed by the local governing body to administer the agricultural and forestal districts program.

1977, c. 681, § 15.1-1508; 1979, c. 377; 1981, c. 54; 1987, c. 552; 1997, c. 587; 2011, cc. [344](#), [355](#).

§ 15.2-4303. Power of localities to enact ordinances; application form and fees; maps; sample form

- A. Each locality shall have the authority to promulgate forms and to enact ordinances to effectuate this chapter. The locality may charge a reasonable fee for each application submitted pursuant to this chapter; such fee shall not exceed \$500 or the costs of processing and reviewing an application, whichever is less.
- B. The locality shall prescribe application forms for districts that include but need not be limited to the following information:
1. The general location of the district;
 2. The total acreage in the district or acreage to be added to an existing district;
 3. The name, address, and signature of each landowner applying for creation of a district or an addition to an existing district and the acreage each owner owns within the district or addition;
 4. The conditions proposed by the applicant pursuant to § 15.2-4309;
 5. The period before first review proposed by the applicant pursuant to § 15.2-4309;and
 6. The date of application, date of final action by the local governing body and whether approved, modified or rejected.
- C. The application form shall be accompanied by maps or aerial photographs, or both, prescribed by the locality that clearly show the boundaries of the proposed district and each addition and boundaries of properties owned by each applicant, and any other features as prescribed by the locality.
- D. For each notice required by this chapter to be sent to a landowner, notice shall be sent by first-class mail to the last known address of such owner as shown on the application hereunder or on the current real estate tax assessment books or maps. A representative of the local planning commission or local governing body shall make affidavit that such mailing has been made and file such affidavit with the papers in the case.
- 1977, c. 681, § 15.1-1509; 1978, c. 604; 1979, c. 377; 1984, c. 20; 1987 c. 552; 1997, c. 587; 2005, c. 667;2011, cc. 344, 355.

§ 15.2-4304. Agricultural and forestal districts advisory committee

A. Upon receipt of the first agricultural and forestal districts application, the local governing body shall establish an advisory committee which shall consist of four landowners who are engaged in agricultural or forestal production, four other landowners of the locality, the commissioner of revenue or the local government's chief property assessment officer, and a member of the local governing body. The members of the committee shall be appointed by and serve at the pleasure of the local governing body. The advisory committee shall elect a chairman and a vice-chairman and elect or appoint a secretary who need not be a member of the committee. The advisory committee shall serve without pay but the locality may reimburse each member for actual and necessary expenses incurred in the performance of his duties. Any expenditures of the committee shall be within the amounts appropriated for such purpose by the local governing body. The committee shall advise the local planning commission and the local governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the locality. In particular, the committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality.

B. The local governing body may designate the planning commission to act for and in lieu of an agricultural and forestal districts advisory committee if the membership of the planning commission includes at least four landowners who are engaged in agricultural or forestal production.

1977, c. 681, § 15.1-1510; 1987, c. 552; 1989, c. 52; 1997, c. 587; 2011, cc. [344](#), [355](#).

§ 15.2-4305. Application for creation of district in one or more localities; size and location of parcels

On or before November 1 of each year or any other annual date selected by the locality, any owner or owners of land may submit an application to the locality for the creation of a district or addition of land to an existing district within the locality. Each district shall have a core of no less than 200 acres in one parcel or in contiguous parcels. A parcel not part of the core may be included in a district (i) if the nearest boundary of the parcel is within one mile of the boundary of the core, (ii) if it is contiguous to a parcel in the district the nearest boundary of which is within one mile of the boundary of the core, or (iii) if the local governing body finds, in consultation with the advisory committee or planning commission, that the parcel not part of the core or within one mile of the boundary of the core contains agriculturally and forestally significant land. No land shall be included in any district without the signature on the application, or the written approval of all owners thereof. A district may be located in more than one locality, provided that (i) separate application is made to each locality involved, (ii) each local governing body approves the district, and (iii) the district meets the size requirements of this section. In the event that one of the local governing bodies disapproves the creation of a district within its boundaries, the creation of the district within the adjacent localities' boundaries shall not be affected, provided that the district otherwise meets the requirements set out in this chapter. In no event shall the act of creating a single district located in two localities pursuant to this subsection be construed to create two districts.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.

§ 15.2-4306. Criteria for evaluating application

Land being considered for inclusion in a district may be evaluated by the advisory committee and the planning commission through the Virginia Land Evaluation and Site Assessment (LESA) System or, if one has been developed, a local LESA System. The following factors should be considered by the local planning commission and the advisory committee, and at any public hearing at which an application that has been filed pursuant to § 15.2-4303 is being considered:

1. The agricultural and forestal significance of land within the district or addition and in areas adjacent thereto;
2. The presence of any significant agricultural lands or significant forestal lands within the district and in areas adjacent thereto that are not now in active agricultural or forestal production;
3. The nature and extent of land uses other than active farming or forestry within the district and in areas adjacent thereto;
4. Local developmental patterns and needs;
5. The comprehensive plan and, if applicable, the zoning regulations;
6. The environmental benefits of retaining the lands in the district for agricultural and forestal uses; and
7. Any other matter which may be relevant.

In judging the agricultural and forestal significance of land, any relevant agricultural or forestal maps may be considered, as well as soil, climate, topography, other natural factors, markets for agricultural and forestal products, the extent and nature of farm structures, the present status of agriculture and forestry, anticipated trends in agricultural economic conditions and such other factors as may be relevant.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587.

§ 15.2-4307. Review of application; notice; hearing

Upon the receipt of an application for a district or for an addition to an existing district, the program administrator shall refer such application to the advisory committee.

The advisory committee shall review and make recommendations concerning the application or modification thereof to the local planning commission, which shall:

1. Notify, by first-class mail, adjacent property owners, as shown on the maps of the locality used for tax assessment purposes, and where applicable, any political subdivision whose territory encompasses or is part of the district, of the application. The notice shall contain (i) a statement that an application for a district has been filed with the program administrator pursuant to this chapter; (ii) a statement that the application will be on file open to public inspection in the office of the clerk of the local governing body; (iii) where applicable a statement that any political subdivision whose territory encompasses or is part of the district may propose a modification which must be filed with the local planning commission within thirty days of the date of the notice; (iv) a statement that any owner of additional qualifying land may join the application within thirty days from the date of the notice or, with the consent of the local governing body, at any time before the public hearing the local governing body must hold on the application; (v) a statement that any owner who joined in the application may withdraw his land, in whole or in part, by written notice filed with the local governing body, at any time before the local governing body acts pursuant to § 15.2-4309; and (vi) a statement that additional qualifying lands may be added to an already created district at any time upon separate application pursuant to this chapter;
2. Hold a public hearing as prescribed by law; and
3. Report its recommendations to the local governing body including but not limited to the potential effect of the district and proposed modifications upon the locality's planning policies and objectives.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.

Code of Virginia
Title 15.2. Counties, Cities and Towns
Chapter 43. Agricultural and Forestal Districts Act

§ 15.2-4308. Repealed

Repealed by Acts 2011, cc. [344](#) and [355](#), cl. 2.

§ 15.2-4309. Hearing; creation of district; conditions; notice

A. The local governing body, after receiving the report of the local planning commission and the advisory committee, shall hold a public hearing as provided by law, and after such public hearing, may by ordinance create the district or add land to an existing district as applied for, or with any modifications it deems appropriate.

B. The governing body may require, as a condition to creation of the district, that any parcel in the district shall not, without the prior approval of the governing body, be developed to any more intensive use or to certain more intensive uses, other than uses resulting in more intensive agricultural or forestal production, during the period which the parcel remains within the district. Local governing bodies shall not prohibit as a more intensive use, construction and placement of dwellings for persons who earn a substantial part of their livelihood from a farm or forestry operation on the same property, or for members of the immediate family of the owner, or divisions of parcels for such family members, unless the governing body finds that such use in the particular case would be incompatible with farming or forestry in the district. To further the purposes of this chapter and to promote agriculture and forestry and the creation of districts, the local governing body may adopt programs offering incentives to landowners to impose land use and conservation restrictions on their land within the district. Programs offering such incentives shall not be permitted unless authorized by law. Any conditions to creation of the district and the period before the review of the district shall be described, either in the application or in a notice sent by first-class mail to all landowners in the district and published in a newspaper having a general circulation within the district at least two weeks prior to adoption of the ordinance creating the district. The ordinance shall state any conditions to creation of the district and shall prescribe the period before the first review of the district, which shall be no less than four years but not more than ten years from the date of its creation. In prescribing the period before the first review, the local governing body shall consider the period proposed in the application. The ordinance shall remain in effect at least until such time as the district is to be reviewed. In the event of annexation by a city or town of any land within a district, the district shall continue until the time prescribed for review.

C. The local governing body shall act to adopt or reject the application, or any modification of it, no later than 180 days from (i) November 1 or (ii) the other date selected by the locality as provided in § 15.2-4305. Upon the adoption of an ordinance creating a district or adding land to an existing district, the local governing body shall submit a copy of the ordinance with maps to the local commissioner of the revenue, and the State Forester, and the Commissioner of Agriculture and Consumer Services for information purposes. The commissioner of the revenue shall identify the parcels of land in the district in the land book and on the tax map, and the local governing body shall identify such parcels on the zoning map, where applicable and shall designate the districts on the official comprehensive plan map each time the comprehensive plan map is updated.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 43. Agricultural and Forestal Districts Act

§ 15.2-4310. Additions to a district

Additional parcels of land may be added to an existing district at any time by following the process and application deadlines prescribed for the creation of a new district.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 2011, cc. [344](#), [355](#).

§ 15.2-4311. Review of districts

The local governing body may complete a review of any district created under this section, together with additions to such district, no less than four years but no more than ten years after the date of its creation and every four to ten years thereafter. If the local governing body determines that a review is necessary, it shall begin such review at least ninety days before the expiration date of the period established when the district was created. In conducting such review, the local governing body shall ask for the recommendations of the local advisory committee and the planning commission in order to determine whether to terminate, modify or continue the district. When each district is reviewed, land within the district may be withdrawn at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify or terminate the district. The local planning commission or the advisory committee shall schedule as part of the review a public meeting with the owners of land within the district, and shall send by first-class mail a written notice of the meeting and review to all such owners. The notice shall state the time and place for the meeting; that the district is being reviewed by the local governing body; that the local governing body may continue, modify, or terminate the district; and that land may be withdrawn from the district at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify or terminate the district. The local governing body shall hold a public hearing as provided by law. The governing body may stipulate conditions to continuation of the district and may establish a period before the next review of the district, which may be different from the conditions or period established when the district was created. Any such different conditions or period shall be described in a notice sent by first-class mail to all owners of land within the district and published in a newspaper having a general circulation within the district at least two weeks prior to adoption of the ordinance continuing the district. Unless the district is modified or terminated by the local governing body, the district shall continue as originally constituted, with the same conditions and period before the next review as that established when the district was created.

If the local governing body determines that a review is unnecessary, it shall set the year in which the next review shall occur.

1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587.

§ 15.2-4312. Effects of districts

A. Land lying within a district and used in agricultural or forestal production shall automatically qualify for an agricultural or forestal use-value assessment pursuant to Article 4 (§ 58.1-3229 et seq.) of Chapter 32 of Title 58.1, if the requirements for such assessment contained therein are satisfied. Any ordinance adopted pursuant to § 15.2-4303 shall extend such use-value assessment and taxation to eligible real property within such district whether or not a local ordinance pursuant to § 58.1-3231 has been adopted.

B. No local government shall exercise any of its powers to enact local laws or ordinances within a district in a manner which would unreasonably restrict or regulate farm structures or farming and forestry practices in contravention of the purposes of this chapter unless such restrictions or regulations bear a direct relationship to public health and safety. The comprehensive plan and zoning and subdivision ordinances shall be applicable within said districts, to the extent that such ordinances are not in conflict with the conditions to creation or continuation of the district set forth in the ordinance creating or continuing the district or the purposes of this chapter. Nothing in this chapter shall affect the authority of the locality to regulate the processing or retail sales of agricultural or forestal products, or structures therefor, in accordance with the local comprehensive plan or any local ordinances. Local ordinances, comprehensive plans, land use planning decisions, administrative decisions and procedures affecting parcels of land adjacent to any district shall take into account the existence of such district and the purposes of this chapter.

C. It shall be the policy of all agencies of the Commonwealth to encourage the maintenance of farming and forestry in districts and all administrative regulations and procedures of such agencies shall be modified to this end insofar as is consistent with the promotion of public health and safety and with the provisions of any federal statutes, standards, criteria, rules, regulations, or policies, and any other requirements of federal agencies, including provisions applicable only to obtaining federal grants, loans or other funding.

D. No special district for sewer, water or electricity or for nonfarm or nonforest drainage may impose benefit assessments or special tax levies on the basis of frontage, acreage or value on land used for primarily agricultural or forestal production within a district, except a lot not exceeding one-half acre surrounding any dwelling or nonfarm structure located on such land. However, such benefit assessment or special ad valorem levies may continue if imposed prior to the formation of the district.

1977, c. 681, § 15.1-1512; 1979, c. 377; 1987, c. 552; 1997, c. 587.

§ 15.2-4313. Proposals as to land acquisition or construction within district

A. Any agency of the Commonwealth or any political subdivision which intends to acquire land or any interest therein other than by gift, devise, bequest or grant, or any public service corporation which intends to: (i) acquire land or any interest therein for public utility facilities not subject to approval by the State Corporation Commission, provided that the proposed acquisition from any one farm or forestry operation within the district is in excess of one acre or that the total proposed acquisition within the district is in excess of ten acres or (ii) advance a grant, loan, interest subsidy or other funds within a district for the construction of dwellings, commercial or industrial facilities, or water or sewer facilities to serve nonfarm structures, shall at least ninety days prior to such action notify the local governing body and all of the owners of land within the district. Notice to landowners shall be sent by first-class or registered mail and shall state that further information on the proposed action is on file with the local governing body. Notice to the local governing body shall be filed in the form of a report containing the following information:

1. A detailed description of the proposed action, including a proposed construction schedule;
2. All the reasons for the proposed action;
3. A map indicating the land proposed to be acquired or on which the proposed dwellings, commercial or industrial facilities, or water or sewer facilities to serve nonfarm structures are to be constructed;
4. An evaluation of anticipated short-term and long-term adverse impacts on agricultural and forestal operations within the district and how such impacts are proposed to be minimized;
5. An evaluation of alternatives which would not require action within the district; and
6. Any other relevant information required by the local governing body.

B. Upon receipt of a notice filed pursuant to subsection A, the local governing body, in consultation with the local planning commission and the advisory committee, shall review the proposed action and make written findings as to (i) the effect the action would have upon the preservation and enhancement of agriculture and forestry and agricultural and forestal resources within the district and the policy of this chapter; (ii) the necessity of the proposed action to provide service to the public in the most economical and practical manner; and (iii) whether reasonable alternatives to the proposed action are available that would minimize or avoid any adverse impacts on agricultural and forestal resources within the district. If requested to do so by any owner of land that will be directly affected by the proposed action of the agency, corporation, or political subdivision, the Director of the Department of Conservation and Recreation, or his designee, may advise the local governing body on the issues listed in clauses (i), (ii) and (iii) of this subsection.

C. If the local governing body finds that the proposed action might have an unreasonably adverse effect upon either state or local policy, it shall (i) issue an order within ninety days from the date the notice was filed directing the agency, corporation or political subdivision not to take the

proposed action for a period of 150 days from the date the notice was filed and (ii) hold a public hearing, as prescribed by law, concerning the proposed action. The hearing shall be held where the local governing body usually meets or at a place otherwise easily accessible to the district. The locality shall publish notice in a newspaper having a general circulation within the district, and mail individual notice of the hearing to the political subdivisions whose territory encompasses or is part of the district, and the agency, corporation or political subdivision proposing to take the action. Before the conclusion of the 150-day period, the local governing body shall issue a final order on the proposed action. Unless the local governing body, by an affirmative vote of a majority of all the members elected to it, determines that the proposed action is necessary to provide service to the public in the most economic and practical manner and will not have an unreasonably adverse effect upon state or local policy, the order shall prohibit the agency, corporation or political subdivision from proceeding with the proposed action. If the agency, corporation or political subdivision is aggrieved by the final order of the local governing body, an appeal shall lie to the circuit court having jurisdiction of the territory wherein a majority of the land affected by the acquisition is located. However, if such public service corporation is regulated by the State Corporation Commission, an appeal shall be to the State Corporation Commission.

1977, c. 681, § 15.1-1512; 1979, c. 377; 1987, c. 552; 1997, c. 587; 1998, c. [833](#); 2000, c. [1069](#).

§ 15.2-4314. Withdrawal of land from a district; termination of a district

A. At any time after the creation of a district within any locality, any owner of land lying in such district may file with the program administrator a written request to withdraw all or part of his land from the district for good and reasonable cause. The program administrator shall refer the request to the advisory committee for its recommendation. The advisory committee shall make recommendations concerning the request to withdraw to the local planning commission, which shall hold a public hearing and make recommendations to the local governing body. Land proposed to be withdrawn may be reevaluated through the Virginia or local Land Evaluation and Site Assessment (LESA) System. The landowner seeking to withdraw land from a district, if denied favorable action by the governing body, shall have an immediate right of appeal de novo to the circuit court serving the territory wherein the district is located. This section shall in no way affect the ability of an owner to withdraw an application for a proposed district or withdraw from a district pursuant to clause (v) of subdivision 1 of § 15.2-4307 or § 15.2-4311.

B. Upon termination of a district or withdrawal or removal of any land from a district created pursuant to this chapter, land that is no longer part of a district shall be subject to and liable for roll-back taxes as are provided in § 58.1-3237. Sale or gift of a portion of land in a district to a member of the immediate family as defined in § 15.2-2244 shall not in and of itself constitute a withdrawal or removal of any of the land from a district.

C. Upon termination of a district or upon withdrawal or removal of any land from a district, land that is no longer part of a district shall be subject to those local laws and ordinances prohibited by the provisions of subsection B of § 15.2-4312.

D. Upon the death of a property owner, any heir at law, devisee, surviving cotenant or personal representative of a sole owner of any fee simple interest in land lying within a district shall, as a matter of right, be entitled to withdraw such land from such district upon the inheritance or descent of such land provided that such heir at law, devisee, surviving cotenant or personal representative files written notice of withdrawal with the local governing body and the local commissioner of the revenue within two years of the date of death of the owner.

E. Upon termination or modification of a district, or upon withdrawal or removal of any parcel of land from a district, the local governing body shall submit a copy of the ordinance or notice of withdrawal to the local commissioner of revenue, the State Forester and the State Commissioner of Agriculture and Consumer Services for information purposes. The commissioner of revenue shall delete the identification of such parcel from the land book and the tax map, and the local governing body shall delete the identification of such parcel from the zoning map, where applicable.

F. The withdrawal or removal of any parcel of land from a lawfully constituted district shall not in itself serve to terminate the existence of the district. The district shall continue in effect and be subject to review as to whether it should be terminated, modified or continued pursuant to § 15.2-4311 of this chapter.

1977, c. 681, § 15.1-1513; 1979, c. 377; 1985, c. 13; 1987, c. 552; 1997, c. 587; 2000, c. 521; 2011, cc. 344, 355.

Clarke County

AGRICULTURAL AND FORESTAL DISTRICT (AFD) ADVISORY COMMITTEE MINUTES – OCTOBER 8, 2015 MEETING



A meeting of the Agricultural and Forestal District (AFD) Advisory Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, October 8, 2015 at 5:05PM.

ATTENDANCE

Members Present: Samuel Buckley, Emily Day, Carolyn Gordon, Carole Haynes, Beverly McKay, Deb Norman, Philip Shenk, Donna Peake

Members Absent: Corey Childs, Tupper Dorsey

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

Approval of Agenda:

Committee members approved the meeting agenda by consensus.

Election of Officers:

Mr. Stidham opened the floor for nominations for Chair. Mr. McKay nominated Mr. Shenk and there were no other nominations. Mr. Stidham closed the floor to nominations and called for the vote. All voted AYE.

Mr. Stidham opened the floor for nominations for Vice-Chair. Mr. McKay nominated Ms. Day and there were no other nominations. Mr. Stidham closed the floor to nominations and called for the vote. All voted AYE.

Confirm Meeting Dates & Times:

Chair Shenk asked about the upcoming meeting schedule. Mr. Stidham stated that there will be a required public meeting with landowners that must be scheduled in November and possibly an additional meeting to take action on the proposed additions to the District. Following review of possible dates and times, the members agreed to schedule the public information meeting with District landowners on Thursday, November 12 at 7:00PM, and an additional meeting on Monday, November 30 at 10:00AM. The members agreed that Thursdays at 5:00PM would work for future meetings.

Discussion of Six-Year Review:

Mr. Stidham reviewed the Freedom of Information Act and Open Meeting regulations as it pertains to the Committee. He then provided an overview of the AFD program, State law and County code requirements, and recent changes to State law since the last six year review. He also discussed the differences between the AFD program and the land use assessment program operated through the Commissioner of the Revenue office.

Mr. McKay asked whether lands in conservation easement are automatically included in the District. Mr. Stidham said that they are not and that the two programs have been historically treated separately from one another. He did note that there are several properties that are both in easement and in the District, and he noted that properties in easement are taxed at the land use rate.

Vice Chair Day asked for clarification on the circumstances by which land can be withdrawn from the District. Mr. Stidham said that during the District term, land can only be withdrawn upon the death of the landowner or if the landowner is suffering financial hardship approaching confiscation of property. He said that during the term review process, landowners can withdraw properties at their discretion by providing a written request to the County.

Chair Sherk asked how the public would be notified of the public information meeting. Mr. Stidham replied by noting the draft letter enclosed that would be sent to all current District members along with the enclosed 3-page informational handout. He said that the program review would be posted on the County website and that he hoped to get help from the Winchester Star in the form of an outreach article on the effort. Vice Chair Day asked if notice could be sent to landowners not in the program. Mr. Stidham replied that the program review unfortunately did not match up with deadlines to include information in the fall tax bill mailing. Chair Sherk asked if information could be sent to members of the land use assessment program that are not in the District and Mr. Stidham replied that they could do this. Members did not offer any other comments on the draft letter to District landowners or on the 3-page informational handout.

Mr. Stidham asked the Committee's opinion on scheduling a designated time period throughout the District term to review applications or whether they prefer to meet as applications are filed. He also asked whether the Committee wanted to meet annually whether applications are received or not. Chair Sherk and Vice Chair Day were supportive of an annual meeting. Vice Chair Day also asked whether there is a statutory time frame to take action on new applications. Mr. Stidham said there is a time frame for completing the District review but there was not a stated time frame for interim review of applications. Ms. Gordon suggested including notice of the annual review period in the spring tax bills with the review period occurring in the summer. Ms. Haynes asked if Staff inspects the properties for which applications have been received, and Mr. Stidham replied that Staff can begin doing this activity now that State law includes Staff in the process. He said that he could also organize site visits for interested Committee members. Chair Sherk suggested setting July 1 as the annual due date for filing new applications. Mr. Stidham said that he would create a draft review process for the members to consider at the next meeting.

Mr. Stidham also stated that he is checking with the County Attorney as to whether properties added to the District term would have their own six year terms or whether their term could be set to match

up with the remainder of the District term. Mr. McKay suggested publicizing the AFD program in the Easement Authority's newsletters.

Mr. Stidham advised that Mr. Fincham is the Staff point of contact for all questions, new applications, and withdrawals. He also reviewed the action items:

- District landowner meeting scheduled for 7:00PM on Thursday, November 12.
- Committee meeting scheduled for 10:00AM on Monday, November 30.
- Site visits to new applicant properties and other select District properties.
- Mailing to go out to AFD landowners and land use assessment program members.

The meeting was adjourned at 5:49PM.

Philip Shenk, Chair

Brandon Stidham, Planning Director

Clarke County



AGRICULTURAL AND FORESTAL DISTRICT (AFD) ADVISORY COMMITTEE MINUTES – NOVEMBER 12, 2015 MEETING

A meeting of the Agricultural and Forestal District (AFD) Advisory Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, November 12, 2015 at 7:07PM.

ATTENDANCE

Members Present: Samuel Buckley, Emily Day, Carolyn Gordon, Carole Haynes, Deb Norman, Donna Peake

Members Absent: Philip Shenk, Beverly McKay, Corey Childs, Tupper Dorsey

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

Approval of Agenda:

Committee members voted to approve the meeting agenda.

Yes: Gordon (moved), Haynes (seconded), Buckley, Day, Norman, Peake

No: None

Absent: Shenk, McKay, Childs, Dorsey

Approval of Minutes:

Committee members voted to approve the October 8, 2015 meeting minutes.

Yes: Gordon, Haynes, Buckley, Day, Norman (moved), Peake (seconded)

No: None

Absent: Shenk, McKay, Childs, Dorsey

Public Information Meeting with District Landowners:

Mr. Stidham gave a brief Power Point presentation on the Six-Year Review of the Agricultural & Forestal District. Following the presentation, questions were taken from the members of the audience.

Carlen Emanuel noted that the District regulations encumber the included properties and she asked how this encumbrance can be identified through a title search. Mr. Stidham said that there is no requirement that documentation be recorded to indicate District status but that there is a requirement to notify subsequent purchasers of the property that it is in the District. Ms. Emanuel asked if you receive an official letter indicating that you have been accepted into the District and Mr. Stidham said yes. Ms. Emanuel then asked whether the County would defend a District property owner if a pipeline or other utility were proposed to go through the property. Mr. Stidham indicated that it

depends on the nature of the project. He noted that in recent years, the Town of Berryville proposed extending a waterline through some District properties and that there was no opposition from the District landowners as they were working cooperatively with the Town on utility easements. Mr. Stidham suggested that the Board of Supervisors would take into consideration any public opposition to other types of projects not agreed to by the landowners and would factor that in to their decision-making. Vice-Chair Day noted that the protection offered by the District is a special review process when an agency claims eminent domain over property for a utility project, and that there are additional steps and hearings involved in this process. Mr. Stidham added that this also gives the Board of Supervisors the authority to say no to the project. Ms. Emanuel asked if this special review process comes before or after the overall approval of the utility project, and Mr. Stidham said that it could be before or in conjunction with the overall approval process.

Sharon Harrison asked whether you have to be a member of the District in order to qualify for the land use assessment program. Mr. Stidham replied that these are separate programs and that membership in the District is not a prerequisite. He noted that District membership helps you to qualify for the assessment program. Ms. Harrison asked how you can participate in the assessment program and Ms. Peake provided the information. Ms. Harrison also asked for clarification on the benefits of being in the program and Mr. Stidham responded with a list of the benefits. Ms. Peake noted that in order to qualify for the assessment program, you have to prove that you have farmed your property for at least five years and that District membership allows this five year requirement to be waived.

An audience member asked if the land has to be in farm use to qualify for the assessment program and noted that they have a hobby farm. Ms. Peake provided information on the minimum requirements for farm use to qualify for the assessment program. She also provided the requirements for qualifying for the assessment program under the open space category. Mr. Stidham noted that you can potentially join the District as an open space property if you do not qualify for farming or forestry use.

Ms. Harrison asked about the purpose of the District program. Mr. Stidham noted that it is consistent with the County's goals of preserving farmland and open space and goes hand-in-hand with the County's land use regulations and conservation easement program. Ms. Harrison asked how the District program goes hand-in-hand with the easement program. Mr. Stidham replied that not everyone is ready to place their land in a permanent conservation easement and the District program allows for similar benefits and the opportunity to decide periodically whether to continue in the program. Ms. Emanuel noted that District membership helps to ensure that properties are not further subdivided and developed. Ms. Harrison asked whether the County's comprehensive plan guards against development anyway. Vice-Chair Day replied that any future Board of Supervisors could take action to change the comprehensive plan and zoning regulations to allow more development, and that District membership offers protections against development for the District term. Mr. Stidham added that the County strives to keep large parcels intact to allow for farming and open space preservation.

Discussion Items, Agricultural & Forestal District (AFD) Six-Year Review

Mr. Stidham reported to the members that he incorrectly interpreted the new changes to State code as allowing new applications to be considered at any time during the District review process, similar to District owners being able to withdraw their properties up until the Board of Supervisors takes action to approve the District. He said that per the County Attorney, all new applications must be considered by the Advisory Committee, the Planning Commission, and the Board of Supervisors with the Commission and Board holding required public hearings. He stated that because of this change in interpretation, Staff has established a soft deadline of Friday, December 4 to receive all applications to add land to the District. He said that this date would allow applications to be reviewed without impacting the process timeline and that any applications received after this date could be considered in conjunction with the annual review process that is being established. He noted that in order to allow the Advisory Committee to review new applications, a meeting would have to be tentatively scheduled for Thursday, December 10 at 5:00PM. He added that Staff will work to get all new applications in to allow them to be reviewed at the November 30 meeting and that he will be able to confirm the need for the December 10 meeting after the December 4 deadline passes.

Mr. Fincham provided an overview of the applications to add land to the District and requests to withdraw land from the District to date. He noted that Staff will provide LESA scores and recommendations at the November 30 meeting.

Mr. Stidham reminded the members that they expressed interest in scheduling a visit to the new application sites and he encouraged them to coordinate with Mr. Fincham to schedule the visit. Mr. Fincham noted that site visits will be dependent upon whether the property owner is interested in allowing the visitation.

Mr. Stidham discussed the draft outline of the annual review process for new applications. Vice-Chair Day recommended emphasizing to applicants that July 1 is the application deadline and that there is a clear process and timeline that must be followed before the properties are accepted into the District.

Committee members voted to move forward with the annual review process as outlined by Staff.

Yes: Gordon (seconded), Haynes, Buckley, Day (moved), Norman, Peake

No: None

Absent: Shenk, McKay, Childs, Dorsey

Ms. Emanuel asked about parcels that straddle the Clarke-Loudoun line and whether the District applies to only the Clarke portion. Mr. Stidham said that he thought there had to be an AFD program in the neighboring county for the entire parcel to be considered in the District but he would check on this and get the answer to her.

Committee members voted to adjourn the meeting at 8:00PM.

Yes: Gordon, Haynes, Buckley, Day (seconded), Norman, Peake (moved)

No: None

Absent: Shenk, McKay, Childs, Dorsey

Philip Shenk, Chair

Brandon Stidham, Planning Director

Clarke County

AGRICULTURAL AND FORESTAL DISTRICT (AFD) ADVISORY COMMITTEE

DRAFT MINUTES – NOVEMBER 30, 2015 MEETING



A meeting of the Agricultural and Forestal District (AFD) Advisory Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Monday, November 30, 2015 at 9:59AM.

ATTENDANCE

Members Present: Philip Shenk, Samuel Buckley, Carole Haynes, Deb Norman, Donna Peake, Beverly McKay (arrived late), Corey Childs, Tupper Dorsey

Members Absent: Emily Day, Carolyn Gordon

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

The meeting agenda was approved by consensus as presented by Staff.

Approval of Minutes:

Committee members voted to approve the November 12, 2015 meeting minutes.

Yes: Childs (moved), Dorsey (seconded), Buckley, Haynes, Peake, Norman

No: None

Absent: Day, Gordon, McKay

Abstained: Shenk (abstained)

Mr. McKay entered the meeting during the discussion of the next item.

Committee Review of New Applications for Additions to the District:

Mr. Fincham provided an overview of three new applications for additions to the District. He noted that the application filed by Black Bear LLC did not meet the minimum LESA score for District inclusion. He provided this information to the applicant (Alison Teetor) who has chosen to withdraw the application.

Mr. Fincham also noted that the application filed by Bill and Lisa Novak did not meet the minimum FLESA score for District inclusion and also does not qualify for open space inclusion as the property does not have an unused dwelling unit right. He said that Ms. Teetor discussed the FLESA score with the applicant including the scoring for the property's soil types. He added that the applicant understands the reason for the insufficient score and Staff's recommendation to deny acceptance of the parcel into the District, but they have not withdrawn the application at this time.

Chair Shenk asked Mr. Fincham to provide an overview of how the LESA scoring system works. Mr. Fincham provided background information on the system and indicated that the most significant factor in the scoring criteria is soil type. He noted that on the Novak application, there are a few small areas with more favorable soil types but the balance of the soils on the property scored poorly. Chair Shenk drew the members' attention to the site assessment scoring sheet included in the meeting packet for illustrative purposes. Mr. Fincham added that a property may score points for key site features but end up with an overall low score due to soil types.

Mr. Fincham reviewed the Sheehey application, indicating that the 22.64 acre parcel exceeds the minimum LESA score requirement. He said that Staff recommends approval of this parcel for District inclusion. He added that he did attempt to schedule site visits but noted that the applicants were not interested in allowing them. He said that one applicant recommended the members use Google Maps to get an idea of the property's features.

Mr. Stidham stated that Staff is looking for a formal recommendation on the new applications. He suggested that the Committee could follow Staff's recommendations and move to approve the Sheehey application and to deny the Novak application.

Committee members voted to approve the Sheehey application for inclusion into the District and to deny the Novak application as recommended by Staff.

Yes: Shenk, Childs, Dorsey (seconded), Buckley, Haynes, Peake, Norman (moved), McKay

No: None

Absent: Day, Gordon

Prior to moving to the next agenda item, Mr. Fincham provided an overview of requests to withdraw from the District that have been received since the November 12 meeting. He noted that all of the property owners requesting to withdraw are aware that they can apply during the District term to rejoin the District. Mr. McKay asked if the owners of the Dalton property gave a reason for withdrawing their properties and Mr. Fincham replied that they are undertaking estate planning efforts.

Chair Shenk asked about the grounds on which the Committee could prevent a landowner from withdrawing from the District. Mr. Stidham stated that District landowners can withdraw at their discretion at the end of the District term but during the term, they can only withdraw upon the landowner's death or a financial hardship approaching confiscation of property. Ms. Gordon asked to confirm that there is nothing the Committee can do regarding end-of-term withdrawals and Mr. Stidham said that advising the landowner that they can rejoin during the District term is probably the best approach to take. He added that this option does allow for more flexibility for the District landowners.

Chair Shenk asked if the Committee needed to pass a motion on the withdrawal requests and Mr. Stidham said that it is not necessary. Mr. Stidham also noted that District landowners can submit written requests to withdraw their properties through the date of the Board of Supervisors public hearing on the District renewal.

Discussion, Annual Review Process and County Code Amendment:

Mr. Stidham stated that the Committee adopted a motion at the November 12 meeting to move forward with establishing an annual process for reviewing applications to add land to the District. He said that the next step is to amend the section of the County Code that governs the Agricultural & Forestal District program and that in conjunction with the review of the District, Staff recommends that the Committee provide a formal recommendation on the proposed County Code amendment. Mr. Stidham then gave an overview of the proposed changes to Chapter 48 of the County Code.

Regarding changes to the list of allowable special uses, Mr. McKay asked why commercial stables were being removed. Mr. Stidham replied that this use was removed from the Zoning Ordinance along with livestock processing facilities.

Chair Sherk asked for clarification on the subsection pertaining to notification of District status to prospective purchasers. Mr. Stidham replied that this section is aimed at the District landowner to provide notice that the property is in the District to potential purchasers. Chair Sherk asked if there is a way to make this notice a requirement and Mr. Stidham said that he would discuss this with the County Attorney and add language if possible. Chair Sherk suggested requiring a note on the plat to indicate District status. Mr. Stidham replied that this would work if a subdivision or boundary line adjustment were occurring with the sale but that if the transaction does not require recordation of a new plat, it would not come through the Planning Department for review.

Committee members voted to recommend adoption of the proposed text amendment as recommended by Staff.

- Yes:** Sherk, Childs (seconded), Dorsey, Buckley, Haynes, Peake, Norman, McKay (moved)
- No:** None
- Absent:** Day, Gordon

Discussion, Need for December 10 meeting/Scheduling of Next Meeting

Mr. Stidham stated that Staff was not expecting any new applications to be filed by the December 4 deadline so the December 10 meeting may be cancelled. He said Staff will confirm this with the members after the deadline has passed.

Mr. Stidham also noted that members previously discussed having an annual meeting that would be held within the timeline for the annual review of new applications, whether or not new applications are filed by the proposed July 1 deadline. He suggested the members could have an annual meeting in July or August. Chair Sherk asked what the topic of discussion would be for the annual meeting. Mr. Stidham replied that the Committee could discuss issues affecting the District and elect officers for the coming year. He also said that the update of the Agricultural Land Plan is a project that will start in the near future and may involve the Commission in the effort. He added that changes to State law affecting the District may also be discussed at the annual meeting.

Other Business

Mr. Fincham reported that he received feedback that the District renewal mailings were confusing and that some were having trouble understanding that the District program and the Land Use Assessment program are separate. He said that Staff would be working on developing a page on the

County website to better explain the AFD program with linkages to the Commissioner of Revenue page outlining the Land Use Assessment Program.

The meeting was adjourned by consensus of the members at 10:24AM.

Philip Shenk, Chair

Brandon Stidham, Planning Director

FY2016 Priorities and Positions- Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
ERP Implementation	Tom Judge / Affected Department Heads	<p>Implementation of the ERP continues to be the Board's first priority and is requires substantial time and commitment from all departments. At this point in time the deployment of accounts payable and some personnel modules appear to be requiring substantially more time from all participating departments in data entry and system management. Time savings on other activities are still anticipated.</p> <p>ERP implementation remains a multi-step/multi-year process. Each module requires effort from the same employees and officials, making it difficult to attempt simultaneous implementation of program modules.</p>	Monthly
BCCGC	Ash, Dalton, Mitchell	The deficiencies in the Building HVAC System as designed by the Architect/Engineer have been repaired. However, settlement remains subject to mediation/arbitration. Mr. Mitchell is seeking payment or available dates for settlement from the Architect/Engineer legal representatives.	Monthly
Personnel Policy Update	Administrator, Chair, Constitutional Officers	A second draft of a proposed rewrite of the personnel policy has been distributed. Although initial thought was to provide a single plan for all employees, further consideration has revealed that separate plans are likely required for Constitutional Officers, Social Services and Board Employees. Additional work with participating departments is contemplated before trying to implement benefits accounting in the ERP. Review in progress.	Monthly
Convenience and Recycling Center	Administrator, Chair, Planning Director	The County Engineer is reviewing the current plans for the facility and will prepare the required site plan as soon as VDOT requirements have been checked and new storm water and Erosion and Sediment Control requirements have been incorporated into the design. Revised cost estimate is expected in time to include cost consideration in FY2017 budget and should that occur, the engineer is prepared to have bid ready plans and specification ready for early FY2017 procurement. Extension of lease should be investigated if construction is authorized.	Budget Dependent

FY2016 Priorities and Positions- Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
Rural Broadband Improvements		A review of efforts and opportunities available to local governments in Virginia reveal that there is little current ability of the Board to effect a major improvement in this area. However, this area should be closely monitored as potential legislation and eligibility for funding are being discussed at state and federal levels.	As Opportunity Arises
Master Plan for Kohn Park	Parks and Recreation Director, Advisory Board	The Recreation Advisory Board and Parks and Recreation Department staff should be tasked with developing reasonable planning goals and seeking informed cost estimates for consideration by the Board during budget deliberations, in preparation for an RFP in FY2017. Planning for this park is part of the recreation master plan process and requires funding before Parks moves forward.	Budget Dependent
Fire and EMS Commission and Department Activities	Director of Fire and EMS, Administrator	Continue development of planning level activities at the Commission level regarding long range policies and goals. Maintain fee for service implementation and improve daily operations and response efficiencies as resources permit.	As Needed

Future considerations

Consideration of reorganization of responsibilities related to management and organization of Board Committees and functions:

Examples of possible need for or development of reorganized committees or work groups for:

- Natural Resources/Water Issues
- Transportation
- Legislative Monitoring and Proposals for laws affecting Clarke
- Public Service coordination with Town, County and Sheriff (consider consolidation of law enforcement for greater efficiency and cost savings)
- Ongoing consideration of other coordinating efforts with Towns and County
- Community Visioning Effort for 2025
- Continued efforts to monitor and refine specific goals and targets for economic development
- Coordinated planning for diverse housing opportunities
- Update Energy Conservation and Management Plan
- State Property at Double Tollgate [Camp 7]
- Component Plans
- Wellness Center / Multi-use Pool



Board of Supervisors Work Session Agenda

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

January 11, 2016 10:00 AM

Item No.	Description
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- | | |
|----|---|
| A. | Organizational Items: <ul style="list-style-type: none">- Elect Chair- Elect Vice Chair- Set Meeting Date, Time and Location- Adopt Rules of Procedure- Review Chair Appointments |
|----|---|

01-11-2016 Summary: See 2016-01-11 Board of Supervisors Organizational Meeting and Work Session Minutes.

B.	Transit Discussion
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01-11-2016 Summary: This item added by Supervisor Byrd at the meeting. See 2016-01-11 Board of Supervisors Organizational Meeting and Work Session Minutes.

2016 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	January 11	9:30 am	
Regular Meeting	Tuesday	January 19	1 pm	
Committee Meetings	Monday	February 8	9:30 am	
Regular Meeting	Tuesday	February 16	1 pm	
Committee Meetings	Monday	March 7	9:30 am	
Regular Meeting	Tuesday	March 15	1 pm	
Committee Meetings	Monday	April 11	9:30 am	
Regular Meeting	Tuesday	April 19	1 pm	
Committee Meetings	Monday	May 9	9:30 am	
Regular Meeting	Tuesday	May 17	1 pm	
Committee Meetings	Monday	June 13	9:30 am	
Regular Meeting	Tuesday	June 21	1 pm	
Committee Meetings	Monday	July 11	9:30 am	
Regular Meeting	Tuesday	July 19	1 pm	
Committee Meetings	Monday	August 8	9:30 am	
Regular Meeting	Tuesday	August 16	1 pm	
Committee Meetings	Monday	September 12	9:30 am	
Regular Meeting	Tuesday	September 20	1 pm	
<i>Committee Meetings</i>	<i>Tuesday*</i>	<i>October 11</i>	<i>9:30 am</i>	<i>Holiday Monday Oct 10</i>
Regular Meeting	Tuesday	October 18	1 pm	
<i>Committee Meetings</i>	<i>Thursday*</i>	<i>November 3</i>	<i>9:30 am</i>	<i>VACo Conference</i>
Regular Meeting	Tuesday	November 15	1 pm	
Committee Meetings	Monday	December 12	9:30 am	
Regular Meeting	Tuesday	December 20	1 pm	

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

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

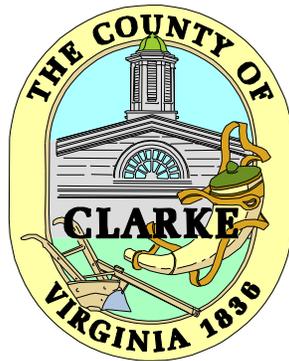
Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Approved 01/11/2016

Rules of Procedure

Clarke County, Virginia Board of Supervisors

Rules of Procedure



Rules of Procedure

Record of Revisions

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

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Article I—Meetings

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

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

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

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

Section 1-2. Special Meetings

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

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

Section 1-3. Adjourned Meetings

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

Section 1-4. Quorum and Method of Voting

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

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

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

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

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Section 1-5. Motions

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

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

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

Section 1-6. Motion to Adjourn

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

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
 - To commit,
 - To postpone,
 - For the previous question,
 - For a substitute motion to lay on the table,
 - Or to adjourn.
-

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

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

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

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

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

Section 1-10. Board to Sit with Open Doors

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

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

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

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

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

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

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

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

Section 1-12. Electronic Participation in

Pursuant to Code of Virginia:

§ 2.2-3708 Electronic communication meetings; applicability; physical quorum required; exceptions; notice; report.

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Meetings from Remote Locations

§ 2.2-3708.1 Participation in meetings in event of emergency or personal matter; certain disabilities; distance from meeting location for certain public bodies.

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

Except as provided hereafter, the Board of Supervisors shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

A. Quorum Physically Assembled

A Board of Supervisor member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. If, on or before the day of a meeting, the Board member notifies the Board of Supervisors Chair that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the Board of Supervisors:
 - Approves the member's participation by a majority vote of the members present at a meeting; and,
 - Records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a Board member shall be limited each calendar year to two [2] meetings or 25 percent of the meetings of the Board of Supervisors, whichever is fewer.

2. If a Board member notifies the Chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical
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condition that prevents the member's physical attendance and the Board records this fact and the remote location from which the member participated in its minutes.

A Board member may participate in a meeting by electronic means pursuant to this section only when:

- A quorum of the Board is physically assembled at the primary or central meeting location; and
- The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

B. Quorum Not Physically Assembled

The Board of Supervisors may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided:

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

If it holds a meeting pursuant to this section, the Board shall:

- Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the Board;
- Make arrangements for public access to the meeting;
- Make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Board and that have been made available to the Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- Record minutes of the meeting in accordance with policy; and
- Record in the minutes votes taken by name in roll-call fashion.

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

Rules of Procedure

meeting.

C. Reporting

1. If the Board meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:
 - The total number of electronic communication meetings held that year.
 - The dates and purposes of the meetings.
 - A copy of the agenda for each meeting.
 - The number of sites for each meeting.
 - The types of electronic communication means by which the meetings were held.
 - The number of participants, including members of the public, at each meeting location.
 - The identity of the members of the board recorded as absent and those recorded as present at each meeting location.
 - A summary of any public comment received about the electronic communication meetings.
 - A summary of the board's experience using electronic communication meetings, including its logistical and technical experience.
 2. At any meeting at which any member of the Board participates electronically, the Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.
-

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Article II—Officers

*Section 2-1. Chair
and Vice Chair*

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

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

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

*Section 2-2. Authority
of the Chair*

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

The Chair shall preserve order and decorum at all meetings.

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

*Section 2-2 Authority
of the Chair
Continued*

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

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
 - Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from
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attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

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

Section 2-3. Clerk

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

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

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Article III—Agenda

*Section 3-1.
Preparation*

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

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

Section 3-2. Delivery

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

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

*Section 3-3. Posting
and Notice*

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

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

Section 3-4. Copies

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

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

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

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**Article IV—Conduct Of
Business**

*Section 4-1. Order of
Business*

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

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

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

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

*Section 4-2. Adoption
of Agenda*

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

Additions, deletions, or modifications to the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent

The Consent Agenda shall be introduced by a motion "to approve the Consent

Rules of Procedure

Agenda

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

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

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

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

Section 4-4. Citizen Comment Period.

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

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

Each speaker at a Citizen’s Comment Period shall be limited to one appearance at each regular meeting of the Board and only issues that are not scheduled for future Public Hearings may be addressed. Individuals speaking during the Citizens’ Comment Period shall be subject to a five-minute time limitation.

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

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

- If those desiring to speak cannot agree on two representative speakers the
-

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Chair shall let the first two citizens speak for up to 5 minutes each but may limit subsequent speakers to the time required to present different opinions or new information.

- In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.
-

*Section 4-5.
Scheduled
Presentations*

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

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

- Such request must be in the Clerk’s hands not later than the Agenda deadline specified in Section 3-1 hereof.
 - The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least five [5] minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
 - Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
 - Board Member questions and discussion of the material presented shall not be subject to any time limit.
 - Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.
-

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Article V – Public Hearings

Section 5-1. Format for Public Hearings

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

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

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

Section 5-2. Order of Business

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

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

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

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

Section 5-4. Staff and/or applicant presentation

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

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

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

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*Section 5-5. Public
Comment*

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

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

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

*Section 5-6. Order of
Speaking*

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

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

*Section 5-7.
Presentation of
Comments*

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

*Section 5-8.
Supervisors'
Questions*

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

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

*Section 5-9. Close of
Hearing*

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

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At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

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**Article VI—Citizen
Responsibilities**

*Section 6-1.
Application of Rules.*

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

*Section 6-2.
Addressing the Board.*

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

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

*Section 6-3. Conduct
while Speaking*

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

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

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

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

*Section 6-5.
Organizational
Representation*

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

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

Rules of Procedure

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

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

Section 6-6. Order of Speaking

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

Section 6-7. Time Limits

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

Section 6-8. Registration.

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

Section 6-9. Written copy of comments

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

Section 6-10. Information sources

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

Rules of Procedure

**Article VII—
Appointments**

*Section 7-1.
Appointments*

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

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

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

Attachments

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

Rules of Procedure

Attachment A – Closed Meetings Procedure

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

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

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

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

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

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

Next, a member of the Board should:

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

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

Rules of Procedure

Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
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12.		
13.		
14.		
15.		
16.		
17.		
18.		

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

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

End of document.

2016 BOS Assignments By Supervisor

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
David Ash			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/11/2016	12/31/2016
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	BoS - Alternate	1/11/2016	12/31/2016
Barbara J. Byrd			
Board of Social Services	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Humane Foundation	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Litter Committee	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Planning Commission	BoS - Alternate	1/11/2016	12/31/2016
Clarke County School Board	BoS - Alternate	1/11/2016	12/31/2016
Conservation Easement Authority	BoS - Appointed Member	1/11/2016	12/31/2016
Northwestern Regional Jail Authority	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Berryville	BoS - Liaison	1/11/2016	12/31/2016
Terri T. Catlett			
Board of Supervisors Finance Committee	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County School Board	BoS - Liaison	1/11/2016	12/31/2016
Parks & Recreation Advisory Board	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Towns and Villages: Millwood	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	BoS - Liaison	1/11/2016	12/31/2016

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Mary L.C. Daniel			
Board of Septic & Well Appeals	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Library Advisory Council	BoS - Liaison	1/11/2016	12/31/2016
Clarke County Planning Commission	BoS - Appointed Member	1/11/2016	12/31/2016
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/11/2016	12/31/2016
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/11/2016	12/31/2016
Towns and Villages: Berryville	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Beverly B. McKay			
Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/11/2016	12/31/2016
BCCGC Joint Building Committee	BoS - Appointment Member	1/11/2016	12/31/2016
Board of Septic & Well Appeals	BoS - Appointed Member Vice Chair	1/11/2016	12/31/2016
Board of Supervisors	Vice Chair	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	BoS - Alternate	1/11/2016	12/31/2016
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/11/2016	12/31/2016
Building and Grounds	BoS - Appointed Member	1/11/2016	12/31/2016
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/11/2016	12/31/2016
Clarke County Sanitary Authority	BoS - Liaison	1/11/2016	12/31/2016
Housing and Community Services Board	BoS - Appointed Member	1/11/2016	12/31/2016
Joint Administrative Services Board	BoS - Alternate	1/11/2016	12/31/2016
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/11/2016	12/31/2016
Regional Airport Authority	BoS - Alternate	1/11/2016	12/31/2016
Towns and Villages: Boyce	BoS - Liaison	1/11/2016	12/31/2016
Towns and Villages: White Post	BoS - Liaison	1/11/2016	12/31/2016
David S. Weiss			
Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/11/2016	12/31/2016
Board of Supervisors	Chair	1/11/2016	12/31/2016
Board of Supervisors Finance Committee	BoS - Appointed Member	1/11/2016	12/31/2016

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/11/2016	12/31/2016
Building and Grounds	BoS - Alternate	1/11/2016	12/31/2016
Clarke County Industrial Development Authority	BoS - Liaison	1/11/2016	12/31/2016
Economic Development Advisory Committee	BoS - Appointed Member	1/11/2016	12/31/2016
Emergency Services	BoS - Chair	1/11/2016	12/31/2016
Fire & EMS Commission	BoS - Representative	1/11/2016	12/31/2016
Joint Administrative Services Board	BoS - Appointed Member	1/11/2016	12/31/2016
Towns and Villages: Pine Grove	BoS - Liaison	1/11/2016	12/31/2016



Personnel Committee Items

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

January 11, 2016 Immediately Follows Organizational Meeting & Work Session

Item No.

Description

A. **Expiration of Term for appointments expiring through March 2016**

01-11-2016 Summary: The Personnel Committee recommended the following:

- **Appoint Tom Cammack to the Barns of Rose Hill Board of Directors to a term expiring December 31, 2018.**
- **Reappoint Joseph Blatz to the Board of Septic and Well Appeals to a term expiring February 15, 2020.**
- **Board of Septic & Well Appeals: Update database to reflect reappointment of George Ohrstrom, II, Planning Commission Chair and Anne Caldwell, Planning Commission Vice Chair.**
- **Warren-Clarke County Microenterprise Assistance Program Management Team: With two meetings remaining for this team, no replacement selected.**

Appointments by Expiration Through March 2016

Appt Date Exp Date Orig Appt Date:

October 2015

Clarke County Industrial Development Authority 4 Yr
 Jones Paul Russell District 5/15/2012 10/30/2015 3/20/2007

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

Armbrust Wayne White Post District; Vice Chair 8/19/2008 10/30/2015 2/15/2004
 Treasurer 2005 to 2011; Secretary 2006 to 2011; Resigned term expires 10/30/2015

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

December 2015

Barns of Rose Hill Board of Directors 3 Yr
 Johnston Bill Buckmarsh District 7/17/2012 12/31/2015 7/17/2012

1/23/2014 withdrew resignation tendered 6/10/2013

A Board Member is elected for a three-year term and may serve a maximum of two terms. One member of the Board will be named by the Town Council of Berryville and will serve as liaison to the Town. One member will be named by the Clarke County Board of Supervisors and will serve as liaison to the County. The two liaisons will be considered regular Board Members, with the same rights and responsibilities as other Board Members. A director may be elected for up to two consecutive three-year terms, after which a year must be spent off the Board before consideration for Board re-appointment. A director's term shall begin January 1.

February 2016

Board of Septic & Well Appeals 4 Yr
 Blatz Joseph White Post District; Citizen Member 4/17/2012 2/15/2016 2/17/2004

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Board of Zoning Appeals 5 Yr
 Means Howard Millwood District 12/14/2009 2/15/2016 11/17/2009

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

March 2016

Berryville Area Development Authority 3 Yr
 Ohrstrom, II George Russell District 3/19/2013 3/31/2016 3/20/2007

3 members appointed by the BOS and 3 members appointed by the BTC; Membership set by the County/Town Annexation Agreement of 1988

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
Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	12/31/2015
<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	1/11/2016	12/31/2016
<i>Berryville Area Development Authority</i>				3 Yr
Mackay-Smith	Wingate E.	White Post District	4/1/2015	3/31/2018
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	1/23/2014	3/31/2017
<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	1/11/2016	12/31/2016
Capelli	Len	Director of Economic Development	4/14/2015	4/14/2016
Dunkle	Christy	Staff Representative - Town		
Stidham	Brandon	Staff Representative - County		9/16/2014
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Board of Equalization</i>				
Blatz	Joseph	White Post District	1/1/2016	6/30/2016
Dame	Thomas	Millwood District	1/1/2016	6/30/2016
Hope	Lindsay	Russell District	1/1/2016	6/30/2016
McFillen	Thomas	Berryville District	1/1/2016	6/30/2016
McIntosh	Anne	White Post District	1/1/2016	6/30/2016
<i>Board of Septic & Well Appeals</i>				4 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Blatz	Joseph	White Post District; Citizen Member	4/17/2012	2/15/2016
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/8/2016	12/31/2016
Daniel	Mary L.C.	BoS - Alternate	1/11/2016	1/11/2016
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/11/2016	12/31/2016
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2015	12/31/2016
Teetor	Alison	Staff Representative		

Board of Social Services

4 Yr

Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BoS - Appointed Member	1/11/2016	12/31/2016
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	11/18/2014	7/15/2018

Board of Supervisors

4 Yr

Byrd	Barbara J.	Russell District	1/1/2016	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

Board of Supervisors Finance Committee

1 Yr

Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
Catlett	Terri T.	BoS - Appointed Member	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Alternate	1/11/2016	12/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016

Board of Supervisors Personnel Committee

1 Yr

Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016

Board of Zoning Appeals

5 Yr

Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Kackley	Charles	Russell District	2/12/2008	2/15/2018
McKelvy	Pat	Alternate At Large	2/6/2014	2/15/2019
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	2/18/2014	2/15/2019

Building and Grounds

1 Yr

McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
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			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David S.	BoS - Alternate	1/11/2016	12/31/2016
<i>Career and Technical Education Advisory Committee</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Arnett	Betsy	Berryville District	5/15/2012	5/31/2016
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Joyce	Jon	Buckmarsh District	6/16/2015	5/31/2019
Kruhm	Doug	Planning Commission Representative	2/17/2015	4/30/2016
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
<i>Clarke County Humane Foundation</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
<i>Clarke County Industrial Development Authority</i>				4 Yr
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2015
Cochran	Mark	Buckmarsh District	9/17/2013	10/30/2017
Frederickson	Allan	White Post District; Secretary / Treasurer	9/17/2013	10/30/2017
Jones	Paul	Russell District	5/15/2012	10/30/2015
Juday	David	Russell District; Chair	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Weiss	David S.	BoS - Liaison	1/11/2016	12/31/2016
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Daniel	Mary L.C.	BoS - Liaison	1/11/2016	12/31/2016
Dunbar	Kevin	White Post District	4/15/2014	4/15/2018
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017
Kalbiam	Maral	Millwood District	2/17/2015	4/15/2019
White	Kenlynne	Berryville District	7/15/2014	4/15/2017
Zinman	Maxine	Russell District	3/17/2015	4/15/2019
<i>Clarke County Litter Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BoS - Alternate	1/11/2016	12/31/2016
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
Daniel	Mary L.C.	BoS - Appointed Member	1/11/2016	12/31/2016
Kreider	Scott	Buckmarsh / Battletown District	5/15/2012	4/30/2016
Kruhm	Doug	Buckmarsh / Battletown District	3/18/2014	4/30/2018
Lee	Francis	Berryville District	5/20/2014	4/30/2018
Malone	Gwendolyn	Berryville District	11/18/2014	4/30/2016
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative		
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019
<i>Clarke County Sanitary Authority</i>				4 Yr
DeArment	Roderick	White Post District, Vice Chair	6/25/2015	1/5/2017
Dunning, Jr.	A.R.	White Post District	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District; Chair	1/15/2013	1/5/2017
McKay	Beverly B.	BoS - Liaison	1/11/2016	12/31/2016
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
<i>Conservation Easement Authority</i>				3 Yr
Buckley	Randy	White Post District	11/19/2013	12/31/2016
Byrd	Barbara J.	BoS - Appointed Member	1/11/2016	1/11/2016
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	2/18/2014	12/31/2016
Ohrstrom, II	George	Russell District; Planning Commission Representative	4/16/2013	4/30/2016
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
Wallace	Laure	Millwood District	11/19/2013	12/31/2016
<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
Mackall	Suzanne	Commonwealth Attorney	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

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
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	Berryville District, Business Owner	11/18/2014	12/31/2017
Milleson	John R.	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	7/17/2012	8/31/2016
Weiss	David S.	BoS - Appointed Member	1/11/2016	12/31/2016
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	Volunteer Association / Fire Issues / John H. Enders VFC	11/17/2015	8/31/2017
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Davis	Frank	Staff Representative	9/1/2014	
Hoff	Matt	Volunteer Association / EMS Issues / Boyce VFC	11/17/2015	8/31/2016
Leffel	Elizabeth	Citizen-at-large	9/1/2014	8/31/2016
Roper	Anthony	Sheriff	1/1/2016	12/31/2020
Wallace	Laure	Chair; Citizen-at-large	9/1/2014	8/31/2017
Weiss	David S.	BoS - Representative	1/11/2016	12/31/2016
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	8/20/2013	11/30/2017
<i>Joint Administrative Services Board</i>				Open-End
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	1/11/2016	12/31/2016
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Daniel	Mary L.C.	BoS - Liaison	1/11/2016	12/31/2016
<i>Lord Fairfax Community College Board</i>				4 Yr
Daniel	William	Berryville District	7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018
Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017
Stidham	Angela	Medical Professional; White Post District	9/17/2013	6/30/2016
<i>Northern Shenandoah Valley Regional Commission</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Alternate	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2016
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				<i>4 Yr</i>
Brown	Audrey	White Post District	11/17/2015	12/31/2017
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Appointed Member	1/11/2016	12/31/2016
Byrd	Barbara J.	BoS - Liaison - Alternate	1/11/2016	12/31/2016
Roper	Anthony	Sheriff	1/1/2016	12/31/2020
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
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	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	11/19/2013	12/31/2017
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/11/2016	12/31/2016
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly B.	BoS - Alternate	1/11/2016	12/31/2016
<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 Investment Board</i>				4 Yr
James	Patricia	Buckmarsh District	9/17/2013	6/30/2017
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/11/2016	12/31/2016
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/11/2016	12/31/2016
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
McKay	Beverly B.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	Bos - Liaison	1/11/2016	12/31/2016
Weiss	David S.	BoS - Liaison	1/11/2016	12/31/2016
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	Bos - Liaison	1/11/2016	12/31/2016
<i>Warren-Clarke County Microenterprise Assistance Program Management Team</i>				2 Yr
Blakeslee	Steve	County Representative	9/18/2012	
Dunkle	Christy	Town of Berryville Representative	9/18/2012	
Greene	Laurel	Town of Boyce Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	12/16/2015
Koontz	English	County Representative	2/17/2015	12/30/2016
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	

Tuesday, January 12, 2016

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MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 1/19/15

RE: *January Finance Items*

1. **FY 17 Budget Calendar.** Please find a proposed budget calendar attached.
2. **Fiscal Policy.** Please find the Clarke County Fiscal Policy attached. This policy guides the recommendations of the Finance Committee.
3. **School Carryover Request.** As a reminder, the School Carryover appropriation request is scheduled for public hearing at 6:30 pm this evening.
4. **Dorsch Scholarship.** The County is in receipt of \$39,585, representing the balance of a Scholarship fund that has been active for several years due to the Dorsch family. Appropriation of this balance to Clarke County Public Schools would respect the original purpose of the fund. The Superintendent has itemized potential uses for this appropriation:
 - a. Purchase a 24 Passenger bus for use by the Future Farmers of America (FFA).
 - b. Microscopes for use by CCHS Agriculture.
 - c. 20 laptops or tablets for use by CCHS Agriculture.
 - d. An hydroponic growing pod (small indoor greenhouse) for use by CCHS Agriculture.
 - e. Relief of FFA debt incurred for construction of a pig floor.

"Be it resolved that FY 16 School Capital Projects Fund budgeted expenditures be increased \$39,585, the same appropriated, and that estimated donation revenue be increased in the same amount, all for the purpose of supporting the Clarke County High School Agriculture program."

It is recommended that this action be considered after the public hearing on the School Carryover request.

5. **Bills and Claims.** Acceptance of this report is recommended.
6. **Monthly Reports.** Reconciliation of Appropriations. General Fund Balance. Expenditure Summary. Capital Projects.

FY 17 BUDGET CALENDAR

BOS PROPOSED

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Wednesday, January 13, 2016	09:00 AM	309 West Main	Finance Committee: School Finance Invitation
Friday, January 22, 2016	02:00 PM	JGC	Staff Revenue Review
Wednesday, January 27, 2016	05:30 PM	JGC	Finance Committee: Revenue Review
Monday, February 08, 2016	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Wednesday, February 10, 2016	05:30 PM	JGC	Finance Committee: Agency presentations
Thursday, February 11, 2016	05:30 PM	JGC	Finance Committee: Agency presentations
Tuesday, February 16, 2016	06:30 PM	JGC	BOS Regular: Direction to County Administrator
Wednesday, February 17, 2016	09:00 AM	309 West Main	Finance Committee: School Finance Invitation
Wednesday, February 17, 2016	05:30 PM	JGC	Finance Committee
Tuesday, March 01, 2016	07:00 PM	JGC	BOS Worksession: SB presentation
Thursday, March 03, 2016	05:30 PM	JGC	Finance Committee
Monday, March 07, 2016	10:00 AM	JGC	BOS Worksession
Thursday, March 10, 2016	05:30 PM	JGC	Finance Committee
Tuesday, March 15, 2016	06:30 PM	JGC	BOS Worksession until final number
Tuesday, March 22, 2016	NA	Winchester Star	Advertise in newspaper (if needed)
Tuesday, March 29, 2016	NA	Winchester Star	Advertise in newspaper.
Tuesday, April 05, 2016	07:30 PM	JGC	Public Hearing
Tuesday, April 12, 2016	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

Clarke County Fiscal Policy

Statement Of Policy Purpose

Clarke County and its governing body, the Board of Supervisors, is responsible to the County's citizens to carefully account for all public funds, to manage County finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. These policies of the Board of Supervisors are designed to establish guidelines for the fiscal stability of the County and to provide guidelines for the General Government and all autonomous and semi-autonomous agencies receiving transfers from the governmental funds. The policy shall apply to such agencies except to the extent such agency has independent legal authority for the adoption or implementation of policies inconsistent herewith. These policies will be reviewed and updated periodically by the Board of Supervisors.

Policy Goals

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of Clarke County. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the County's ability to insulate itself from fiscal crisis;
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible;
- Promotes long term financial stability by establishing clear and consistent guidelines;
- Directs attention to the total financial picture of the County rather than single issue areas;
- Simplifies citizen review and comment on spending priorities;
- Promotes the view of linking long run financial planning with day to day operations;
- Promotes expenditures consistent with specifics set in the budget;
- Provides for an early warning system if it appears budgetary goals will not be met; and
- Provides the County and its citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

Clarke County Fiscal Policy

Financial Planning Policies

A. Budget Development and Review.

1. **Annual Budgeting.** The Board of Supervisors will establish a budget annually.
2. **Budget Format.** Financial information presented to the Supervisors should include prior year original budget and actual expenditure, current year original budget, as well as estimates for the budget year under consideration.
3. **Budget Process.** The Board of Supervisors will provide guidance to the County Administrator as to its budgetary goals and assumptions. The Board of Supervisors shall also establish a calendar at the outset of the budget process including date by which all departments and agencies shall submit budget requests. The County Administrator will summarize these requests as submitted and present them to the Board of Supervisors and their committee, along with estimates of County revenue. The Board of Supervisors may at this time provide additional direction to the County Administrator. If so, the County Administrator is to work with account managers to revise expenditure and revenue requests based on the revised goals and assumptions of the Board of Supervisors. It is expected that such revisions will require several iterations. Account managers that strongly disagree with their respective budget allocations may request to speak directly to the Board of Supervisors or their committee to present their opinions.
4. **Matching Financial Flows.** The County's goal is to pay for all recurring expenditures with recurring revenues and to use nonrecurring revenues for nonrecurring expenditures. "Nonrecurring" shall mean that the revenue or expenditure may not persist from one year to next. Examples of nonrecurring revenues include one-time grants, windfalls resulting from changes in collection cycles, carryover from prior years, extraordinary delinquency collections, insurance claims, etc. Examples of nonrecurring expenditures include new building construction projects, substantial renovations, technology enhancements, expenditures related to one-time revenues as above, and one-time payments to outside organizations exceeding \$50,000. Examples of recurring capital expenditures include capital asset replacements of vehicles, technology, and building components where a recurring annual amount can be established.

A summary of proposed expenditures and revenues evaluated by their financial flow characteristic shall be presented during the budget process.

5. **Objective Revenue and Expenditure Estimation.** The County will estimate its annual revenue and expenditure by objective, analytical processes with accuracy the primary goal, but with caution regarding unpredictable revenue sources and uses. Statements

Clarke County Fiscal Policy

of estimation methods and corresponding assumptions shall accompany revenue and expenditure estimates.

6. **Contingency Accounts.** The County will maintain contingency accounts in its budget for expenses which regularly occur, but for which a particular departmental budgetary account cannot be predicted. Such expenses include personnel costs such as annual leave payouts and professional services costs such as legal expenses. Contingency budgets shall only be expendable by authorized transfer of the Board of Supervisors to the appropriate departmental account.
7. **Relationship of Expenditure and Revenue Accounts.** An element of the budget presentation must readily establish the relationship between the revenues and expenditures of the County's several departments and programs.
8. **Economy of Requests.** The individual agency budget submissions must present the most economical plan possible for achieving its objectives.
9. **Staff Economy.** Any proposed staff increases or reorganizations must be supported with quantified evidence of need and justification that shows that the most economic approach has been taken.
10. **Productivity Analysis & Citizen Satisfaction.** Where possible, agencies will integrate performance measurements and productivity indicators into their budget requests. At the very least budget requests should show some numerical data summarizing goals or objectives met, the number of people served, the number or size of projects completed, or some similar measure of output.
11. **Program Expansions.** Proposed program expansions must be submitted as budgetary increments requiring detailed justification. Every proposed program expansion will be scrutinized in terms of the goals it purports to attain, and will include analysis of long term fiscal impacts.
12. **Existing Service Costs.** The justification of existing programs may be required during budget reviews.
13. **Administrative Costs.** In all program areas, administrative overhead costs should be controlled. Functions should be reviewed in an effort toward reducing duplicative activities within the General government and the autonomous and semiautonomous agencies that receive appropriations from the governmental funds.
14. **Capital Plan.** The County will annually develop a five-year capital plan for capital improvements of the general government.
15. **Operating Budget Impacts of Capital Budget Decisions.** The County will coordinate development of the capital budget with development of the operating budget. Future

Clarke County Fiscal Policy

operating costs associated with new capital projects will be projected and included in operating budget submissions and forecasts.

16. **Capital Cost Estimates and Proposed Funding Sources.** The County will identify the estimated cost and potential funding source for each capital project proposal before it is submitted to the Board for inclusion in the budget. Life-cycle costing, which takes into account the full cost of a capital asset over time, should be employed by staff prior to submission to the Board.
17. **Asset Acquisition, Replacement, and Maintenance.** Operating budgets will provide for minor and preventive maintenance. The capital projects funds will provide for two types of capital project that will be clearly distinguished in budget presentations: 1. In amounts greater than the established minimum for competitive sealed bidding: rehabilitation or partial replacement of the County physical plant, and purchase of replacement vehicles or equipment; and 2. In amounts greater than the established minimum for competitive sealed bidding: acquisition, construction, or total replacement of physical facilities to include additions to existing facilities that increase the square footage or asset value of that facility, and extensions of the vehicle fleet or equipment stock.

B. Long-range Planning.

The County will develop a long-range revenue needs analysis as established in the Economic Development Resolution adopted January 19, 1999, as amended.

C. Asset Inventory.

The County will inventory and biennially assess the condition of all capital assets. This information will be used to inform the budget process.

Revenue Policies

1. **Diversification.** The County will try to maintain a diversified and stable revenue structure to shelter it from short-run fluctuations in any one revenue source.
2. **Periodic Review.** Budget to actual revenues shall be reviewed quarterly.
3. **User Fee Creation.** The County, where possible, will institute user fees and charges for programs and services in the County. Expenditure recovery rates will be established for these programs and services. These rates may be set for full cost recovery, or at some lesser rate, but should be expressed as a percent of total cost to include debt and capital costs as well as operational costs. User Fee revenue shall be used only for related program expenditure.

Clarke County Fiscal Policy

4. **User Fee Review.** The County will regularly review user fee charges and related expenditures to determine if pre-established recovery goals are being met.
5. **Tax Collection.** The County will follow an aggressive policy of collecting tax revenues.
6. **Intergovernmental Aid.** The County should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the County will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment. Therefore:
 - o The County Administrator must approve all grant applications.
 - o The Board of Supervisors must approve appropriations for grants.
 - o No grant will be accepted that will incur management and reporting costs greater than the grant amount.
7. **Accounts Receivable.** The County will record receivables in a timely manner and will provide appropriate collection methods.
8. **Waiver of Revenue.** Requests for waiver of fees, charges, or other revenue based on charitable or other reasons, shall not be granted. The Board may consider requests for donations for charitable or other organizations during their annual budget process. Emergency Medical Service Fees may be waived where collection of such fees are deemed by the County Administrator to not be in the best interest of protecting public safety.

Expenditure Policies

A. Debt Capacity, Issuance, and Management

1. **Financing Preference.** Emphasis will be placed upon continued reliance on a viable level of "pay-as-you-go" financing for capital projects. Debt issuance will be considered for multi-million dollar projects and for projects where subsidized financial terms are available.
2. **Restriction on Borrowed Funds.** The County will not fund current operations from the proceeds of borrowed funds. Capital leases may be utilized at the discretion of the Board of Supervisors.
3. **Alternative Sources.** The County, to minimize debt acquisition costs may use alternative financing mechanisms including the Virginia Public School Authority, the Virginia Resources Authority, lease revenue bonds, or other financing mechanisms that may be created.

Clarke County Fiscal Policy

4. **Revenue Bonds.** The County may issue revenue bonds for revenue supported activities. No referendum is required for revenue bonds.
5. **Matching Financial Flows.** When the County finances capital improvements, other projects, or equipment by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project or equipment.
6. **Debt Ratios.** Debt ratios will be annually calculated and included in a review of financial trends, and whenever a new debt issue is under consideration. Examples of debt ratios include: outstanding debt per capita, outstanding debt as a percent of personal income, outstanding debt as a percent of the full assessed value of taxable property, and debt service as a percent of annual revenue. These ratios should be benchmarked with the same ratios from other communities when presented.
7. **Overlapping Debt.** Debt analysis will include a treatment of overlapping debt. Overlapping debt is a debt burden of citizens in a special district, or for a special purpose, which is not counted as the County's debt, but is a debt of its citizens.
8. **Full Disclosure.** The County will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.

B. Reserve or Stabilization Accounts

1. **Liquidity Designation.** The County will maintain a fund balance designation for fiscal cash liquidity purposes (i.e., fiscal reserve) that will provide sufficient cash flow to minimize the potential of short-term tax anticipation borrowing. This designation will be equal to 12% of current year originally budgeted general fund operating revenue.
2. **Stabilization Designation.** The County will maintain a fund balance designation to stabilize County finances during adverse conditions in an amount equal to 3% of current year originally budgeted general fund operating revenue. This source of funding shall be the last recourse in an appropriation decision, to be utilized only after elimination of all expenditure reduction and revenue enhancement options. This resource shall be used exclusively for:
 - severe revenue shortfalls
 - emergency expenditures
 - non-emergency expenditures resulting from severe economic stress
3. **Contingent Liability Designations.** The County will maintain fund balance designations for all contingent liabilities, such as loan guarantees, potential grant repayments, and other liabilities. The amount of the designations may be adjusted to reflect the risks

Clarke County Fiscal Policy

involved. However, unless it is virtually certain a loan will be repaid, at least 50% of the loan should be covered with fund balance designations.

4. **Pay-as-You-Go Designation.** The County will maintain fund balance designations for pay-as-you-go projects.
5. **Self-Insurance Reserves.** The County will maintain sufficient self-insurance reserves as established by professional judgement based on the funding techniques utilized, loss records, and required retention.
6. **Review of Reserves and Designations.** Reserves and designations should be reviewed in June or July of each year, based on budget figures for the Fiscal Year ensuing July 1 of that same year. Adequacy of reserves should be reevaluated whenever consideration is given to utilizing undesignated fund balance.
7. **Replenishment of Reserves and Designations.** Whenever one or more fund balances fall below targeted levels the Board of Supervisors must create a plan for replenishing such funds to the desired level.
8. **Undesignated Fund Balance.** The County should maintain an undesignated fund balance adequate to permit the Board of Supervisors to act in the public's interest on matters not foreseen during the budget process, but not qualified for use of the stabilization designation.

C. Expenditure Accountability.

1. **Balanced Accounts.** It is important that a positive undesignated fund balance and a positive cash balance be shown in all governmental funds at the end of each fiscal year.
2. **Mid-year Correction.** When unexpected deficits appear to be forthcoming within a fiscal year either spending during the fiscal year must be reduced, revenue enhanced, or fund balance designations modified to create a positive undesignated fund balance and a positive cash balance at the end of the fiscal year.
3. **Productivity Analysis & Citizen Satisfaction.** Where possible, the County will integrate performance measurements and productivity indicators into its management and budget review techniques. This should be done in an effort to continue to improve the productivity of County programs and employees. Productivity analysis and citizen satisfaction measurement should become a dynamic part of County administrations.
4. **Budgetary Control.** The Board of Supervisors should review budget to actual account reports on a monthly basis. The County will maintain budgetary control (preventing over-expenditure) within each organizational unit as follows:

Clarke County Fiscal Policy

- Transfers among line items within personal services, operation/ maintenance, and capital outlay categories shall be at the discretion of organizational unit.
 - Transfers between capital outlay & operation/maintenance: by approval of County Administrator, and with notification to the Board of Supervisors.
 - Transfers between personal services and any other category, between funds, or from contingencies: by approval of Board of Supervisors.
 - Supplemental appropriations: by approval of the Board of Supervisors.
5. **Supplemental Budget Requests.** Budget requests outside the normal budget process must be justified as being in the public's best and urgent interest. These requests are not balanced with the entire budget decision, and should therefore be reviewed with skepticism. Public hearings on such requests will be held once the cumulative total of all supplemental amendments that fiscal year approaches the legal threshold. Once a public hearing is held, no public hearing will be required until the cumulative total of all supplemental amendments that fiscal year once again approaches the legal threshold.
6. **Carryover Budget Requests.** Carryover budget requests are a type of supplemental appropriation and are subject to public hearing requirements. The County wants to encourage departments and agencies to manage their resources wisely. As a result, the decision making bias shall be to approve the use of carryover funds in subsequent years. However, the decision to approve carryover funds shall not be automatic. The Board will consider such factors as: 1. How much carryover is requested both as a percentage and in dollars; 2. Whether or not the department was granted a supplemental appropriation in a prior year; 3. How the money is to be used in the current year; 4. How much of an increase the department or agency received in the prior and current year budget; 5. the financial condition of the County; and, 6. the source of the carryover (ex. a purchase not made).
- a. The Clarke County Easement Authority shall be funded from unexpended local tax funding at the end of the fiscal year that results from savings in local expenditures in all funds other than the School and Social Service funds. The goal shall be to take the first \$150,000 in local tax savings from the prior year and use that money to fund the Authority in the subsequent year. Further, that all revenues received from the application of roll-back tax be wholly dedicated to the Conservation Easement Program.
 - b. Balances resulting from sale proceeds of "investment oriented" projects shall first be considered for use on additional projects that will promote economic development and lead to larger tax revenues in the futures.
7. **Financial Trend Monitoring.** The County will develop, and annually update, a financial trend monitoring system, which will examine fiscal trends from the preceding

Clarke County Fiscal Policy

5 years (trends such as revenues and expenditures per capita, liquidity, operating deficits, etc.).

8. **Review of Annual Financial Report.** The Board of Supervisors shall review the annual financial report. This review shall include budget to actual comparison; a review of fund balance designations, and; a review of budget to actual variances from the prior year.
9. **Donations.** The County may accept donations of cash, materials and labor from individuals or groups for purposes it deems to be in the best interest of the County. Because the scope and components of projects are frequently modified subsequent to the donation, the Board of Supervisors encourages the donor to write a general statement of purpose rather than a restriction to permit the efficient management of the project. If a donation is formally accepted with a documented restriction, the Board of Supervisors shall respect that restriction or request a modification from the donor. However, if the donation is not expressly restricted the Board of Supervisors shall do its best to honor the donor's general statement of purpose, but ultimately the donated funds may be utilized for such purposes as are determined by the Board of Supervisors.

D. Loans to Other Organizations.

Loans to organizations outside the fiscal control of the County will be accompanied by an agreement laying out specific terms including a repayment schedule and a procedure for addressing defaulted payments.

Cash Management Policies

1. **Pooled Cash.** When permitted by law, the County will pool cash from its various funds for investment purposes.
2. **Maximized Return on Investment.** The County will invest County revenue to maximize the rate of return while maintaining a low level of risk.
3. **Banking.** The County will regularly review consolidated banking services.

End of Document

School Carryover Request				
Carryover from FY15 to FY16				
Account Number	Current Balance 11/9/15	Re-allocation Amount	New Balance	Notes
30200250/Roofing	\$152,600	\$250,000	\$402,600	Several roofing projects over the next 4 years. Anticipated expense of \$250,000 in Summer 2016 for JWMS. Projected expense the following year is more than \$500,000 to replace the Cooley Upper roof.
30200200/HVAC	\$24,324	\$300,000	\$324,324	(1) Replace water source heat pump for cafeteria at Boyce. Repair impossible due to age of equipment. (2) Replace two boilers at JWMS. Boilers are nearly 40 years old with significant repair costs over the past 5 years. (3) Replace cooling tower at Lower Campus. Not done as part of recent renovation. Inactivity for a number of years has caused issues.
30200040/Band-Music	\$14,509	\$35,000	\$49,509	Purchase acoustical shells/repair and purchase equipment
30200080/Vehicle	\$9,990	\$15,000	\$24,990	Purchase a second van for transportation
30200230/Primary School	\$1,438	\$502,936	\$504,374	With the anticipated renovation of the former BPS, it is recommended that funds be set aside to offset any future costs associated with the project.
		\$1,102,936		

**Clarke County
Invoice History Report
December 31, 2015**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
AARP Refund	EMS CS	15-32843 Refund Request for Dameron 10/18/15	11/25/2015	109.74
AARP Refund Total				109.74
Anderson and Associa	Plan Adm Eng & Arch	Prof. Serv 11-1-15/11-30-15	12/16/2015	350.00
Anderson and Associa Total				350.00
Anderson Control	Maintenanc CS	rm Anderson Cont. ACO Alarm monitoring service	12/07/2015	216.00
Anderson Control	Maintenanc CS	rm Anderson Con 524 WW alarm monitoring	12/07/2015	216.00
Anderson Control Total				432.00
Arc Water Treatment	Maintenanc CS	rm 101 Chalmers Ct Nov 2015 water treatment	11/17/2015	68.97
Arc Water Treatment	Maintenanc CS	rm ARC 101 Chalmers water treat 12/2015	12/01/2015	68.97
Arc Water Treatment	Maintenanc CS	rm 101 Chalmers Ct Nov 2015 water treatment	11/17/2015	41.03
Arc Water Treatment	Maintenanc CS	rm ARC 101 Chalmers water treat 12/2015	12/01/2015	41.03
Arc Water Treatment Total				220.00
At&t	County Adm Telephone	Acct 287015712672	12/07/2015	47.37
At&t	IT Telephone	Acct 287015712672	12/07/2015	114.74
At&t	Registrar Telephone	Acct 287015712672	12/07/2015	57.37
At&t	Comm Atty Telephone	Acct 287015712672	12/07/2015	189.48
At&t	Sheriff Telephone	Acct 287015712672	12/07/2015	1,206.02
At&t	Communicat Telephone	911 long distance charges	11/01/2015	91.48
At&t	Communicat Telephone	Acct 287015712672	12/07/2015	170.72
At&t	Communicat Telephone	911 long distance	12/01/2015	16.56
At&t	Bldg Insp Telephone	Acct 287015712672	12/07/2015	70.14
At&t	AnimalCtrl Telephone	Acct 287015712672	12/07/2015	12.65
At&t	Maintenanc Telephone	Acct 287015712672	12/07/2015	120.04
At&t	Econ Dev Telephone	Acct 287015712672	12/07/2015	47.37
At&t Total				2,143.94
Atlantic Tactical	Sheriff Ammunition	POLICE AND PRISON EQUIPMENT AN	12/11/2015	298.44
Atlantic Tactical Total				298.44
Attic Promotions	Parks Adm Clothing	Employee Shirt	11/23/2015	5.00
Attic Promotions	Parks Adm Clothing	Employee Shirts	12/07/2015	23.90
Attic Promotions Total				28.90
Bank of Clarke	Treasurer Mat&Sup	Treasurer's Checks	12/10/2015	124.26
Bank of Clarke	Clk of CC Mat&Sup	Deposit slips circuit court	11/16/2015	45.50
Bank of Clarke Total				169.76
BB&T	BoS Travel	LBW 11-2015 Employee Event, VACo Judge	12/09/2015	236.97
BB&T	BoS Miscellaneous Expenditures	LBW 11-2015 Employee Event, VACo Judge	12/09/2015	608.74
BB&T	Comm Atty Travel	Acct 1636 Bill cycle 12/9/2015	12/09/2015	223.78
BB&T	Sheriff Mat&Sup	Credit Card	12/09/2015	173.52
BB&T	Sheriff Mat&Sup	Calendar	12/09/2015	46.28
BB&T	Sheriff Mat&Sup	Comm Ctr Desk Repair	12/09/2015	284.00
BB&T	Sheriff Ammunition	Ammunition	12/09/2015	114.93
BB&T	AnimalCtrl Mat&Sup	rm BB&T Dec 2015 tractor parts and pet supplies	12/09/2015	358.39
BB&T	Maintenanc Mat&Sup	rm BB&T Dec 2015 tractor parts and pet supplies	12/09/2015	133.10
BB&T	Programs Mat&Sup	Supplies	12/09/2015	532.71
BB&T	Plan Adm Mat&Sup	Book-Illuminating Eng	12/11/2015	88.00
BB&T	Dev Rights CS	Cards printed	12/11/2015	382.55
BB&T Total				3,182.97
Berryville Auto Part	Sheriff CS	Vehicle Repair 08-03	11/13/2015	15.00
Berryville Auto Part	Sheriff CS	vehicle 0801	11/16/2015	35.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1102	11/17/2015	39.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 03 ford exp	11/20/2015	240.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for14-02	11/25/2015	50.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 13-01	11/30/2015	39.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for 1304	12/08/2015	80.00
Berryville Auto Part	Sheriff CS	Estimated Vehicle Repairs for1303	12/11/2015	115.00
Berryville Auto Part	Sheriff Mat&Sup	Vehicle Repair 08-03	11/13/2015	3.12
Berryville Auto Part	Sheriff Mat&Sup	vehicle 0801	11/16/2015	24.27
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 1102	11/17/2015	22.12
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 03 ford exp	11/20/2015	91.69
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for14-02	11/25/2015	25.43
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for 13-01	11/30/2015	23.43
Berryville Auto Part	Sheriff Mat&Sup	Windshield for 14-02	11/30/2015	365.00
Berryville Auto Part	Sheriff Mat&Sup	Estimated Vehicle Repairs for1303	12/11/2015	169.09
Berryville Auto Part	Maintenanc Mat&Sup	rm Maint motor oil	11/24/2015	5.06
Berryville Auto Part	Maintenanc Mat&Sup	rm BAP Maint Truck service and state insp, shocks	12/11/2015	264.62
Berryville Auto Part	Maintenanc Veh Fuel	rm BAP Maint Truck Serv&State Inspect wirpers and	12/08/2015	70.47
Berryville Auto Part Total				1,677.30
Berryville Farm	AnimalCtrl Mat&Sup	rm BFS ACO kitten chow	12/08/2015	112.50

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Berryville Farm Total				112.50
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint woolite cleaner	08/11/2015	6.49
Berryville True Valu	Maintenanc Mat&Sup	rm BH Maint general fastners	11/30/2015	1.50
Berryville True Valu	Rec Center Mat&Sup	Supplies	12/02/2015	8.34
Berryville True Valu	Maintenanc Mat&Sup	rm BH 101 Chalm, water plug drylock paint	12/14/2015	33.22
Berryville True Valu	Maintenanc Mat&Sup	rm BH 101 Chalmer joint compound blade	12/15/2015	10.96
Berryville True Valu	Maintenanc Mat&Sup	rm BH 311 E. single cut key	12/01/2015	2.00
Berryville True Valu	Maintenanc Mat&Sup	rm BH 101 Chalm, water plug drylock paint	12/14/2015	19.76
Berryville True Valu	Maintenanc Mat&Sup	rm BH 101 Chalmer joint compound blade	12/15/2015	6.52
Berryville True Valu Total				88.79
B-K Office Supply	Clk of CC Mat&Sup	OFFICE SUPPLIES	11/25/2015	101.78
B-K Office Supply Total				101.78
Bosserman, Barbara	Registrar Travel	SBE Mtg	12/17/2015	305.65
Bosserman, Barbara Total				305.65
Bouffault, Robina	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	100.00
Bouffault, Robina Total				100.00
Broys Car Wash	Sheriff CS	Car Wash for Nov 2015	11/30/2015	100.50
Broys Car Wash Total				100.50
Buckley, Randy	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	100.00
Buckley, Randy Total				100.00
Caldwell, Anne	Plan Com Board Fe	Attd @ PC mtgs Dec '15	12/10/2015	100.00
Caldwell, Anne Total				100.00
Capelli, Len	Econ Dev CS	Len Capelli November 2015 Invoice	12/08/2015	2,795.00
Capelli, Len Total				2,795.00
Cardillo, Robin Couc	Dev Rights CS	December '15 invoice	12/10/2015	960.00
Cardillo, Robin Couc Total				960.00
Charles T. Martin	Sheriff Travel	Training for Reserve Employee	11/30/2015	337.96
Charles T. Martin Total				337.96
Chatman, Stacey	Programs CS	Programs	12/01/2015	141.05
Chatman, Stacey	Programs CS	Programs	12/16/2015	486.85
Chatman, Stacey Total				627.90
Cheer Eruption	Programs CS	Programs	12/01/2015	675.00
Cheer Eruption Total				675.00
Clarke County Health	Programs Due & Memb	Tb Tests	11/24/2015	40.38
Clarke County Health Total				40.38
Comcast	IT Telephone	Acct 901594957	11/15/2015	850.00
Comcast	Communicat CS	rios connection	11/21/2015	87.27
Comcast Total				937.27
Commercial Press	BoS Materials & Supplies	Name Plates BOS Catlett and Daniels	11/20/2015	15.50
Commercial Press	Com of Rev Printing	window envelopes	10/17/2015	122.88
Commercial Press	Treasurer Mat&Sup	Business Cards - Treas. Office	12/11/2015	39.95
Commercial Press	Registrar Mat&Sup	Business Cards - Generic	11/25/2015	49.50
Commercial Press Total				227.83
Consolidated Electri	Maintenanc CS	rm Consolidated 101 Ch relocate a/c and bathroom 1	11/30/2015	491.57
Consolidated Electri	Maintenanc CS	rm Consolidated 311 E. troubleshoot outside lights	11/30/2015	153.00
Consolidated Electri	Maintenanc CS	rm Consolidated 311 E. Main replace 2 outside ligh	11/30/2015	496.00
Consolidated Electri	Maintenanc CS	rm Consolidated 101 Ch relocate a/c and bathroom 1	11/30/2015	292.43
Consolidated Electri Total				1,433.00
Cooke, Lisa	Programs Mat&Sup	Supplies	12/02/2015	20.50
Cooke, Lisa Total				20.50
Copeland, David	Programs CS	Programs	11/24/2015	130.00
Copeland, David Total				130.00
County of Frederick	RefuseDisp Intergov	Refuse	12/02/2015	499.58
County of Frederick	RefuseDisp Intergov	Refuse	12/02/2015	153.54
County of Frederick Total				653.12
DDL Business Sys	Parks Adm Maint Con	Contract 10240-13	11/25/2015	210.00
DDL Business Sys Total				210.00
Dehaven Berkeley	Sheriff Mat&Sup	November Rental	11/16/2015	9.00
Dehaven Berkeley	Sheriff Mat&Sup	Water	12/03/2015	18.90
Dehaven Berkeley	Maintenanc Wat & Sew	rm Maint water	11/16/2015	11.00
Dehaven Berkeley	Maintenanc Wat & Sew	rm Sheriffs water	11/16/2015	9.00
Dehaven Berkeley Total				47.90
DMV	Treasurer DMV Stop	November DMV Stops	11/30/2015	200.00
DMV Total				200.00
Election Systems	Electoral CS	11/03/15 Ballot Layout	12/17/2015	306.23
Election Systems	Electoral CS	11/3/15 Voting Equipment Programming	12/17/2015	2,752.36
Election Systems Total				3,058.59

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Evident Inc	Sheriff Mat&Sup	Evidence Supplies	11/30/2015	75.74
Evident Inc Total				75.74
Flags! Georgia	Electoral Mat&Sup	Minature Deluxe Flags	12/04/2015	39.38
Flags! Georgia Total				39.38
Fop Lodge 12	Sheriff Due & Memb	membership dues (5 deputies)	12/13/2015	150.00
Fop Lodge 12 Total				150.00
Frederick-Winchester	Sanitation Intergov	November 2015	12/07/2015	2,454.20
Frederick-Winchester Total				2,454.20
Galls/Best Uniforms	Sheriff Mat&Sup	police supplies	11/12/2015	77.43
Galls/Best Uniforms	Sheriff Mat&Sup	CPR Mask	12/01/2015	26.61
Galls/Best Uniforms	Sheriff Clothing	uniform ls shirt	11/06/2015	55.88
Galls/Best Uniforms	Sheriff Clothing	Uniform - Ties	11/10/2015	35.31
Galls/Best Uniforms	Sheriff Clothing	uniform - duty belt	11/17/2015	75.59
Galls/Best Uniforms	Sheriff Clothing	uniform ls shirt	11/23/2015	55.88
Galls/Best Uniforms	Sheriff Clothing	Uniform Pants	11/23/2015	88.42
Galls/Best Uniforms Total				415.12
GCA	Maintenanc Maint Con	rm GCA Cleaning Service for Dec 2015	12/01/2015	3,366.23
GCA	Maintenanc Maint Con	rm GCA Cleaning Service for Dec 2015	12/01/2015	2,332.38
GCA	Maintenanc Maint Con	rm GCA Cleaning Service for Dec 2015	12/01/2015	293.78
GCA	Maintenanc Maint Con	rm GCA Cleaning Service for Dec 2015	12/01/2015	1,387.51
GCA Total				7,379.90
General Sales of Vir	Maintenanc Mat&Sup	rm Maint cleaning supplies	11/12/2015	795.50
General Sales of Vir Total				795.50
Golden Seal Enter	Sheriff CS	Training	11/19/2015	1,025.00
Golden Seal Enter	Sheriff CS	Training 12/8-11 - 10 Deputies	12/15/2015	800.00
Golden Seal Enter	Sheriff Mat&Sup	First Aid Kits	11/12/2015	237.00
Golden Seal Enter Total				2,062.00
Grainger Inc	AnimalCtrl Mat&Sup	rm Grainger ACO 2 water hoses	11/19/2015	86.15
Grainger Inc	Maintenanc Mat&Sup	rm Grainger ACO door sweep	12/07/2015	47.66
Grainger Inc Total				133.81
Greatscapes	Maintenanc CS	rm 102N Complex Prune and leaf removal	11/24/2015	528.00
Greatscapes	Maintenanc CS	rm Greatscapes County Mowing for Nov 2015	12/01/2015	2,185.00
Greatscapes	Maintenanc CS	rm Greatscapes Park & County ground maintenance	12/07/2015	995.00
Greatscapes Total				3,708.00
Hall, Monahan	BoS Purchased Services	Legal services	12/02/2015	622.50
Hall, Monahan	BoS Purchased Services	Legal Services for Shenandoah Farms Sanitary Distr	12/02/2015	622.50
Hall, Monahan	Legal Svc CS	LBW Legal Review Personnel Policy 11-2015	12/02/2015	1,010.25
Hall, Monahan	Legal Svc CS	LBW ComCast Cable Franchise 11-2015	12/07/2015	435.00
Hall, Monahan	Plan Adm CS	Legal services	12/02/2015	540.00
Hall, Monahan	BryDevAuth CS	Legal services	12/02/2015	165.00
Hall, Monahan	BrdZonApp CS	Legal services	12/02/2015	872.50
Hall, Monahan	Dev Rights CS	Legal services Nov '15	12/10/2015	1,535.00
Hall, Monahan Total				5,802.75
Independent Statione	Sheriff Mat&Sup	Acct 541070553	11/30/2015	28.08
Independent Statione	Finance Cen Purch	Acct 541070553	11/30/2015	20.96
Independent Statione Total				49.04
Johanna Backover	Programs Refunds	Refund	12/07/2015	200.00
Johanna Backover Total				200.00
John E Reid & Assoc	Travel	Interview/Interrogation Class	11/12/2015	550.00
John E Reid & Assoc Total				550.00
Johnson, Emily	Finance Mileage	Mileage	12/08/2015	30.24
Johnson, Emily Total				30.24
Johnston, Jane	Programs CS	Programs	12/16/2015	313.95
Johnston, Jane Total				313.95
Joyce, Jon	HstPrvCom Board Fe	Attd @ HPC mts on 9-23-15 & 11-18-15	12/17/2015	50.00
Joyce, Jon Total				50.00
Justice Benefits Inc	SCAAP grant	SCAAP fees	11/23/2015	259.82
Justice Benefits Inc Total				259.82
Kalbiam, Maral	HstPrvCom CS	Oct & Nov '15 Invoice	12/11/2015	1,265.00
Kalbiam, Maral Total				1,265.00
Kruhm, Douglas	Plan Com Board Fe	Attd @ PC Dec '15 mtgs.	12/10/2015	100.00
Kruhm, Douglas Total				100.00
Kustom Signals Inc	Sheriff CS	Replace corrupted flash card	11/16/2015	85.00
Kustom Signals Inc	Sheriff Mat&Sup	Replace corrupted flash card	11/16/2015	156.50
Kustom Signals Inc	Materials and Supplies	POLICE AND PRISON EQUIPMENT AN	11/24/2015	2,369.00
Kustom Signals Inc Total				2,610.50
Language Line Servic	Communicat CS	interpretation services	11/01/2015	14.78

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Language Line Servc Total				14.78
Lee, Frank	Plan Com Board Fe	Attd @ PC mtgs Dec '15	12/10/2015	100.00
Lee, Frank Total				100.00
LexisNexis	BoS Due & Memb	VA Code 11/15 Supplement	11/13/2015	21.94
LexisNexis Total				21.94
Logan Systems Inc	Clk of CC Microfilm	Computer indexing	12/15/2015	476.78
Logan Systems Inc Total				476.78
Luck Stone Corp	Maintenanc Mat&Sup	Ballfield Mix	11/15/2015	1,018.22
Luck Stone Corp Total				1,018.22
Malone, Gwendolyn	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	100.00
Malone, Gwendolyn Total				100.00
Mansfield Oil Co	County Adm Veh Fuel	rm Fuel Purchase 11/16/15-11/30/15	12/02/2015	20.05
Mansfield Oil Co	Sheriff Veh Fuel	Fuel 11/1/2015 through 11/15/2015	11/18/2015	1,550.64
Mansfield Oil Co	Sheriff Veh Fuel	Fuel 11/16-30/2015	12/02/2015	1,365.12
Mansfield Oil Co	Sheriff Veh Fuel	Fuel for 12/1-15/2015	12/17/2015	1,423.46
Mansfield Oil Co	EMS Veh Fuel	rm Fuel Purchase 11/16/15-11/30/15	12/02/2015	30.61
Mansfield Oil Co	Bldg Insp Veh Fuel	rm Fuel Purchase 11/16/15-11/30/15	12/02/2015	33.53
Mansfield Oil Co	AnimalCtrl Veh Fuel	rm Fuel Purchase 11/16/15-11/30/15	12/02/2015	28.01
Mansfield Oil Co	Maintenanc Veh Fuel	rm Fuel Purchase 11/16/15-11/30/15	12/02/2015	50.81
Mansfield Oil Co Total				4,502.23
Marc Richman	Sheriff Travel	Class/Travel	11/30/2015	1,250.96
Marc Richman Total				1,250.96
Marconi, Gloria	Dev Rights CS	Dec '15 invoice	12/10/2015	150.00
Marconi, Gloria Total				150.00
Marks Plumbing Parts	Maintenanc Mat&Sup	rm Rec and School Maint urinal kits and faucet	11/17/2015	145.43
Marks Plumbing Parts Total				145.43
Marple, Beth	Comm Atty Travel	Reimburse travel expenses VA Network Conference	11/20/2015	291.68
Marple, Beth Total				291.68
Matsch Systems	IT CS	Net-Phacs for December 2015	11/06/2015	200.00
Matsch Systems	IT CS	Net-phacs for January 2016	12/03/2015	200.00
Matsch Systems Total				400.00
McCarthy Tire	Maintenanc Mat&Sup	rm, McCarthy Tire Park tractor tires	10/29/2015	310.72
McCarthy Tire Total				310.72
Metrolinedirect.com	Tk Improve CO Repl	Replacement Telephone Desk Set	10/29/2015	17,998.80
Metrolinedirect.com Total				17,998.80
Montgomery, Christel	Programs CS	Programs	12/07/2015	1,103.25
Montgomery, Christel Total				1,103.25
NADA Used Car Guide	Com of Rev Mat&Sup	coom trk/used car guides	12/01/2015	93.50
NADA Used Car Guide	Com of Rev Mat&Sup	rv appraisal guide	12/04/2015	35.00
NADA Used Car Guide	Com of Rev Mat&Sup	motorcycle/used car guides	12/04/2015	100.00
NADA Used Car Guide Total				228.50
National Sheriffs	Sheriff Due & Memb	NSA Membership through 2/2017	12/03/2015	109.00
National Sheriffs Total				109.00
Nelson, Clifford M	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	50.00
Nelson, Clifford M Total				50.00
NRADC	Reg Jail Joint Ops	3rd Qtr FY 16 Operating Budget	12/01/2015	130,192.00
NRADC Total				130,192.00
Office Depot	Finance Cen Purch	Acct 41685398	12/02/2015	368.16
Office Depot	Finance Cen Purch	Acct 41685398	12/08/2015	71.76
Office Depot Total				439.92
Ohrstrom, George II	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	50.00
Ohrstrom, George II Total				50.00
Pitney Bowes	District C Postal	supplies	11/09/2015	83.64
Pitney Bowes	Sheriff Postal	Postage Machine Rental	12/03/2015	82.47
Pitney Bowes	Sheriff Postal	Postage for Meter	12/14/2015	300.00
Pitney Bowes Total				466.11
Planet Footprint Llc	Maintenanc CS	Annual subscription Oct 2015 - Sept 16	12/02/2015	3,190.00
Planet Footprint Llc Total				3,190.00
Premier Accounts Rec	EMS CS	Premier Accounts Receivable Billing Invoice Nov 15	12/02/2015	1,707.74
Premier Accounts Rec Total				1,707.74
Printech Inc	Sheriff Mat&Sup	VA Uniform Traffic Summons	12/02/2015	418.24
Printech Inc Total				418.24
Public Surplus	Sale of Other Equip General Fd	Sale of Oil Tanks	08/31/2015	1.00
Public Surplus	Sale of Other Equip General Fd	Sale of Gator	11/30/2015	28.44
Public Surplus Total				29.44
Purchase Power	BoS Postal	Postage thru 11/17/15	12/03/2015	87.61
Purchase Power	Com of Rev Postal	Postage thru 11/17/15	12/03/2015	502.81

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Purchase Power	Treasurer Postal	Postage thru 11/17/15	12/03/2015	504.12
Purchase Power	Electoral Postal	Postage thru 11/17/15	12/03/2015	32.40
Purchase Power	Registrar Postal	Postage thru 11/17/15	12/03/2015	204.45
Purchase Power	Clk of CC Postal	Postage thru 11/17/15	12/03/2015	219.37
Purchase Power	EMS Postal Services	Postage thru 11/17/15	12/03/2015	3.05
Purchase Power	Bldg Insp Postal	Postage thru 11/17/15	12/03/2015	13.24
Purchase Power	Parks Adm Postal	Postage thru 11/17/15	12/03/2015	7.76
Purchase Power	Plan Adm Postal	Postage thru 11/17/15	12/03/2015	582.32
Purchase Power	Econ Dev Postal	Postage thru 11/17/15	12/03/2015	1.46
Purchase Power	Coop Ext Postal	Postage thru 11/17/15	12/03/2015	125.52
Purchase Power	Finance Postal	Postage thru 11/17/15	12/03/2015	225.62
Purchase Power	Dev Rights Postal	Postage thru 11/17/15	12/03/2015	397.15
Purchase Power Total				2,906.88
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO Lp gas	11/19/2015	288.51
Quarles Energy Servi	Maintenanc Heating	rm Quarles 129 Rams LP gas	11/24/2015	178.25
Quarles Energy Servi Total				466.76
Rappahannock Electri	Maintenanc Electric	rm REC 101 Chalmers Electric	12/09/2015	2,905.25
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104N electric bill	12/07/2015	675.81
Rappahannock Electri	Maintenanc Electric	rm REC 1531 Springs electric	12/07/2015	179.86
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104N electric bill	12/07/2015	1,648.26
Rappahannock Electri	Maintenanc Electric	rm REC 100,102,104N electric bill	12/07/2015	733.47
Rappahannock Electri	Maintenanc Electric	rm REC 104 N. electric	12/07/2015	40.93
Rappahannock Electri	Maintenanc Electric	rm REC ACO electric bill	12/07/2015	430.38
Rappahannock Electri	Maintenanc Electric	rm REC 524 Westwood electric	12/07/2015	118.91
Rappahannock Electri	Maintenanc Electric	rm REC Park Rec, Soc electric bill	12/07/2015	1,774.53
Rappahannock Electri	Maintenanc Electric	rm REC Park,Pool BBall, electric bill	12/07/2015	81.28
Rappahannock Electri	Maintenanc Electric	rm REC Park Rec, Soc electric bill	12/07/2015	406.72
Rappahannock Electri	Maintenanc Electric	rm REC Park,Pool BBall, electric bill	12/07/2015	30.38
Rappahannock Electri	Maintenanc Electric	rm REC Park Rec, Soc electric bill	12/07/2015	38.05
Rappahannock Electri	Maintenanc Electric	rm REC Park,Pool BBall, electric bill	12/07/2015	61.99
Rappahannock Electri	Maintenanc Electric	rm REC Park Rec, Soc electric bill	12/07/2015	31.41
Rappahannock Electri	Maintenanc Electric	rm REC 313 E. Main electric	12/07/2015	139.68
Rappahannock Electri	Maintenanc Electric	rm REC 311 E. Main electric bill	12/07/2015	579.64
Rappahannock Electri	Maintenanc Electric	rm REC 129 Ramsburg electric	12/07/2015	233.14
Rappahannock Electri	Maintenanc Electric	rm REC 101 Chalmers Electric	12/09/2015	1,728.32
Rappahannock Electri Total				11,838.01
Republic Services	LitterCtrl CS	3-0976-4784245	11/30/2015	150.00
Republic Services	Maintenanc Maint Con	3-0976-0015268	11/26/2015	941.57
Republic Services Total				1,091.57
Rhodes, Clesta	Comm Atty Postal	reimburse postage	12/04/2015	11.50
Rhodes, Clesta Total				11.50
Ricoh Usa	County Adm Maint Con	Contract 3981298	11/21/2015	509.68
Ricoh Usa	Com of Rev Maint Con	Maintenance of MP2851SP; SN: C	11/11/2015	72.13
Ricoh Usa	Treasurer Maint Con	Maintenance of MP2851SP; SN: C	11/11/2015	72.14
Ricoh Usa	Registrar Maint Con	Contract 3981298	11/21/2015	59.26
Ricoh Usa	Bldg Insp Maint Con	Maintenance of MPC2551; SN: C8	11/11/2015	158.63
Ricoh Usa	Plan Adm Maint Con	Contract 3981298	11/21/2015	343.73
Ricoh Usa	Coop Ext Maint Con	Contract 3981298	11/21/2015	272.61
Ricoh Usa Total				1,488.18
Riddleberger Bros	Maintenanc CS	rm RBI ACO replace reheat control boards RTU's 1	11/30/2015	876.00
Riddleberger Bros	Maintenanc CS	rm RBI 101 Cha boiler tripping on high limit	11/13/2015	292.50
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmers replace 3-way valve and actu	11/30/2015	2,135.56
Riddleberger Bros	Maintenanc CS	rm Riddleb Rec C repair gas leak in 2 units	11/23/2015	739.00
Riddleberger Bros	Maintenanc CS	rm Riddleb 129 Ramsb,replace motor mount bushings	11/23/2015	223.33
Riddleberger Bros	Maintenanc CS	rm RBI 101 Cha boiler tripping on high limit	11/13/2015	174.00
Riddleberger Bros	Maintenanc CS	rm RBI 101 Chalmers replace 3-way valve and actu	11/30/2015	1,270.44
Riddleberger Bros Total				5,710.83
Robert Brooke and	AnimalCtrl Mat&Sup	rm ACO rubber shoe door holder	11/15/2015	40.75
Robert Brooke and Total				40.75
Roseville Vet Hospit	AnimalCtrl CS	rm Roseville Vet ACO rabies for Toulouse	09/28/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm ACI Ivy & Ginger rabies shot	09/28/2015	32.50
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACo Rabies for Henry	10/01/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm ACO Murray Rabies	10/06/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm ACO Pearl rabies shot	10/09/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm ACO Arizona rabies shot	10/16/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Rosemary rabies shot	10/19/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Charlie rabies shot	10/27/2015	16.25

**Clarke County
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December 31, 2015**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Buddy Exam & Meds	10/28/2015	176.25
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Buddy Meds	11/03/2015	23.69
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Winnie rabies shot	11/09/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Anesthesia and Casper rabies	11/17/2015	32.50
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet ACO Otis Food	11/18/2015	70.16
Roseville Vet Hospit	AnimalCtrl CS	rm Rose Vet Buddy- Meds and Exam	10/25/2015	176.25
Roseville Vet Hospit Total				641.35
Secure Shred	Sheriff CS	November Shredding	11/01/2015	25.00
Secure Shred	Sheriff CS	Shredding	12/01/2015	25.00
Secure Shred Total				50.00
Shannon-Baum Signs I	Maintenanc Mat&Sup	rm Maint Road Sign and Bolts AMERICAN pvt ln	11/13/2015	213.00
Shannon-Baum Signs I Total				213.00
Shelly Arthur	Rec Center Refunds	Refund	12/17/2015	135.00
Shelly Arthur Total				135.00
Shenandoah Valley Te	Communicat Lease&Rent	Tower, Transmitter, Antenna Le	12/16/2015	2,070.00
Shenandoah Valley Te Total				2,070.00
Shifflett, Laura	Biosolids Mileage	Mileage for Nov '15	12/11/2015	115.36
Shifflett, Laura Total				115.36
Shred-It	Treasurer CS	Shred Services - Treas. Office	11/23/2015	23.59
Shred-It Total				23.59
Solenberger	Maintenanc Mat&Sup	rm Park tractor	11/18/2015	24.12
Solenberger Total				24.12
Sponsors Flower S	BoS Miscellaneous Expenditures	Fruit Basket Radford & Family	11/30/2015	70.00
Sponsors Flower S Total				70.00
Supply Room, The	Sheriff Mat&Sup	Acct 4506100	12/01/2015	6.30
Supply Room, The	Maintenanc Mat&Sup	Acct 4506100	12/01/2015	21.01
Supply Room, The	Parks Adm Mat&Sup	Acct 4506100	12/01/2015	3.78
Supply Room, The	Parks Adm Mat&Sup	Acct 4506100	12/02/2015	1.26
Supply Room, The	Finance Cen Purch	Acct 4506100	12/01/2015	35.64
Supply Room, The Total				67.99
Susan Day	Programs Refunds	Refund	12/07/2015	150.00
Susan Day Total				150.00
Teetor, Alison	Plan Adm Mileage	Milage to Appalachian Community Conf	12/02/2015	31.36
Teetor, Alison Total				31.36
Teltronic	Sheriff Mat&Sup	Vehicle Supplies	11/24/2015	220.34
Teltronic Total				220.34
Thomas Plumbing & He	Maintenanc CS	rm Thomas ACO sewer terminal block	11/30/2015	303.27
Thomas Plumbing & He	Maintenanc CS	rm Thomas Park winterize	11/30/2015	445.33
Thomas Plumbing & He Total				748.60
Tire World	Sheriff Mat&Sup	Tires	11/20/2015	219.52
Tire World Total				219.52
Town of Berryville	Maintenanc Wat & Sew	rm TOB 101 Chalmers water and sewer	11/23/2015	79.63
Town of Berryville	Maintenanc Wat & Sew	rm TOB 100 N. water and sewer	11/23/2015	330.20
Town of Berryville	Maintenanc Wat & Sew	rm TOB 104 N. water and sewer	11/23/2015	25.40
Town of Berryville	Maintenanc Wat & Sew	rm TOB Rec center water and sewer	11/23/2015	136.00
Town of Berryville	Maintenanc Wat & Sew	rm TOB Park LL water and sewer	11/23/2015	15.00
Town of Berryville	Maintenanc Wat & Sew	rm TOB Park House water and sewer	11/23/2015	100.80
Town of Berryville	Maintenanc Wat & Sew	rm TOB Pool water and sewer	11/23/2015	20.00
Town of Berryville	Maintenanc Wat & Sew	rm TOB 313 E. water and sewer	11/23/2015	50.80
Town of Berryville	Maintenanc Wat & Sew	rm TOB 311 E. water and sewer	11/23/2015	101.60
Town of Berryville	Maintenanc Wat & Sew	rm TOB 129 Ramsburg water and sewer	11/23/2015	17.00
Town of Berryville	Maintenanc Wat & Sew	rm TOB 101 Chalmers water and sewer	11/23/2015	47.37
Town of Berryville Total				923.80
Treasurer Of Virgini	Sheriff CS	Calibration 9935 / 9945	12/10/2015	34.48
Treasurer Of Virgini Total				34.48
Turkel, Jon	Plan Com Board Fe	Attd @ PC Dec '15 mtgs	12/10/2015	100.00
Turkel, Jon Total				100.00
Tyler Technologies	ERP Sys CS	Erin Maxted Dec 9-11	12/16/2015	1,586.25
Tyler Technologies Total				1,586.25
United States Treasu	Miscellaneous	IRS Pentalty Tax period ending 03/31/15	11/19/2015	7,162.56
United States Treasu Total				7,162.56
US Postmaster	Clk of CC Postal	4 Rolls Stamps	12/17/2015	196.00
US Postmaster Total				196.00
USDA Rural Develop	RDA JGC Principal	November 2015 Debt Svc Pymt - Joint Gov Center	11/16/2015	6,191.36
USDA Rural Develop	RDA JGC Interest	November 2015 Debt Svc Pymt - Joint Gov Center	11/16/2015	14,783.64
USDA Rural Develop Total				20,975.00
Valley Health	EMS Mat&Sup	WMC Supply Invoice November 2015	12/10/2015	653.29

**Clarke County
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Valley Health Total				653.29
Verizon	County Adm Telephone	Phone bill December	11/26/2015	11.25
Verizon	Com of Rev Telephone	Phone bill December	11/26/2015	7.50
Verizon	Treasurer Telephone	Phone bill December	11/26/2015	3.75
Verizon	IT Telephone	Phone bill December	11/26/2015	187.50
Verizon	IT Telephone	Acct 9950007176	11/25/2015	224.99
Verizon	Registrar Telephone	Phone bill December	11/26/2015	3.75
Verizon	District C Telephone	Phone bill December	11/26/2015	45.86
Verizon	J&D Court Telephone	Phone bill December	11/26/2015	46.71
Verizon	Clk of CC Telephone	Phone bill December	11/26/2015	74.63
Verizon	Comm Atty Telephone	Phone bill December	11/26/2015	11.25
Verizon	Sheriff Telephone	Phone bill December	11/26/2015	139.39
Verizon	Communicat Telephone	Phone bill December	11/26/2015	125.67
Verizon	Communicat Telephone	radio tower	11/01/2015	44.94
Verizon	Communicat Telephone	911 phone bill	12/01/2015	1,040.38
Verizon	Communicat Telephone	radio tower phone lines	12/01/2015	44.94
Verizon	EMS Telephone	Phone bill December	11/26/2015	39.64
Verizon	Probation Telephone	Phone bill December	11/26/2015	3.75
Verizon	Bldg Insp Telephone	Phone bill December	11/26/2015	7.50
Verizon	AnimalCtrl Telephone	Phone bill December	11/26/2015	34.78
Verizon	Maintenanc Telephone	Phone bill December	11/26/2015	34.78
Verizon	Parks Adm Telephone	Phone bill December	11/26/2015	57.85
Verizon	Plan Adm Telephone	Phone bill December	11/26/2015	18.75
Verizon	Coop Ext Telephone	Phone bill December	11/26/2015	3.75
Verizon	Telephone	Phone bill December	11/26/2015	3.75
Verizon	Finance Telephone	Phone bill December	11/26/2015	100.42
Verizon Total				2,317.48
Virginia Department	Parks Adm Due & Memb	Seals	12/09/2015	10.00
Virginia Department Total				10.00
Virginia Information	BoS Telephone	October 2015 billing	11/27/2015	1.18
Virginia Information	County Adm Telephone	October 2015 billing	11/27/2015	9.47
Virginia Information	Com of Rev Telephone	October 2015 billing	11/27/2015	5.97
Virginia Information	Treasurer Telephone	October 2015 billing	11/27/2015	4.92
Virginia Information	IT Telephone	October 2015 billing	11/27/2015	1,033.31
Virginia Information	Registrar Telephone	October 2015 billing	11/27/2015	4.62
Virginia Information	District C Telephone	October 2015 billing	11/27/2015	44.75
Virginia Information	J&D Court Telephone	October 2015 billing	11/27/2015	6.01
Virginia Information	Clk of CC Telephone	October 2015 billing	11/27/2015	5.14
Virginia Information	Comm Atty Telephone	October 2015 billing	11/27/2015	7.37
Virginia Information	Sheriff Telephone	October 2015 billing	11/27/2015	15.56
Virginia Information	Communicat Telephone	October 2015 billing	11/27/2015	763.62
Virginia Information	EMS Telephone	October 2015 billing	11/27/2015	0.45
Virginia Information	Probation Telephone	October 2015 billing	11/27/2015	5.53
Virginia Information	Bldg Insp Telephone	October 2015 billing	11/27/2015	8.94
Virginia Information	AnimalCtrl Telephone	October 2015 billing	11/27/2015	4.82
Virginia Information	Maintenanc Telephone	October 2015 billing	11/27/2015	6.40
Virginia Information	Parks Adm Telephone	October 2015 billing	11/27/2015	12.64
Virginia Information	Plan Adm Telephone	October 2015 billing	11/27/2015	5.69
Virginia Information	Coop Ext Telephone	October 2015 billing	11/27/2015	6.24
Virginia Information	Telephone	October 2015 billing	11/27/2015	5.02
Virginia Information	Finance Telephone	October 2015 billing	11/27/2015	11.71
Virginia Information	Telephone	October 2015 billing	11/27/2015	353.87
Virginia Information Total				2,323.23
Virginia Tech	Coop Ext VPI Agent	1st Quarter FY 2016 billing salaries	12/07/2015	9,068.42
Virginia Tech Total				9,068.42
Wage Works	Finance Flex Rmb	Daily flex settlement	12/07/2015	654.50
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/17/2015	803.82
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/18/2015	25.00
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/19/2015	631.68
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/20/2015	164.80
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/02/2015	208.80
Wage Works	Finance Flex Rmb	Daily flex settlement	11/23/2015	303.67
Wage Works	Finance Flex Rmb	Daily flex settlement	11/24/2015	53.45
Wage Works	Finance Flex Rmb	Daily flex settlement	11/25/2015	393.75
Wage Works	Finance Flex Rmb	Daily flex settlement	11/26/2015	1,047.05
Wage Works	Finance Flex Rmb	Daily flex settlement	11/27/2015	86.60
Wage Works	Finance Flex Rmb	Daily flex settlement	11/30/2015	621.17

**Clarke County
Invoice History Report
December 31, 2015**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/03/2015	197.80
Wage Works	Finance Flex Rmb	Daily flex settlement	11/04/2015	938.88
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/05/2015	1,449.83
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/06/2015	102.50
Wage Works	Finance Flex Rmb	Daily Flex Settlement	11/09/2015	633.33
Wage Works	Finance Flex Rmb	Daily flex settlement	12/03/2015	751.99
Wage Works	Finance Flex Rmb	Daily flex settlement	12/10/2015	664.51
Wage Works	Finance Flex Rmb	Daily flex settlement	12/11/2015	152.40
Wage Works	Finance Flex Rmb	Daily flex settlement	12/01/2015	169.59
Wage Works	Finance Flex Rmb	Daily flex settlement	12/14/2015	122.72
Wage Works	Finance Flex Rmb	Daily flex settlement	12/15/2015	32.98
Wage Works	Finance Flex Rmb	Daily flex settlement	12/16/2015	237.09
Wage Works	Finance Flex Rmb	Daily flex settlement	12/02/2015	91.25
Wage Works	Finance Flex Rmb	Daily flex settlement	12/04/2015	92.30
Wage Works	Finance Flex Rmb	Daily flex settlement	12/08/2015	49.08
Wage Works	Finance Flex Rmb	Daily flex settlement	12/09/2015	500.78
Wage Works	Finance CS	Flex plan monthly admin & compliance fees	12/16/2015	391.25
Wage Works Total				11,572.57
Walmart	Electoral Mat&Sup	Acct 6032 2020 1014 9533	11/22/2015	34.11
Walmart Total				34.11
Washington Gas	Maintenanc Heating	101 chalmers ct 11/09-12/10	12/15/2015	401.00
Washington Gas	Maintenanc Heating	100 n church 11/09-12/10	12/15/2015	97.46
Washington Gas	Maintenanc Heating	104 n church 11/09-12/10	12/15/2015	370.57
Washington Gas	Maintenanc Heating	225 al smith 11/09-12/11	12/16/2015	330.37
Washington Gas	Maintenanc Heating	101 chalmers ct 11/09-12/10	12/15/2015	238.56
Washington Gas Total				1,437.96
Wendy Wright	Spout EPA CS	DEQ EPA Grant 319-Septic Pumpout	11/18/2015	125.00
Wendy Wright Total				125.00
Winchester Equipment	Maintenanc Mat&Sup	rm Winchester Equip Maint RTV Service	12/02/2015	164.71
Winchester Equipment	Maintenanc Mat&Sup	rm Winch Equip Park NewHolland Tractor service	12/02/2015	465.19
Winchester Equipment	Maintenanc Mat&Sup	rm Winchester Equip Park RTV service	12/02/2015	371.78
Winchester Equipment Total				1,001.68
Winchester Star	Rec Center Advertise	Craft Show Ad	11/17/2015	130.05
Winchester Star	Plan Adm Advertise	PH Notices -TA's	12/02/2015	286.00
Winchester Star	HstPrvCom Advertise	Public Hearing Notices-Tubandt	12/02/2015	343.20
Winchester Star Total				759.25
Grand Total				303,803.20

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2016

05-Jan-16

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
04/14/15 Appropriations Resolution: Total	40,380,859	9,198,683	1,445,745	972,948	21,537,710	820,245	735,930	852,000	345,700	3,846,945	577,953	30,000	17,000
<i>Adjustments:</i>													
5/19/2015 Hurricane Sandy Grant (Greenway Court)							70,000						
7/13/2015 Regional Jail Salaries (reduce gov savings)		5,346											
8/18/2015 All Good Festival (Sheriff)		15,000											
11/17/2015 Greenhaugh Easement Purchase <i>Parks Shelter Project (act when funds received)</i>							25,000					200,000	
<i>FY 15 School Operating Carryover</i>								1,102,936					
1/19/2016 <i>Dorsch Scholarship</i>								39,585					
Revised Appropriation	41,838,726	9,219,029	1,445,745	972,948	21,537,710	820,245	830,930	1,994,521	345,700	3,846,945	577,953	230,000	17,000
Change to Appropriation	1,457,867	20,346	0	0	0	0	95,000	1,142,521	0	0	0	200,000	0
Original Revenue Estimate	15,612,858	3,057,863	981,846	499,836	9,773,670	819,280	145,067	154,000		173,296	3,000	5,000	0
<i>Adjustments:</i>													
5/19/2015 Hurricane Sandy Grant (Greenway Court)							70,000						
5/19/2015 Correct Food Service Revenue Estimate						965							
8/18/2015 All Good Festival (Sheriff)		15,000											
11/17/2015 Greenhaugh Easement Purchase (VDACS)												100,000	
11/17/2015 Greenhaugh Easement Purchase (Easement FB) <i>Parks Shelter Project (Rotary Donation)</i>							25,000					100,000	
1/19/2016 <i>Dorsch Scholarship</i>								39,585					
Revised Revenue Estimate	15,963,408	3,072,863	981,846	499,836	9,773,670	820,245	240,067	193,585	0	173,296	3,000	205,000	0
Change to Revenue Estimate	350,550	15,000	0	0	0	965	95,000	39,585	0	0	0	200,000	0
Original Local Tax Funding	24,768,001	6,140,820	463,899	473,112	11,764,040	965	590,863	698,000	345,700	3,673,649	574,953	25,000	17,000
Revised Local Tax Funding	25,875,318	6,146,166	463,899	473,112	11,764,040	0	590,863	1,800,936	345,700	3,673,649	574,953	25,000	17,000
Change to Local Tax Funding	1,107,317	5,346	0	0	0	-965	0	1,102,936	0	0	0	0	0

Italics = Proposed actions

Title: General Fund Balance

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End FY 14	13,636,042	13,636,042
Expenditure FY 15	(27,155,570)	(27,155,570)
Revenue FY 15	27,118,433	27,118,433
General Fund Balance Year End FY 15	13,598,905	13,598,905

Designations

Liquidity Designation @ 12% of FY 16 Budgeted Operating Revenue	(\$3,278,655)	(\$3,278,655)
Stabilization Designation @ 3% of FY 16 Budgeted Operating Revenue	(819,664)	(819,664)
Continuing Local GF Appropriations for Capital Projects	(2,497,453)	(2,497,453)
School Capital/Debt	(1,250,000)	(1,250,000)
Government Construction/Debt	(600,578)	(600,578)
Property Acquisition	(265,000)	(265,000)
Conservation Easements from Government Savings	(153,462)	(153,462)
Community Facilities	(\$156,000)	(\$156,000)
Comprehensive Services Act Shortfall	(240,724)	(240,724)
Parks Master Plan	(100,000)	(100,000)
School Operating Carryover	(1,102,936)	-
Government Carryover Requests from Government Savings	(500,000)	(500,000)
Energy Efficiency	(50,000)	(50,000)
Data and Communications Technology	(128,000)	(128,000)
Recycling and Convenience Center	(814,336)	(814,336)
Regional Jail Capital Needs	(100,000)	(100,000)
Vehicle Replacements	(59,000)	(59,000)
Landfill costs	(50,000)	(50,000)
Leave Liability	(75,000)	(75,000)
Economic Development	(200,000)	(200,000)
CCSA Sewer Fund Shortfall	(150,000)	(150,000)
FY 16 Original Budget Surplus (Deficit)	(503,716)	(503,716)
TOTAL Designations	(13,094,524)	(11,991,588)
FY 16 Expenditure Supplemental	(90,346)	(1,457,867)
FY 16 Revenue Supplemental	85,965	350,550
Undesignated	500,000	500,000

Clarke County
YTD Budget Report
December 31, 2015

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
11010	10000010	1300		BoS Part Time Salaries	13,800	13,800	6,913.21	1,150.00	7,150.00	-263.21	101.90
11010	10000010	2100		BoS FICA	1,056	1,056	483.76	80.64	474.14	98.10	90.70
11010	10000010	2300		BoS Health Ins	12,808	12,808	6,527.16	1,087.86	6,527.16	-246.32	101.90
11010	10000010	3000		BoS Purchased Services	9,000	9,000	2,105.00	1,245.00	0.00	6,895.00	23.40
11010	10000010	3600		BoS Advertising	5,600	5,600	886.60	0.00	0.00	4,713.40	15.80
11010	10000010	5210		BoS Postal	300	300	112.52	87.61	0.00	187.48	37.50
11010	10000010	5230		BoS Telephone	0	0	7.83	1.18	0.00	-7.83	100.00
11010	10000010	5300		BoS Insurance	6,100	6,100	6,879.00	0.00	0.00	-779.00	112.80
11010	10000010	5500		BoS Travel	3,000	3,000	2,575.67	236.97	0.00	424.33	85.90
11010	10000010	5800		BoS Miscellaneous Expenditures	1,600	2,200	1,431.72	678.74	0.00	768.28	65.10
11010	10000010	5810		BoS Due & Memb	5,200	5,200	1,851.84	21.94	0.00	3,348.16	35.60
11010	10000010	6000		BoS Materials & Supplies	500	500	155.80	0.00	0.00	344.20	31.20
11010 Total	Board of Supervisors				58,964	59,564	29,930.11	4,589.94	14,151.30	15,482.59	74.01
12110	10000020	1100		County Adm Salaries	223,591	223,591	113,261.52	18,876.92	113,261.52	-2,932.04	101.30
12110	10000020	2100		County Adm FICA	17,105	16,253	7,405.37	691.61	8,509.87	337.76	97.90
12110	10000020	2210		County Adm VRS 1&2	24,282	24,628	12,300.18	2,050.03	12,381.63	-53.81	100.20
12110	10000020	2300		County Adm Health Ins	23,010	23,470	11,723.70	1,953.95	11,791.71	-45.41	100.20
12110	10000020	2400		County Adm Life Ins	2,661	2,699	1,356.84	227.65	1,348.25	-6.09	100.20
12110	10000020	2700		County Adm WC	216	224	227.21	0.00	0.00	-3.21	101.40
12110	10000020	3000		County Adm CS	0	0	2,002.50	0.00	0.00	-2,002.50	100.00
12110	10000020	3320		County Adm Maint Con	500	500	735.26	509.68	509.68	-744.94	249.00
12110	10000020	3500		County Adm Printing	2,000	2,000	697.70	0.00	0.00	1,302.30	34.90
12110	10000020	5210		County Adm Postal	500	500	0.00	0.00	0.00	500.00	0.00
12110	10000020	5230		County Adm Telephone	1,000	1,000	336.66	68.09	363.09	300.25	70.00
12110	10000020	5500		County Adm Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
12110	10000020	5800		County Adm Misc	0	0	73.43	0.00	0.00	-73.43	100.00
12110	10000020	5810		County Adm Due & Memb	2,350	2,350	836.03	0.00	0.00	1,513.97	35.60
12110	10000020	6000		County Adm Mat&Sup	1,000	1,000	578.50	26.89	0.00	421.50	57.90
12110	10000020	6008		County Adm Veh Fuel	1,200	1,200	299.83	20.05	0.00	900.17	25.00
12110 Total	County Administrator				300,415	300,415	151,834.73	24,424.87	148,165.75	414.52	99.86
12210	10000030	3000		Legal Svc CS	70,000	70,000	9,283.25	1,445.25	0.00	60,716.75	13.30
12210 Total	Legal Services				70,000	70,000	9,283.25	1,445.25	0.00	60,716.75	13.26
12310	10000040	1100		Com of Rev Salaries	143,230	143,230	72,632.50	12,142.50	72,855.00	-2,252.50	101.60
12310	10000040	2100		Com of Rev FICA	10,958	10,395	5,101.36	853.07	5,012.69	280.95	97.30
12310	10000040	2210		Com of Rev VRS 1&2	15,555	15,697	8,332.13	1,775.00	7,381.10	-16.23	100.10
12310	10000040	2300		Com of Rev Health Ins	20,382	20,787	10,384.38	1,730.73	10,416.38	-13.76	100.10
12310	10000040	2400		Com of Rev Life Ins	1,704	1,720	866.46	145.21	855.05	-1.51	100.10
12310	10000040	2700		Com of Rev WC	138	138	139.81	0.00	0.00	-1.81	101.30
12310	10000040	3000		Com of Rev CS	100	100	276.71	0.00	0.00	-176.71	276.70
12310	10000040	3320		Com of Rev Maint Con	500	500	137.66	0.00	62.34	300.00	40.00
12310	10000040	3500		Com of Rev Printing	500	500	122.88	0.00	0.00	377.12	24.60
12310	10000040	3600		Com of Rev Advertise	250	250	0.00	0.00	0.00	250.00	0.00
12310	10000040	4100		Com of Rev Data Proc	1,900	1,900	0.00	0.00	0.00	1,900.00	0.00
12310	10000040	5210		Com of Rev Postal	2,200	2,200	546.71	502.81	0.00	1,653.29	24.90
12310	10000040	5230		Com of Rev Telephone	600	600	64.43	13.47	0.00	535.57	10.70
12310	10000040	5500		Com of Rev Travel	2,500	2,500	932.54	0.00	0.00	1,567.46	37.30
12310	10000040	5510		Com of Rev Mileage	500	500	159.33	0.00	0.00	340.67	31.90
12310	10000040	5810		Com of Rev Due & Memb	1,600	1,600	275.00	0.00	0.00	1,325.00	17.20
12310	10000040	6000		Com of Rev Mat&Sup	1,100	1,100	386.91	228.50	0.00	713.09	35.20
12310 Total	Commissioner of Revenue				203,717	203,717	100,358.81	17,391.29	96,582.56	6,775.63	96.67
12320	10000050	3320		Assessor Maint Con	3,500	3,500	0.00	0.00	0.00	3,500.00	0.00
12320 Total	Assessor				3,500	3,500	0.00	0.00	0.00	3,500.00	0.00
12410	10000070	1100		Treasurer Salaries	173,318	173,318	81,729.36	14,703.42	88,220.52	3,368.12	98.10
12410	10000070	2100		Treasurer FICA	13,260	12,767	6,145.28	1,106.98	6,625.35	-3.63	100.00
12410	10000070	2210		Treasurer VRS 1&2	18,822	18,913	9,997.40	2,053.11	9,029.03	-113.43	100.60
12410	10000070	2300		Treasurer Health Ins	19,212	19,593	9,790.74	1,631.79	9,807.96	-5.70	100.00
12410	10000070	2400		Treasurer Life Ins	2,062	2,084	1,047.85	175.29	1,036.80	-0.65	100.00
12410	10000070	2700		Treasurer WC	167	166	168.71	0.00	0.00	-2.71	101.60
12410	10000070	3000		Treasurer CS	300	300	94.36	23.59	0.00	205.64	31.50
12410	10000070	3180		Treasurer CredCrd Fe	600	600	1,468.17	0.00	0.00	-868.17	244.70
12410	10000070	3190		Treasurer DMV Stop	0	0	560.00	200.00	0.00	-560.00	100.00
12410	10000070	3320		Treasurer Maint Con	200	200	137.66	0.00	62.34	0.00	100.00
12410	10000070	3500		Treasurer Printing	9,500	9,500	3,961.86	0.00	0.00	5,538.14	41.70
12410	10000070	3600		Treasurer Advertise	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
12410	10000070	5210		Treasurer Postal	20,000	20,000	10,600.87	504.12	0.00	9,399.13	53.00
12410	10000070	5230		Treasurer Telephone	1,600	1,600	983.32	8.67	0.00	616.68	61.50
12410	10000070	5500		Treasurer Travel	2,000	2,000	663.79	0.00	0.00	1,336.21	33.20
12410	10000070	5510		Treasurer Mileage	200	200	0.00	0.00	0.00	200.00	0.00
12410	10000070	5810		Treasurer Due & Memb	800	800	850.00	0.00	0.00	-50.00	106.30
12410	10000070	6000		Treasurer Mat&Sup	4,850	4,850	2,730.81	164.21	0.00	2,119.19	56.30
12410 Total	Treasurer				268,891	268,891	130,930.18	20,571.18	114,782.00	23,178.82	91.38
12510	10000080	1100		IT Salaries	127,495	127,495	64,805.52	10,800.92	64,805.52	-2,116.04	101.70
12510	10000080	1300		IT PT Sal	0	0	1,104.68	424.88	0.00	-1,104.68	100.00
12510	10000080	2100		IT FICA	9,754	9,754	4,968.67	846.53	4,903.38	-118.05	101.20
12510	10000080	2210		IT VRS 1&2	13,846	13,846	7,037.88	1,172.98	7,054.59	-246.47	101.80

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
12510	10000080	2300		IT Health Ins	12,808	12,808	6,527.16	1,087.86	6,540.66	-259.82	102.00
12510	10000080	2400		IT Life Ins	1,517	1,517	773.04	129.15	771.16	-27.20	101.80
12510	10000080	2700		IT WC	124	124	127.06	0.00	0.00	-3.06	102.50
12510	10000080	3000		IT CS	2,000	2,000	2,186.00	200.00	1,250.00	-1,436.00	171.80
12510	10000080	3320		IT Maint Con	33,000	33,000	47,766.47	0.00	19,573.02	-34,339.49	204.10
12510	10000080	5210		IT Postal	200	200	0.00	0.00	0.00	200.00	0.00
12510	10000080	5230		IT Telephone	63,000	63,000	11,838.01	2,410.54	7,266.24	43,895.75	30.30
12510	10000080	5500		IT Travel	500	500	42.28	0.00	0.00	457.72	8.50
12510	10000080	6000		IT Mat&Sup	7,000	7,000	724.59	0.00	0.00	6,275.41	10.40
12510	10000080	6040		Technology SW/OL Content	9,000	9,000	4,658.65	0.00	0.00	4,341.35	51.80
12510	10000080	8200		IT CO Adds	0	0	1,371.00	0.00	0.00	-1,371.00	100.00
12510 Total	Data Processing/IT				280,244	280,244	153,931.01	17,072.86	112,164.57	14,148.42	94.95
13100	10000090	1300		Electoral PT Sal	6,194	6,194	2,085.34	0.00	6,318.00	-2,209.34	135.70
13100	10000090	2100		Electoral FICA	474	474	159.52	0.00	0.00	314.48	33.70
13100	10000090	2700		Electoral WC	0	0	5.93	0.00	0.00	-5.93	100.00
13100	10000090	3000		Electoral CS	7,300	7,300	3,058.59	3,058.59	0.00	4,241.41	41.90
13100	10000090	3160		Electoral Board Fe	12,590	12,590	5,325.00	0.00	0.00	7,265.00	42.30
13100	10000090	3320		Electoral Maint Con	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
13100	10000090	3500		Electoral Printing	6,000	6,000	2,290.01	0.00	0.00	3,709.99	38.20
13100	10000090	3600		Electoral Advertise	360	360	115.60	0.00	0.00	244.40	32.10
13100	10000090	5210		Electoral Postal	750	750	89.71	32.40	0.00	660.29	12.00
13100	10000090	5400		Electoral Lease&Rent	1,350	1,350	450.00	0.00	0.00	900.00	33.30
13100	10000090	5500		Electoral Travel	900	900	343.97	0.00	0.00	556.03	38.20
13100	10000090	5510		Electoral Mileage	570	570	139.09	0.00	0.00	430.91	24.40
13100	10000090	5810		Electoral Due & Memb	150	150	0.00	0.00	0.00	150.00	0.00
13100	10000090	6000		Electoral Mat&Sup	1,670	1,670	549.30	73.49	0.00	1,120.70	32.90
13100 Total	Electoral Board and Officials				43,308	43,308	14,612.06	3,164.48	6,318.00	22,377.94	48.33
13200	10000100	1100		Registrar Salaries	48,705	48,705	24,818.52	4,136.42	24,818.52	-932.04	101.90
13200	10000100	1300		Registrar PT Sal	8,840	8,840	3,823.85	304.43	0.00	5,016.15	43.30
13200	10000100	2100		Registrar FICA	4,403	4,403	2,206.26	342.24	1,898.63	298.11	93.20
13200	10000100	2210		Registrar VRS 1&2	5,289	5,289	2,695.32	449.22	2,705.95	-112.27	102.10
13200	10000100	2400		Registrar Life Ins	580	588	296.52	49.62	295.32	-3.84	100.70
13200	10000100	2700		Registrar WC	55	47	47.12	0.00	0.00	-0.12	100.30
13200	10000100	3000		Registrar CS	400	400	697.50	0.00	0.00	-297.50	174.40
13200	10000100	3320		Registrar Maint Con	180	180	85.49	59.26	59.26	35.25	80.40
13200	10000100	5210		Registrar Postal	750	750	424.33	204.45	0.00	325.67	56.60
13200	10000100	5230		Registrar Telephone	1,000	1,000	324.10	65.74	433.09	242.81	75.70
13200	10000100	5500		Registrar Travel	1,470	1,470	1,245.72	305.65	0.00	224.28	84.70
13200	10000100	5510		Registrar Mileage	250	250	260.19	0.00	0.00	-10.19	104.10
13200	10000100	5810		Registrar Due & Memb	150	150	99.00	0.00	0.00	51.00	66.00
13200	10000100	6000		Registrar Mat&Sup	725	725	104.42	49.50	0.00	620.58	14.40
13200 Total	Registrar				72,797	72,797	37,128.34	5,966.53	30,210.77	5,457.89	92.50
21100	10000110	5841		Circuit C Juror Pay	3,000	3,000	360.00	0.00	0.00	2,640.00	12.00
21100	10000110	5842		Circuit C Jury Comm	180	180	0.00	0.00	0.00	180.00	0.00
21100	10000110	7000		Circuit C Joint Ops	9,500	9,500	0.00	0.00	0.00	9,500.00	0.00
21100 Total	Circuit Court				12,680	12,680	360.00	0.00	0.00	12,320.00	2.84
21200	10000120	3000		District C CS	0	0	129.00	0.00	0.00	-129.00	100.00
21200	10000120	3150		District C Legal S	0	0	260.00	0.00	0.00	-260.00	100.00
21200	10000120	3320		District C Maint Con	300	300	173.25	0.00	126.75	0.00	100.00
21200	10000120	5210		District C Postal	700	700	242.64	83.64	636.00	-178.64	125.50
21200	10000120	5230		District C Telephone	2,000	2,000	655.65	90.61	0.00	1,344.35	32.80
21200	10000120	5810		District C Due & Memb	200	200	180.50	0.00	0.00	19.50	90.30
21200	10000120	6000		District C Mat&Sup	500	500	0.00	0.00	85.51	414.49	17.10
21200 Total	General District Court				3,700	3,700	1,641.04	174.25	848.26	1,210.70	67.28
21300	10000125	5230		Telephone	400	400	24.28	0.00	0.00	375.72	6.10
21300 Total	Magistrate				400	400	24.28	0.00	0.00	375.72	6.10
21510	10000130	5600		BR Legal EntityGift	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21510 Total	Blue Ridge Legal Services				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21600	10000140	3320		J&D Court Maint Con	700	700	648.87	0.00	1,186.05	-1,134.92	262.10
21600	10000140	5210		J&D Court Postal	550	550	110.00	0.00	1,116.00	-676.00	222.90
21600	10000140	5230		J&D Court Telephone	700	700	296.85	52.72	0.00	403.15	42.40
21600	10000140	5810		J&D Court Due & Memb	40	40	20.00	0.00	0.00	20.00	50.00
21600	10000140	6000		J&D Court Mat&Sup	1,000	1,000	103.13	0.00	0.00	896.87	10.30
21600 Total	Juvenile & Domestic Relations				2,990	2,990	1,178.85	52.72	2,302.05	-490.90	116.42
21700	10000150	1100		Clk of CC Salaries	168,497	168,497	85,415.35	14,287.59	85,725.54	-2,643.89	101.60
21700	10000150	2100		Clk of CC FICA	12,890	12,890	6,610.73	1,105.74	6,382.22	-102.95	100.80
21700	10000150	2210		Clk of CC VRS 1&2	18,299	18,299	9,715.58	2,007.95	8,832.67	-249.25	101.40
21700	10000150	2300		Clk of CC Health Ins	12,808	12,808	6,527.16	1,087.86	6,598.03	-317.19	102.50
21700	10000150	2400		Clk of CC Life Ins	2,005	2,007	1,027.67	173.77	1,003.55	-24.22	101.20
21700	10000150	2700		Clk of CC WC	164	162	162.98	0.00	0.00	-0.98	100.60
21700	10000150	3000		Clk of CC CS	3,000	3,000	99.00	0.00	0.00	2,901.00	3.30
21700	10000150	3320		Clk of CC Maint Con	12,000	12,000	0.00	0.00	0.00	12,000.00	0.00
21700	10000150	3500		Clk of CC Printing	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
21700	10000150	3510		Clk of CC Microfilm	7,000	7,000	3,093.22	476.78	0.00	3,906.78	44.20
21700	10000150	5210		Clk of CC Postal	3,500	3,500	773.76	415.37	0.00	2,726.24	22.10

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21700	10000150	5230		Clk of CC Telephone	900	900	465.89	79.77	0.00	434.11	51.80
21700	10000150	6000		Clk of CC Mat&Sup	6,500	6,500	2,318.05	248.48	0.00	4,181.95	35.70
21700 Total	Clerk of the Circuit Court				248,563	248,563	116,209.39	19,883.31	108,542.01	23,811.60	90.42
21910	10001440	1300	12715	VictimWit PT Sal	30,112	0	0.00	0.00	0.00	0.00	100.00
21910	10001440	2100	12715	VictimWit FICA	2,305	0	0.00	0.00	0.00	0.00	100.00
21910	10001440	2210	12715	VictimWit VRS 1&2	3,270	0	0.00	0.00	0.00	0.00	100.00
21910	10001440	2300	12715	VictimWit Health Ins	4,969	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2400	12715	VictimWit Life Ins	358	0	0.00	0.00	0.00	0.00	100.00
21910	10001440	2700	12715	VictimWit WC	37	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	5500	12715	VictimWit Travel	600	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	5810	12715	VictimWit Due & Memb	75	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	6000	12715	VictimWit Mat&Sup	250	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	1300	12716	Part Time Salaries - Regular	0	30,112	15,999.64	2,695.43	16,172.57	-2,060.21	106.80
21910	10001440	2100	12716	FICA Benefits	0	2,305	1,564.18	252.38	1,512.21	-771.39	133.50
21910	10001440	2210	12716	VRS Benefits - Plans 1 & 2	0	3,270	1,509.89	357.79	2,148.23	-388.12	111.90
21910	10001440	2300	12716	Hospital/Medical Plan Benefits	0	4,969	0.00	0.00	0.00	4,969.00	0.00
21910	10001440	2400	12716	Group Life Insurance Benefits	0	358	235.41	39.26	235.22	-112.63	131.50
21910	10001440	2700	12716	Worker's Compensation	0	37	38.31	0.00	0.00	-1.31	103.50
21910	10001440	5230	12716	Telephone	0	0	37.67	8.77	0.00	-37.67	100.00
21910	10001440	5500	12716	Travel	0	600	0.00	0.00	0.00	600.00	0.00
21910	10001440	5810	12716	Dues Subscrips & Memberships	0	75	0.00	0.00	0.00	75.00	0.00
21910	10001440	6000	12716	Materials and Supplies	0	250	0.00	0.00	0.00	250.00	0.00
21910 Total	Victim and Witness Assistance				41,976	41,976	19,385.10	3,353.63	20,068.23	2,522.67	93.99
21940	10000160	5600		RegCrtSvc EntityGift	4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
21940 Total	Regional Court Services				4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
22100	10000170	1100		Comm Atty Salaries	192,505	185,077	95,019.27	15,095.59	90,573.56	-515.83	100.30
22100	10000170	1300		Comm Atty PT Sal	12,300	19,728	10,723.62	2,927.92	10,720.10	-1,715.72	108.70
22100	10000170	2100		Comm Atty FICA	15,667	15,667	8,402.09	1,187.39	8,458.07	-1,193.16	107.60
22100	10000170	2210		Comm Atty VRS 1&2	19,346	19,346	10,281.26	2,104.42	9,304.59	-239.85	101.20
22100	10000170	2300		Comm Atty Health Ins	12,694	12,694	6,527.16	1,087.86	6,571.60	-404.76	103.20
22100	10000170	2400		Comm Atty Life Ins	2,120	2,123	1,083.43	182.10	1,062.64	-23.07	101.10
22100	10000170	2700		Comm Atty WC	204	201	204.12	0.00	0.00	-3.12	101.60
22100	10000170	3320		Comm Atty Maint Con	750	750	191.70	0.00	191.70	366.60	51.10
22100	10000170	5210		Comm Atty Postal	1,200	1,200	426.09	11.50	0.00	773.91	35.50
22100	10000170	5230		Comm Atty Telephone	3,000	3,000	1,045.75	208.10	1,452.36	501.89	83.30
22100	10000170	5500		Comm Atty Travel	4,650	4,650	1,802.86	515.46	0.00	2,847.14	38.80
22100	10000170	5549		Comm Atty Witness	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
22100	10000170	5810		Comm Atty Due & Memb	2,000	2,000	1,136.80	0.00	0.00	863.20	56.80
22100	10000170	6000		Comm Atty Mat&Sup	1,800	1,800	464.65	35.80	0.00	1,335.35	25.80
	Commonwealth's Attorney				269,236	269,236	137,308.80	23,356.14	128,334.62	3,592.58	98.67
22100	10001420	1100	12615	Comm Atty Salaries	26,641	26,641	3,471.65	80.24	481.42	22,687.93	14.80
22100	10001420	1300	12615	Comm Atty PT Sal	8,693	8,693	8,410.13	2,146.58	12,879.47	-12,596.60	244.90
22100	10001420	2100	12615	Comm Atty FICA	2,704	2,704	246.38	0.00	321.09	2,136.53	21.00
22100	10001420	2210	12615	Comm Atty VRS 1&2	1,053	1,053	344.13	0.00	-65.04	773.91	26.50
22100	10001420	2300	12615	Comm Atty Health Ins	1,548	1,548	0.00	0.00	65.04	1,482.96	4.20
22100	10001420	2400	12615	Comm Atty Life Ins	115	115	0.00	0.00	0.00	115.00	0.00
	Violence Against Women Prev				40,754	40,754	12,472.29	2,226.82	13,681.98	14,599.73	64.18
22100 Total	Commonwealth's Attorney - Total				309,990	309,990	149,781.09	25,582.96	142,016.60	18,192.31	94.13
31200	10000180	1100		Sheriff Salaries	873,672	873,672	437,983.46	72,962.24	437,773.44	-2,084.90	100.20
31200	10000180	1200		Sheriff OT	0	13,622	26,232.81	5,232.92	0.00	-12,610.81	192.60
31200	10000180	1300		Sheriff PT Sal	30,000	30,000	30,895.86	4,671.00	0.00	-895.86	103.00
31200	10000180	1660		Employee Bonuses	0	0	250.00	0.00	0.00	-250.00	100.00
31200	10000180	2100		Sheriff FICA	69,131	70,156	35,440.54	5,989.59	30,414.43	4,301.03	93.90
31200	10000180	2210		Sheriff VRS 1&2	94,881	95,472	47,953.76	8,380.00	48,918.03	-1,399.79	101.50
31200	10000180	2300		Sheriff Health Ins	126,422	123,539	60,549.94	10,226.34	65,504.52	-2,515.46	102.00
31200	10000180	2400		Sheriff Life Ins	10,397	10,471	5,613.61	1,023.51	5,188.54	-331.15	103.20
31200	10000180	2700		Sheriff WC	15,071	17,289	18,464.13	0.00	0.00	-1,175.13	106.80
31200	10000180	2860		Sheriff LODA	7,399	7,399	7,207.32	0.00	0.00	191.68	97.40
31200	10000180	3000		Sheriff CS	33,000	33,000	12,256.40	882.98	6,743.00	14,000.60	57.60
31200	10000180	3320		Sheriff Maint Con	18,200	18,200	11,778.12	0.00	480.00	5,941.88	67.40
31200	10000180	3350		Sheriff Ins Repair	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
31200	10000180	5210		Sheriff Postal	2,200	2,200	949.51	382.47	0.00	1,250.49	43.20
31200	10000180	5230		Sheriff Telephone	25,000	25,000	6,715.22	1,360.97	6,460.82	11,823.96	52.70
31200	10000180	5300		Sheriff Insurance	13,000	13,000	14,820.00	0.00	0.00	-1,820.00	114.00
31200	10000180	5500		Sheriff Travel	12,500	12,500	8,842.03	1,588.92	0.00	3,657.97	70.70
31200	10000180	5800		Sheriff Misc	1,000	1,575	879.85	0.00	0.00	695.15	55.90
31200	10000180	5810		Sheriff Due & Memb	3,000	3,000	2,153.00	259.00	0.00	847.00	71.80
31200	10000180	6000		Sheriff Mat&Sup	36,000	36,000	19,677.69	2,540.31	6,510.51	9,811.80	72.70
31200	10000180	6008		Sheriff Veh Fuel	70,000	70,000	18,792.18	4,339.22	0.00	51,207.82	26.80
31200	10000180	6011		Sheriff Clothing	6,300	6,300	4,085.44	311.08	0.00	2,214.56	64.80
31200	10000180	6015		Sheriff Ammunition	10,000	10,000	9,090.05	413.37	0.00	909.95	90.90
	Sheriff				1,459,173	1,474,395	780,630.92	120,563.92	607,993	85,770.79	94.18
31200	10001480	1300	40215	Sheriff PT Sal	8,360	8,360	2,812.86	0.00	0.00	5,547.14	33.60
31200	10001480	2100	40215	Sheriff FICA	640	640	215.19	0.00	0.00	424.81	33.60
31200	10001480	1200	40216	Overtime	0	0	587.18	587.18	0.00	-587.18	100.00

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31200	10001480	6000		Materials and Supplies	1,625	1,625	0.00	0.00	0.00	1,625.00	0.00
31200	10001480	6000	40216	Materials and Supplies	0	0	2,369.00	2,369.00	0.00	-2,369.00	100.00
				VA Hwy Safety Enf - Alcohol	10,625	10,625	5,984.23	2,956.18	0.00	4,640.77	56.32
31200	10001500	1200	40315	Sheriff OT	3,716	3,716	1,003.66	0.00	0.00	2,712.34	27.00
31200	10001500	2100	40315	Sheriff FICA	284	284	76.77	0.00	0.00	207.23	27.00
				VA Hwy Safety Enf - Speed	4,000	4,000	1,080.43	0.00	0.00	2,919.57	27.01
31200	10001520	5500	41016	Travel	0	0	550.00	550.00	0.00	-550.00	100.00
31200	10001520	6000		Sheriff Mat&Sup	6,000	0	0.00	0.00	0.00	0.00	0.00
31200	10001520	6000	41016	Materials and Supplies	0	6,000	0.00	0.00	0.00	6,000.00	0.00
				NOVA Int Cr Against Child	6,000	6,000	550.00	550.00	0.00	5,450.00	9.17
31200	10001550	1100	60515	Sheriff Salaries	2,026	0	0.00	0.00	0.00	0.00	0.00
31200	10001550	1300	60515	Sheriff PT Sal	0	181	179.64	20.07	0.00	0.93	99.50
31200	10001550	2100	60515	Sheriff FICA	155	14	13.53	1.33	0.00	0.27	98.00
31200	10001550	1300	60516	Part Time Salaries - Regular	0	1,845	0.00	0.00	0.00	1,845.43	0.00
31200	10001550	2100	60516	FICA Benefits	0	141	0.00	0.00	0.00	141.20	0.00
				DCJS Byrne Justice Assist	2,181	2,181	193.17	21.40	0.00	1,987.83	8.86
31200 Total	Sheriff - Total				1,481,979	1,497,201	788,438.75	124,091.50	607,993.29	100,768.96	93.27
31210	10000190	5600		CJ Traning EntityGift	18,582	18,582	18,252.00	0.00	0.00	330.00	98.20
31210 Total	Criminal Justice Training Ctr				18,582	18,582	18,252.00	0.00	0.00	330.00	98.22
31220	10000200	5600		Drug TF EntityGift	12,500	12,500	2,846.14	0.00	0.00	9,653.86	22.80
31220 Total	Drug Task Force				12,500	12,500	2,846.14	0.00	0.00	9,653.86	22.77
31400	10000210	1100		Communicat Salaries	384,581	384,581	198,185.52	31,894.99	200,157.93	-13,762.45	103.60
31400	10000210	1660		Employee Bonuses	0	0	250.00	0.00	0.00	-250.00	100.00
31400	10000210	2100		Communicat FICA	29,419	29,419	14,832.86	2,347.80	14,965.67	-379.53	101.30
31400	10000210	2210		Communicat VRS 1&2	35,829	33,380	16,530.00	2,755.00	17,528.77	-678.77	102.00
31400	10000210	2220		Communicat VRS Hybrid Plan	5,937	8,386	4,207.52	836.37	5,290.15	-1,111.67	113.30
31400	10000210	2300		Communicat Health Ins	57,636	57,636	27,814.10	4,537.72	30,681.10	-859.20	101.50
31400	10000210	2400		Communicat Life Ins	4,577	4,577	2,352.14	394.01	2,373.53	-148.67	103.20
31400	10000210	2510		Communicat DisIns Hybrid	323	323	242.40	45.45	287.39	-206.79	164.00
31400	10000210	2700		Communicat WC	205	205	356.05	0.00	0.00	-151.05	173.70
31400	10000210	2800		Communicat Leave Pay	0	0	440.60	0.00	0.00	-440.60	100.00
31400	10000210	3000		Communicat CS	300	300	557.52	102.05	0.00	-257.52	185.80
31400	10000210	3320		Communicat Maint Con	113,000	113,000	48,018.36	0.00	0.00	64,981.64	42.50
31400	10000210	5230		Communicat Telephone	30,000	30,000	11,334.37	2,298.31	1,246.28	17,419.35	41.90
31400	10000210	5400		Communicat Lease&Rent	27,500	27,500	17,164.37	2,070.00	7,675.63	2,660.00	90.30
31400	10000210	5500		Communicat Travel	2,000	2,000	1,763.73	0.00	0.00	236.27	88.20
31400	10000210	5810		Communicat Due & Memb	300	300	0.00	0.00	0.00	300.00	0.00
31400	10000210	6000		Communicat Mat&Sup	3,000	3,000	211.79	28.00	0.00	2,788.21	7.10
31400	10000210	6011		Communicat Clothing	1,400	1,400	150.02	0.00	0.00	1,249.98	10.70
31400 Total	Communications				696,007	696,007	344,411.35	47,309.70	280,206.45	71,389.20	89.74
32200	10000220	5600		Vol Fire EntityGift	25,000	25,000	0.00	0.00	0.00	25,000.00	0.00
32200	10000220	5697		Vol Fire 4 for Life	15,798	15,798	16,148.08	0.00	0.00	-350.08	102.20
32200	10000220	5698		Vol Fire Fire Progs	25,854	25,854	29,337.00	0.00	0.00	-3,483.00	113.50
32200 Total	Volunteer Fire Companies				66,652	66,652	45,485.08	0.00	0.00	21,166.92	68.24
32201	10000230	2860		Blue R VF LODA	1,742	1,742	1,088.00	0.00	0.00	654.00	62.50
32201	10000230	5600		Blue R VF EntityGift	50,000	50,000	25,000.00	0.00	0.00	25,000.00	50.00
32201 Total	Blue Ridge Volunteer Fire Co				51,742	51,742	26,088.00	0.00	0.00	25,654.00	50.42
32202	10000240	2860		Boyce VF LODA	2,264	2,264	1,799.92	0.00	0.00	464.08	79.50
32202	10000240	5600		Boyce VF EntityGift	50,000	50,000	25,000.00	0.00	0.00	25,000.00	50.00
32202 Total	Boyce Volunteer Fire Co				52,264	52,264	26,799.92	0.00	0.00	25,464.08	51.28
32203	10000250	2860		Enders VF LODA	2,927	2,927	2,040.00	0.00	0.00	887.00	69.70
32203	10000250	5600		Enders VF EntityGift	75,000	75,000	37,500.00	0.00	0.00	37,500.00	50.00
32203 Total	Enders Volunteer Fire Co				77,927	77,927	39,540.00	0.00	0.00	38,387.00	50.74
32310	10000260	1100		EMS Salaries	366,936	338,973	175,881.32	8,454.74	168,167.48	-5,075.80	101.50
32310	10000260	1200		EMS Overtime	0	27,963	18,457.52	5,042.06	0.00	9,505.48	66.00
32310	10000260	1300		EMS PT Sal	110,000	110,000	56,669.22	9,262.26	0.00	53,330.78	51.50
32310	10000260	2100		EMS FICA	36,486	36,486	17,935.74	1,530.91	10,982.90	7,567.36	79.30
32310	10000260	2210		EMS VRS 1&2	22,690	26,639	13,633.92	2,272.32	16,135.27	-3,130.19	111.80
32310	10000260	2220		VRS Benefits - Hybrid Plan	7,602	7,602	3,875.76	645.96	3,888.86	-162.62	102.10
32310	10000260	2300		EMS Health Ins	39,539	35,590	20,019.06	3,336.51	19,242.80	-3,671.86	110.30
32310	10000260	2400		EMS Life Ins	3,319	3,319	2,054.56	126.25	1,914.14	-649.70	119.60
32310	10000260	2510		EMS DisIns Hybrid	413	413	210.54	35.09	211.29	-8.83	102.10
32310	10000260	2700		EMS WC	14,547	14,547	20,899.50	0.00	0.00	-6,352.50	143.70
32310	10000260	2860		EMS LODA	2,611	2,611	2,543.76	0.00	0.00	67.24	97.40
32310	10000260	3000		EMS CS	0	0	21,274.69	1,817.48	0.00	-21,274.69	100.00
32310	10000260	5210		EMS Postal Services	0	0	3.05	3.05	0.00	-3.05	100.00
32310	10000260	5230		EMS Telephone	1,000	1,000	257.96	40.09	0.00	742.04	25.80
32310	10000260	5500		EMS Travel	5,000	5,000	3,710.61	0.00	0.00	1,289.39	74.20
32310	10000260	6000		EMS Mat&Sup	1,000	1,000	3,663.59	653.29	0.00	-2,663.59	366.40
32310	10000260	6008		EMS Veh Fuel	2,000	2,000	276.00	30.61	0.00	1,724.00	13.80
32310	10000260	6011		EMS Clothing	6,500	6,500	0.00	0.00	0.00	6,500.00	0.00
32310	10000260	8200		EMS CO Adds	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
32310 Total	Fire and Rescue Services				621,643	621,643	361,366.80	33,250.62	220,542.74	39,733.46	93.61
32320	10000270	5600		Lord F EMS EntityGift	5,422	5,422	5,422.00	0.00	0.00	0.00	100.00
32320 Total	Lord Fairfax Emergency Medical				5,422	5,422	5,422.00	0.00	0.00	0.00	100.00

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32400	10000280	5600		Forestry EntityGift	2,712	2,712	2,711.52	0.00	0.00	0.48	100.00
32400 Total	Forestry Services				2,712	2,712	2,711.52	0.00	0.00	0.48	100.00
33210	10000290	7000		Reg Jail Joint Ops	515,422	520,768	390,576.00	130,192.00	0.00	130,192.00	75.00
33210 Total	Regional Jail				515,422	520,768	390,576.00	130,192.00	0.00	130,192.00	75.00
33220	10000300	3840		Juv DetCtr Intergov	31,008	31,008	7,640.05	0.00	0.00	23,367.95	24.60
33220 Total	Juvenile Detention Center				31,008	31,008	7,640.05	0.00	0.00	23,367.95	24.64
33300	10000310	5230		Probation Telephone	500	500	47.20	9.28	0.00	452.80	9.40
33300	10000310	6000		Probation Mat&Sup	300	300	0.00	0.00	0.00	300.00	0.00
33300 Total	Probation Office				800	800	47.20	9.28	0.00	752.80	5.90
34100	10000320	1100		Bldg Insp Salaries	91,036	91,036	46,329.48	7,721.58	46,329.48	-1,622.96	101.80
34100	10000320	2100		Bldg Insp FICA	6,965	6,447	3,197.34	532.89	3,185.85	63.81	99.00
34100	10000320	2210		Bldg Insp VRS 1&2	9,887	10,066	5,031.36	838.56	5,039.32	-4.68	100.00
34100	10000320	2300		Bldg Insp Health Ins	16,606	16,925	8,460.12	1,410.02	8,473.47	-8.59	100.10
34100	10000320	2400		Bldg Insp Life Ins	1,083	1,103	552.21	92.18	551.31	-0.52	100.00
34100	10000320	2700		Bldg Insp WC	1,445	1,445	1,153.00	0.00	0.00	292.00	79.80
34100	10000320	3000		Bldg Insp CS	4,700	4,700	0.00	0.00	0.00	4,700.00	0.00
34100	10000320	3320		Bldg Insp Maint Con	1,900	1,900	1,588.68	0.00	171.32	140.00	92.60
34100	10000320	3500		Bldg Insp Printing	400	400	0.00	0.00	0.00	400.00	0.00
34100	10000320	5210		Bldg Insp Postal	150	150	31.90	13.24	0.00	118.10	21.30
34100	10000320	5230		Bldg Insp Telephone	1,020	1,020	407.86	86.58	451.87	160.27	84.30
34100	10000320	5500		Bldg Insp Travel	3,000	3,000	0.00	0.00	0.00	3,000.00	0.00
34100	10000320	5510		Bldg Insp Mileage	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
34100	10000320	5810		Bldg Insp Due & Memb	1,900	1,900	0.00	0.00	0.00	1,900.00	0.00
34100	10000320	6000		Bldg Insp Mat&Sup	500	500	152.84	0.00	0.00	347.16	30.60
34100	10000320	6008		Bldg Insp Veh Fuel	2,500	2,500	528.94	33.53	0.00	1,971.06	21.20
34100 Total	Building Inspections				144,092	144,092	67,433.73	10,728.58	64,202.62	12,455.65	91.36
35100	10000330	1100		AnimalCtrl Salaries	59,938	61,091	30,545.52	5,090.92	30,545.52	-0.04	100.00
35100	10000330	1300		AnimalCtrl PT Sal	18,000	16,847	0.00	0.00	0.00	16,847.00	0.00
35100	10000330	2100		AnimalCtrl FICA	5,963	5,524	2,017.38	336.23	2,014.90	1,491.72	73.00
35100	10000330	2210		AnimalCtrl VRS 1&2	4,325	4,409	2,204.04	367.34	2,205.60	-0.64	100.00
35100	10000330	2220		VRS Benefits - Hybrid Plan	2,184	2,226	1,113.18	185.53	1,113.22	-0.40	100.00
35100	10000330	2300		AnimalCtrl Health Ins	13,393	13,649	6,823.98	1,137.33	6,826.50	-1.48	100.00
35100	10000330	2400		AnimalCtrl Life Ins	713	727	363.66	60.64	363.50	-0.16	100.00
35100	10000330	2510		Disability Ins - Hybrid Plan	119	121	60.48	10.08	60.48	0.04	100.00
35100	10000330	2700		AnimalCtrl WC	809	850	966.05	0.00	0.00	-116.05	113.70
35100	10000330	3000		AnimalCtrl CS	12,000	12,000	3,265.39	560.10	0.00	8,734.61	27.20
35100	10000330	3320		Maintenance Service Contracts	0	0	18.74	0.00	56.26	-75.00	100.00
35100	10000330	3500		AnimalCtrl Printing	400	400	0.00	0.00	0.00	400.00	0.00
35100	10000330	5110		AnimalCtrl Electric	0	0	718.04	0.00	0.00	-718.04	100.00
35100	10000330	5230		AnimalCtrl Telephone	1,000	1,000	283.74	52.25	116.72	599.54	40.00
35100	10000330	5500		AnimalCtrl Travel	1,400	1,400	0.00	0.00	0.00	1,400.00	0.00
35100	10000330	5510		AnimalCtrl Mileage	100	100	0.00	0.00	0.00	100.00	0.00
35100	10000330	6000		AnimalCtrl Mat&Sup	6,150	6,150	1,860.00	557.04	0.00	4,290.00	30.20
35100	10000330	6008		AnimalCtrl Veh Fuel	1,750	1,750	398.02	28.01	0.00	1,351.98	22.70
35100	10000330	6011		AnimalCtrl Clothing	500	500	365.00	0.00	0.00	135.00	73.00
35100 Total	Animal Control				128,744	128,744	51,003.22	8,385.47	43,302.70	34,438.08	73.25
35300	10000340	3000		Exam&Bury CS	1,000	1,000	20.00	0.00	0.00	980.00	2.00
35300 Total	Med Examiner & Indigent Burial				1,000	1,000	20.00	0.00	0.00	980.00	2.00
42400	10000350	3840		RefuseDisp Intergov	100,000	100,000	54,865.66	653.12	0.00	45,134.34	54.90
42400 Total	Refuse Disposal				100,000	100,000	54,865.66	653.12	0.00	45,134.34	54.87
42600	10000360	3000		LitterCtrl CS	0	0	1,100.00	150.00	1,980.00	-3,080.00	100.00
42600	10000360	6000		LitterCtrl Mat&Sup	3,000	3,000	1,070.08	0.00	0.00	1,929.92	35.70
42600 Total	Litter Control				3,000	3,000	2,170.08	150.00	1,980.00	-1,150.08	138.34
42700	10000370	3840		Sanitation Intergov	29,000	29,000	12,271.00	2,454.20	0.00	16,729.00	42.30
42700	10000370	5600		Sanitation EntityGift	133,377	133,377	133,377.00	0.00	0.00	0.00	100.00
42700 Total	Sanitation				162,377	162,377	145,648.00	2,454.20	0.00	16,729.00	89.70
43200	10000380	1100		Maintenanc Salaries	143,270	143,270	70,985.43	12,131.59	72,789.57	-505.00	100.40
43200	10000380	1300		Maintenanc PT Sal	0	0	444.00	0.00	0.00	-444.00	100.00
43200	10000380	2100		Maintenanc FICA	10,960	10,960	5,061.10	852.97	5,130.71	768.19	93.00
43200	10000380	2210		Maintenanc VRS 1&2	13,130	13,002	6,417.42	1,111.75	6,679.18	-94.60	100.70
43200	10000380	2220		VRS Benefits - Hybrid Plan	2,260	2,388	1,220.67	191.39	1,149.28	18.05	99.20
43200	10000380	2300		Maintenanc Health Ins	21,924	21,917	10,479.58	1,861.63	11,181.34	256.08	98.80
43200	10000380	2400		Maintenanc Life Ins	1,705	1,705	846.02	144.68	866.37	-7.39	100.40
43200	10000380	2510		Disability Ins - Hybrid Plan	123	130	66.33	10.40	62.45	1.22	99.10
43200	10000380	2700		Maintenanc WC	4,379	4,379	3,792.82	0.00	0.00	586.18	86.60
43200	10000380	3000		Maintenanc CS	24,172	24,172	21,882.95	7,246.00	9,862.06	-7,573.01	131.30
43200	10000380	3320		Maintenanc Maint Con	99,485	99,485	56,540.61	4,307.80	23,733.19	19,211.20	80.70
43200	10000380	3600		Maintenanc Advertise	1,200	1,200	0.00	0.00	0.00	1,200.00	0.00
43200	10000380	5130		Maintenanc Wat & Sew	411	411	293.25	0.00	0.00	117.75	71.40
43200	10000380	5230		Maintenanc Telephone	2,500	2,500	845.55	161.22	893.32	761.13	69.60
43200	10000380	5300		Maintenanc Insurance	37,253	37,253	38,424.50	0.00	0.00	-1,171.50	103.10
43200	10000380	5400		Maintenanc Lease&Rent	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
43200	10000380	5500		Maintenanc Travel	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000380	6000		Maintenanc Mat&Sup	34,710	34,710	7,220.51	976.65	0.00	27,489.49	20.80
43200	10000380	6008		Maintenanc Veh Fuel	7,045	7,045	2,401.73	121.28	0.00	4,643.27	34.10

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
43200	10000380	8200		Maintenanc CO Adds	6,500	6,500	0.00	0.00	0.00	6,500.00	0.00
				General Property Maintenance	413,277	413,277	226,922.47	29,117.36	132,347	54,007.06	86.93
43200	10000890	3000		Maintenanc CS	25,000	25,000	6,427.98	2,988.60	551.76	18,020.26	27.90
43200	10000890	3320		Maintenanc Maint Con	29,212	29,212	10,929.20	2,332.38	22,010.16	-3,727.36	112.80
43200	10000890	5110		Maintenanc Electric	37,753	37,753	12,423.61	2,905.25	0.00	25,329.39	32.90
43200	10000890	5120		Maintenanc Heating	5,681	5,681	1,177.99	401.00	0.00	4,503.01	20.70
43200	10000890	5130		Maintenanc Wat & Sew	5,681	5,681	541.48	79.63	0.00	5,139.52	9.50
43200	10000890	6000		Maintenanc Mat&Sup	3,500	3,500	1,359.49	44.18	0.00	2,140.51	38.80
				Maintenance - 101 Chalmers Court	106,827	106,827	32,859.75	8,751.04	22,561.92	51,405.33	51.88
43200	10000900	3000		Maintenanc CS	7,244	7,244	1,244.24	0.00	0.00	5,999.76	17.20
43200	10000900	3320		Maintenanc Maint Con	2,427	2,427	0.00	0.00	1,396.80	1,030.20	57.60
43200	10000900	5110		Maintenanc Electric	10,637	10,637	3,969.36	855.67	0.00	6,667.64	37.30
43200	10000900	5120		Maintenanc Heating	4,362	4,362	227.57	97.46	0.00	4,134.43	5.20
43200	10000900	5130		Maintenanc Wat & Sew	3,691	3,691	1,305.80	330.20	0.00	2,385.20	35.40
43200	10000900	6000		Maintenanc Mat&Sup	1,500	1,500	275.52	0.00	0.00	1,224.48	18.40
				Maintenance - 100 N Ch St/Radio T	29,861	29,861	7,022.49	1,283.33	1,396.80	21,441.71	28.19
43200	10000910	3000		Maintenanc CS	9,000	9,000	1,087.00	0.00	0.00	7,913.00	12.10
43200	10000910	3320		Maintenanc Maint Con	1,724	1,724	0.00	0.00	1,396.80	327.20	81.00
43200	10000910	5110		Maintenanc Electric	25,460	25,460	7,573.61	1,648.26	0.00	17,886.39	29.70
43200	10000910	6000		Maintenanc Mat&Sup	1,000	1,000	250.89	0.00	0.00	749.11	25.10
				Maintenance - 102 N Church St	37,184	37,184	8,911.50	1,648.26	1,396.80	26,875.70	27.72
43200	10000920	3000		Maintenanc CS	5,000	5,000	8,105.38	0.00	0.00	-3,105.38	162.10
43200	10000920	3320		Maintenanc Maint Con	1,892	1,892	0.00	0.00	1,396.80	495.20	73.80
43200	10000920	5110		Maintenanc Electric	8,982	8,982	3,539.06	774.40	0.00	5,442.94	39.40
43200	10000920	5120		Maintenanc Heating	4,680	4,680	537.26	370.57	0.00	4,142.74	11.50
43200	10000920	5130		Maintenanc Wat & Sew	344	344	203.20	25.40	0.00	140.80	59.10
43200	10000920	6000		Maintenanc Mat&Sup	1,000	1,000	301.72	0.00	0.00	698.28	30.20
				Maintenance - 104/106 N Church St	21,898	21,898	12,686.62	1,170.37	1,396.80	7,814.58	64.31
43200	10000930	3000		Maintenanc CS	5,000	5,000	1,228.85	519.27	0.00	3,771.15	24.60
43200	10000930	3320		Maintenanc Maint Con	650	650	0.00	0.00	0.00	650.00	0.00
43200	10000930	5110		Maintenanc Electric	5,570	5,570	2,504.41	430.38	0.00	3,065.59	45.00
43200	10000930	5120		Maintenanc Heating	10,634	10,634	742.70	288.51	0.00	9,891.30	7.00
43200	10000930	6000		Maintenanc Mat&Sup	1,500	1,500	123.90	47.66	0.00	1,376.10	8.30
				Maintenance - 225 Ramsburg Ln	23,354	23,354	4,599.86	1,285.82	0.00	18,754.14	19.70
43200	10000940	3000		Maintenanc CS	1,400	1,400	396.00	216.00	0.00	1,004.00	28.30
43200	10000940	3320		Maintenanc Maint Con	250	250	0.00	0.00	0.00	250.00	0.00
43200	10000940	5110		Maintenanc Electric	1,448	1,448	801.58	118.91	0.00	646.42	55.40
43200	10000940	5120		Maintenanc Heating	1,449	1,449	0.00	0.00	0.00	1,449.00	0.00
43200	10000940	6000		Maintenanc Mat&Sup	750	750	13.48	0.00	0.00	736.52	1.80
				Maintenance - 524 Westwood Road	5,297	5,297	1,211.06	334.91	0.00	4,085.94	22.86
43200	10000950	3000		Maintenanc CS	12,500	12,500	6,482.64	739.00	0.00	6,017.36	51.90
43200	10000950	3320		Maintenanc Maint Con	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
43200	10000950	5110		Maintenanc Electric	27,273	27,273	13,965.61	1,774.53	0.00	13,307.39	51.20
43200	10000950	5120		Maintenanc Heating	7,253	7,253	983.72	330.37	0.00	6,269.28	13.60
43200	10000950	5130		Maintenanc Wat & Sew	1,701	1,701	663.00	136.00	0.00	1,038.00	39.00
43200	10000950	6000		Maintenanc Mat&Sup	5,000	5,000	1,019.50	0.00	0.00	3,980.50	20.40
				Maintenance - 225 Al Smith Cir Rec Ctr	54,727	54,727	23,114.47	2,979.90	0.00	31,612.53	42.24
43200	10000960	3000		Maintenanc CS	16,000	16,000	3,252.34	445.33	0.00	12,747.66	20.30
43200	10000960	5110		Maintenanc Electric	5,457	5,457	1,882.94	488.00	0.00	3,574.06	34.50
43200	10000960	5130		Maintenanc Wat & Sew	2,708	2,708	780.60	115.80	0.00	1,927.40	28.80
43200	10000960	6000		Maintenanc Mat&Sup	5,000	5,000	3,914.11	836.97	0.00	1,085.89	78.30
				Maintenance - 225 Al Smith Cir Ofc/Grounds	29,165	29,165	9,829.99	1,886.10	0.00	19,335.01	33.70
43200	10000970	3000		Maintenanc CS	9,500	9,500	422.71	0.00	0.00	9,077.29	4.40
43200	10000970	5110		Maintenanc Electric	5,579	5,579	4,262.42	68.43	0.00	1,316.58	76.40
43200	10000970	5130		Maintenanc Wat & Sew	21,860	21,860	4,820.60	20.00	0.00	17,039.40	22.10
43200	10000970	6000		Maintenanc Mat&Sup	5,000	5,000	253.01	0.00	0.00	4,746.99	5.10
				Maintenance - 225 Al Smith Cir Pool	41,939	41,939	9,758.74	88.43	0.00	32,180.26	23.27
43200	10000980	3000		Maintenanc CS	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000980	5110		Maintenanc Electric	1,408	1,408	474.37	61.99	0.00	933.63	33.70
43200	10000980	6000		Maintenanc Mat&Sup	7,500	7,500	1,386.22	1,018.22	0.00	6,113.78	18.50
				Maintenance - 225 Al Smith Cir Baseball	9,658	9,658	1,860.59	1,080.21	0.00	7,797.41	19.26
43200	10000990	3000		Maintenanc CS	750	750	200.00	0.00	0.00	550.00	26.70
43200	10000990	5110		Maintenanc Electric	687	687	261.96	31.41	0.00	425.04	38.10
43200	10000990	6000		Maintenanc Mat&Sup	7,500	7,500	2,731.28	0.00	0.00	4,768.72	36.40
				Maintenance - 225 Al Smith Cir Soccer	8,937	8,937	3,193.24	31.41	0.00	5,743.76	35.73
43200	10000995	3320		Maintenance Service Contracts	150	150	0.00	0.00	0.00	150.00	0.00
43200	10000995	6000		Materials and Supplies	500	500	0.00	0.00	0.00	500.00	0.00
				Maintenance - 106 N Church St Old Comm Atty	650	650	0.00	0.00	0.00	650.00	0.00
43200	10001000	3000		Maintenanc CS	750	750	0.00	0.00	0.00	750.00	0.00
43200	10001000	6000		Maintenanc Mat&Sup	500	500	0.00	0.00	0.00	500.00	0.00
				Maintenance - 32 E Main St	1,250	1,250	0.00	0.00	0.00	1,250.00	0.00
43200	10001010	3000		Maintenanc CS	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
43200	10001010	6000		Maintenanc Mat&Sup	500	500	41.62	0.00	0.00	458.38	8.30
				Maintenance - 36 E Main St	5,500	5,500	41.62	0.00	0.00	5,458.38	0.76
43200	10001020	3000		Maintenanc CS	5,540	5,540	16,115.18	649.00	1,154.00	-11,729.18	311.70

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43200	10001020	3320		Maintenanc Maint Con	1,900	1,900	881.34	293.78	4,344.82	-3,326.16	275.10
43200	10001020	5110		Maintenanc Electric	11,988	11,988	3,248.21	719.32	0.00	8,739.79	27.10
43200	10001020	5130		Maintenanc Wat & Sew	950	950	584.20	152.40	0.00	365.80	61.50
43200	10001020	6000		Maintenanc Mat&Sup	1,000	1,000	89.38	2.00	0.00	910.62	8.90
	Maintenance - 311 E Main St				21,378	21,378	20,918.31	1,816.50	5,498.82	-5,039.13	123.57
43200	10001410	3000		Maintenanc CS	2,500	2,500	313.33	223.33	0.00	2,186.67	12.50
43200	10001410	3320		Maintenanc Maint Con	150	150	0.00	0.00	0.00	150.00	0.00
43200	10001410	5110		Maintenanc Electric	3,215	3,215	1,157.55	233.14	0.00	2,057.45	36.00
43200	10001410	5120		Maintenanc Heating	5,783	5,783	327.18	178.25	0.00	5,455.82	5.70
43200	10001410	5130		Maintenanc Wat & Sew	159	159	76.50	17.00	0.00	82.50	48.10
43200	10001410	6000		Maintenanc Mat&Sup	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
	Maintenance - 129 Ramsburg Ln				13,307	13,307	1,874.56	651.72	0.00	11,432.44	14.09
43200 Total	General Property Maintenance - All Accounts				824,209	824,209	364,805.27	52,125.36	164,598.61	294,805.12	64.23
51100	10000385	5600		Contr to Other Entitites	218,594	218,594	109,297.00	0.00	0.00	109,297.00	50.00
51100 Total	Local Health Department				218,594	218,594	109,297.00	0.00	0.00	109,297.00	50.00
51200	10000390	5600		Our Health EntityGift	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
51200 Total	Our Health				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
52400	10000395	5600		Contr to Other Entitites	0	15,000	15,000.00	0.00	0.00	0.00	100.00
52400 Total	N Shen Valley Subst Abuse Coal				0	15,000	15,000.00	0.00	0.00	0.00	100.00
52500	10000400	5600		NW Com Svc EntityGift	88,000	88,000	44,000.00	0.00	0.00	44,000.00	50.00
52500 Total	Northwestern Community Svcs				88,000	88,000	44,000.00	0.00	0.00	44,000.00	50.00
52800	10000410	5600		Concern HL EntityGift	750	750	750.00	0.00	0.00	0.00	100.00
52800 Total	Concern Hotline				750	750	750.00	0.00	0.00	0.00	100.00
52900	10000420	5600		NW Works EntityGift	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
52900 Total	NW Works				1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53230	10000430	5600		SAAA EntityGift	40,000	40,000	20,000.00	0.00	0.00	20,000.00	50.00
53230 Total	Shenandoah Area Agency on Aging				40,000	40,000	20,000.00	0.00	0.00	20,000.00	50.00
53240	10000440	5600		Loud Trans EntityGift	19,302	19,302	4,825.50	0.00	0.00	14,476.50	25.00
53240 Total	VA Regional Transp Assn				19,302	19,302	4,825.50	0.00	0.00	14,476.50	25.00
53250	10000445	5600		FISH of Clarke County	1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53250 Total	FISH of Clarke County				1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53600	10000450	5600		Access Ind EntityGift	750	750	0.00	0.00	0.00	750.00	0.00
53600 Total	Access Independence				750	750	0.00	0.00	0.00	750.00	0.00
53700	10000460	5600		Laurel Ctr EntityGift	2,000	2,000	2,000.00	0.00	0.00	0.00	100.00
53700 Total	The Laurel Ctr (Women's Shltr)				2,000	2,000	2,000.00	0.00	0.00	0.00	100.00
69100	10000470	5600		LFCC EntityGift	15,580	15,580	7,790.00	0.00	0.00	7,790.00	50.00
69100 Total	Lord Fairfax Community College				15,580	15,580	7,790.00	0.00	0.00	7,790.00	50.00
71100	10000480	1100		Parks Adm Salaries	242,763	242,763	123,418.68	20,567.99	123,407.94	-4,063.62	101.70
71100	10000480	1300		Parks Adm PT Sal	16,020	16,020	10,003.77	103.50	0.00	6,016.23	62.40
71100	10000480	2100		Parks Adm FICA	19,797	19,797	9,204.64	1,441.64	8,652.73	1,939.63	90.20
71100	10000480	2210		Parks Adm VRS 1&2	26,364	26,364	13,402.08	2,233.68	13,416.56	-454.64	101.70
71100	10000480	2300		Parks Adm Health Ins	39,616	39,616	19,217.34	3,041.81	21,169.11	-770.45	101.90
71100	10000480	2400		Parks Adm Life Ins	2,889	2,397	1,470.15	245.29	1,468.56	-541.71	122.60
71100	10000480	2700		Parks Adm WC	10,265	10,757	11,105.54	0.00	0.00	-348.54	103.20
71100	10000480	3180		Parks Adm CredCrd Fe	3,500	3,500	1,462.85	0.00	0.00	2,037.15	41.80
71100	10000480	3320		Parks Adm Maint Con	6,241	6,241	998.63	210.00	1,766.17	3,476.20	44.30
71100	10000480	3500		Parks Adm Printing	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
71100	10000480	3600		Parks Adm Advertise	885	885	605.75	0.00	0.00	279.25	68.40
71100	10000480	5210		Parks Adm Postal	3,463	3,463	372.50	7.76	0.00	3,090.50	10.80
71100	10000480	5230		Parks Adm Telephone	2,000	2,000	411.45	70.49	0.00	1,588.55	20.60
71100	10000480	5400		Parks Adm Lease&Rent	530	530	0.00	0.00	0.00	530.00	0.00
71100	10000480	5500		Parks Adm Travel	2,274	2,274	319.86	0.00	0.00	1,954.14	14.10
71100	10000480	5810		Parks Adm Due & Memb	1,850	1,850	444.50	10.00	0.00	1,405.50	24.00
71100	10000480	6000		Parks Adm Mat&Sup	5,156	5,756	1,760.31	5.04	0.00	3,995.69	30.60
71100	10000480	6008		Parks Adm Veh Fuel	1,000	1,000	190.21	0.00	0.00	809.79	19.00
71100	10000480	6011		Parks Adm Clothing	1,000	1,000	457.65	28.90	0.00	542.35	45.80
71100	10000480	8200		Parks Adm CO Adds	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
71100 Total	Parks Administration				391,613	392,213	194,845.91	27,966.10	169,881.07	27,486.02	92.99
71310	10000490	1100		Rec Center Salaries	45,013	45,013	22,889.52	3,814.92	22,889.52	-766.04	101.70
71310	10000490	1300		Rec Center PT Sal	30,179	30,179	11,697.69	2,601.64	0.00	18,481.31	38.80
71310	10000490	2100		Rec Center FICA	5,753	5,753	2,625.55	487.47	1,728.96	1,398.49	75.70
71310	10000490	2210		Rec Center VRS 1&2	4,888	4,888	2,485.80	414.30	2,487.03	-84.83	101.70
71310	10000490	2300		Rec Center Health Ins	6,404	6,404	3,263.58	543.93	3,265.20	-124.78	101.90
71310	10000490	2400		Rec Center Life Ins	536	536	272.52	45.44	272.38	-8.90	101.70
71310	10000490	2700		Rec Center WC	0	0	1,081.70	0.00	0.00	-1,081.70	100.00
71310	10000490	3600		Rec Center Advertise	200	200	284.05	130.05	0.00	-84.05	142.00
71310	10000490	5830		Rec Center Refunds	200	200	245.00	135.00	0.00	-45.00	122.50
71310	10000490	6000		Rec Center Mat&Sup	6,250	6,250	1,557.51	8.34	0.00	4,692.49	24.90
71310	10000490	6012		Rec Center Resale Sup	3,000	3,000	854.65	0.00	0.00	2,145.35	28.50
71310 Total	Recreation Center				102,423	102,423	47,257.57	8,181.09	30,643.09	24,522.34	76.06
71320	10000500	1300		Pool PT Sal	60,251	60,251	40,090.06	0.00	0.00	20,160.94	66.50
71320	10000500	2100		Pool FICA	4,610	4,610	3,063.37	0.00	0.00	1,546.63	66.50
71320	10000500	2300		Pool Health Ins	0	0	54.27	0.00	0.00	-54.27	100.00
71320	10000500	3000		Pool CS	2,900	2,900	1,255.00	0.00	1,100.00	545.00	81.20
71320	10000500	5500		Pool Travel	350	350	0.00	0.00	0.00	350.00	0.00

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71320	10000500	5810		Pool Due & Memb	1,000	1,000	300.00	0.00	0.00	700.00	30.00
71320	10000500	5830		Pool Refunds	500	500	190.00	0.00	0.00	310.00	38.00
71320	10000500	6000		Pool Mat&Sup	3,400	3,400	592.93	0.00	0.00	2,807.07	17.40
71320	10000500	6011		Pool Clothing	1,143	1,143	87.50	0.00	87.50	968.00	15.30
71320	10000500	6012		Pool Resale Sup	2,000	2,000	252.10	0.00	0.00	1,747.90	12.60
71320	10000500	6026		Pool Chemicals	11,000	11,000	3,385.46	0.00	0.00	7,614.54	30.80
71320 Total	Swimming Pool				87,154	87,154	49,270.69	0.00	1,187.50	36,695.81	57.90
71350	10000510	1100		Programs Salaries	34,401	34,401	17,520.78	2,921.92	17,531.52	-651.30	101.90
71350	10000510	1300		Programs PT Sal	105,900	105,900	42,507.84	3,010.25	0.00	63,392.16	40.10
71350	10000510	2100		Programs FICA	10,734	10,734	4,497.63	437.96	1,244.75	4,991.62	53.50
71350	10000510	2210		Programs VRS 1&2	3,736	3,736	1,903.92	317.32	1,904.64	-72.56	101.90
71350	10000510	2300		Programs Health Ins	6,404	6,404	3,263.58	543.93	3,264.81	-124.39	101.90
71350	10000510	2400		Programs Life Ins	409	409	208.71	34.80	208.63	-8.34	102.00
71350	10000510	2700		Programs WC	0	0	826.69	0.00	0.00	-826.69	100.00
71350	10000510	3000		Programs CS	56,000	56,000	22,455.77	2,850.10	60,623.80	-27,079.57	148.40
71350	10000510	3500		Programs Printing	7,000	7,000	3,389.50	0.00	0.00	3,610.50	48.40
71350	10000510	3600		Programs Advertise	1,000	1,000	212.40	0.00	0.00	787.60	21.20
71350	10000510	5210		Programs Postal	100	100	0.00	0.00	0.00	100.00	0.00
71350	10000510	5400		Programs Lease&Rent	300	300	0.00	0.00	0.00	300.00	0.00
71350	10000510	5500		Programs Travel	500	500	0.00	0.00	0.00	500.00	0.00
71350	10000510	5560		Programs Group Trip	3,000	3,000	3,280.84	0.00	0.00	-280.84	109.40
71350	10000510	5810		Programs Due & Memb	500	500	525.30	40.38	0.00	-25.30	105.10
71350	10000510	5830		Programs Refunds	4,000	4,000	2,052.00	350.00	0.00	1,948.00	51.30
71350	10000510	6000		Programs Mat&Sup	11,100	11,100	4,227.11	553.21	99.50	6,773.39	39.00
71350	10000510	6011		Programs Clothing	2,000	2,000	201.75	0.00	0.00	1,798.25	10.10
71350	10000510	6012		Programs Resale Sup	7,000	7,000	2,797.00	0.00	0.00	4,203.00	40.00
71350 Total	Parks Programs				254,084	254,084	109,870.82	11,059.87	84,877.65	59,335.53	76.65
71360	10000520	1300		Concession PT Sal	4,125	4,125	2,622.25	0.00	0.00	1,502.75	63.60
71360	10000520	2100		Concession FICA	316	316	200.59	0.00	0.00	115.41	63.50
71360	10000520	6000		Concession Mat&Sup	100	100	0.00	0.00	0.00	100.00	0.00
71360	10000520	6012		Concession Resale Sup	10,300	10,300	3,305.36	0.00	0.00	6,994.64	32.10
71360 Total	Concession Stand				14,841	14,841	6,128.20	0.00	0.00	8,712.80	41.29
72240	10000527	5600		Barns of Rose Hill	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72240 Total	Barns of Rose Hill				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72700	10000530	5600		VA Arts EntityGift	10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
72700 Total	VA Commission for the Arts				10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
73200	10000540	5600		Library EntityGift	190,000	190,000	95,000.00	0.00	0.00	95,000.00	50.00
73200 Total	Handley Regional Library				190,000	190,000	95,000.00	0.00	0.00	95,000.00	50.00
81110	10000550	1100		Plan Adm Salaries	262,174	262,174	133,649.48	22,241.58	133,449.48	-4,924.96	101.90
81110	10000550	2100		Plan Adm FICA	20,057	20,230	10,145.82	1,688.42	10,095.61	-11.43	100.10
81110	10000550	2210		Plan Adm VRS 1&2	28,472	28,993	14,492.58	2,415.43	14,517.12	-16.70	100.10
81110	10000550	2300		Plan Adm Health Ins	29,414	28,663	9,790.74	1,631.79	9,811.86	9,060.40	68.40
81110	10000550	2400		Plan Adm Life Ins	3,120	3,177	1,590.72	265.56	1,588.09	-1.81	100.10
81110	10000550	2700		Plan Adm WC	5,136	5,136	5,885.66	0.00	0.00	-749.66	114.60
81110	10000550	3000		Plan Adm CS	10,000	10,000	5,296.00	540.00	0.00	4,704.00	53.00
81110	10000550	3140		Plan Adm Eng & Arch	10,000	10,000	1,367.50	350.00	0.00	8,632.50	13.70
81110	10000550	3320		Plan Adm Maint Con	300	300	495.87	343.73	341.73	-53.60	279.20
81110	10000550	3500		Plan Adm Printing	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
81110	10000550	3600		Plan Adm Advertise	3,000	3,000	629.20	286.00	0.00	2,370.80	21.00
81110	10000550	5210		Plan Adm Postal	1,000	1,000	725.56	582.32	0.00	274.44	72.60
81110	10000550	5230		Plan Adm Telephone	400	400	140.35	24.44	0.00	259.65	35.10
81110	10000550	5500		Plan Adm Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
81110	10000550	5510		Plan Adm Mileage	1,000	1,000	222.21	31.36	0.00	777.79	22.20
81110	10000550	5810		Plan Adm Due & Memb	300	300	0.00	0.00	0.00	300.00	0.00
81110	10000550	6000		Plan Adm Mat&Sup	2,500	2,500	1,259.63	369.35	0.00	1,240.37	50.40
81110	10000550	6000	RBP15	Plan Adm Mat&Sup	200	200	0.00	0.00	0.00	200.00	0.00
81110 Total	Planning Administration				380,073	380,073	185,691.32	30,769.98	169,803.89	24,577.79	93.53
81120	10000560	1300		Plan Com PT Sal	500	500	50.00	0.00	0.00	450.00	10.00
81120	10000560	2100		Plan Com FICA	39	39	0.00	0.00	0.00	39.00	0.00
81120	10000560	3000		Plan Com CS	8,000	8,000	0.00	0.00	0.00	8,000.00	0.00
81120	10000560	3160		Plan Com Board Fe	10,000	10,000	2,400.00	800.00	0.00	7,600.00	24.00
81120	10000560	3600		Plan Com Advertise	1,600	1,600	0.00	0.00	0.00	1,600.00	0.00
81120	10000560	5210		Plan Com Postal	100	100	0.00	0.00	0.00	100.00	0.00
81120	10000560	5500		Plan Com Travel	1,750	1,750	0.00	0.00	0.00	1,750.00	0.00
81120	10000560	5810		Plan Com Due & Memb	261	261	0.00	0.00	0.00	261.00	0.00
81120 Total	Planning Commission				22,250	22,250	2,450.00	800.00	0.00	19,800.00	11.01
81130	10000570	3000		BryDevAuth CS	3,000	3,000	765.00	165.00	0.00	2,235.00	25.50
81130	10000570	3160		BryDevAuth Board Fe	500	500	175.00	0.00	0.00	325.00	35.00
81130	10000570	3600		BryDevAuth Advertise	500	500	0.00	0.00	0.00	500.00	0.00
81130	10000570	5210		BryDevAuth Postal	100	100	0.00	0.00	0.00	100.00	0.00
81130 Total	Berryville Dev Authority				4,100	4,100	940.00	165.00	0.00	3,160.00	22.93
81140	10000580	5600		Airport EntityGift	2,500	2,500	1,250.00	0.00	0.00	1,250.00	50.00
81140 Total	Regional Airport Authority				2,500	2,500	1,250.00	0.00	0.00	1,250.00	50.00
81310	10000590	5600		HlpHousing EntityGift	5,400	5,400	5,400.00	0.00	0.00	0.00	100.00
81310 Total	Help With Housing				5,400	5,400	5,400.00	0.00	0.00	0.00	100.00

**Clarke County
YTD Budget Report
December 31, 2015**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
81400	10000600	1300		BrdZonApp PT Sal	250	250	0.00	0.00	0.00	250.00	0.00
81400	10000600	2100		BrdZonApp FICA	20	20	0.00	0.00	0.00	20.00	0.00
81400	10000600	3000		BrdZonApp CS	2,000	2,000	2,245.00	872.50	0.00	-245.00	112.30
81400	10000600	3160		BrdZonApp Board Fe	500	500	0.00	0.00	0.00	500.00	0.00
81400	10000600	3600		BrdZonApp Advertise	500	500	0.00	0.00	0.00	500.00	0.00
81400	10000600	5210		BrdZonApp Postal	50	50	0.00	0.00	0.00	50.00	0.00
81400	10000600	5810		BrdZonApp Due & Memb	150	150	0.00	0.00	0.00	150.00	0.00
81400 Total	Board of Zoning Appeals				3,470	3,470	2,245.00	872.50	0.00	1,225.00	64.70
81510	10000610	1100		Econ Dev Salaries	75,000	75,000	0.00	0.00	0.00	75,000.00	0.00
81510	10000610	1300		Econ Dev PT Sal	0	0	2,325.00	750.00	0.00	-2,325.00	100.00
81510	10000610	2100		Econ Dev FICA	5,738	5,738	177.87	57.38	0.00	5,560.13	3.10
81510	10000610	2210		Econ Dev VRS 1&2	8,145	8,145	0.00	0.00	0.00	8,145.00	0.00
81510	10000610	2300		Econ Dev Health Ins	9,519	9,519	0.00	0.00	0.00	9,519.00	0.00
81510	10000610	2400		Econ Dev Life Ins	892	892	0.00	0.00	0.00	892.00	0.00
81510	10000610	3000		Econ Dev CS	5,000	5,000	16,247.50	2,795.00	0.00	-11,247.50	325.00
81510	10000610	3500		Econ Dev Printing	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	3600		Econ Dev Advertise	1,000	1,000	128.70	0.00	0.00	871.30	12.90
81510	10000610	5210		Econ Dev Postal	100	100	1.46	1.46	0.00	98.54	1.50
81510	10000610	5230		Econ Dev Telephone	1,000	1,000	239.01	47.37	360.99	400.00	60.00
81510	10000610	5500		Econ Dev Travel	500	500	54.88	0.00	0.00	445.12	11.00
81510	10000610	5510		Econ Dev Mileage	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	5600		Econ Dev EntityGift	750	750	0.00	0.00	0.00	750.00	0.00
81510	10000610	5810		Econ Dev Due & Memb	500	500	0.00	0.00	0.00	500.00	0.00
81510	10000610	6000		Econ Dev Mat&Sup	400	400	39.95	0.00	0.00	360.05	10.00
81510 Total	Office of Economic Development				109,544	109,544	19,214.37	3,651.21	360.99	89,968.64	17.87
81530	10000620	5600		SmallBusDv EntityGift	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81530 Total	Small Business Dev Center				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81540	10000630	5600		Blandy EntityGift	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81540 Total	Blandy Experimental Farm				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81800	10000640	3000		HstPrvCom CS	6,000	6,000	2,035.00	1,265.00	0.00	3,965.00	33.90
81800	10000640	3160		HstPrvCom Board Fe	1,000	1,000	325.00	50.00	0.00	675.00	32.50
81800	10000640	3600		HstPrvCom Advertise	300	300	343.20	343.20	0.00	-43.20	114.40
81800	10000640	5210		HstPrvCom Postal	200	200	0.00	0.00	0.00	200.00	0.00
81800	10000640	5500		HstPrvCom Travel	500	500	0.00	0.00	0.00	500.00	0.00
81800 Total	Historic Preservation Comm				8,000	8,000	2,703.20	1,658.20	0.00	5,296.80	33.79
81910	10000650	5600		NSVRC EntityGift	7,329	7,329	7,328.69	0.00	0.00	0.31	100.00
81910 Total	Northern Shen Valley Reg Comm				7,329	7,329	7,328.69	0.00	0.00	0.31	100.00
82210	10000660	3000		Water Qual CS	30,000	30,000	7,500.00	0.00	15,000.00	7,500.00	75.00
82210 Total	Water Quality Management				30,000	30,000	7,500.00	0.00	15,000.00	7,500.00	75.00
82220	10000670	5600		FriendShen EntityGift	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82220 Total	Friends of the Shenandoah				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82230	10000680	3160		BrdSepApp Board Fe	200	200	0.00	0.00	0.00	200.00	0.00
82230	10000680	3600		BrdSepApp Advertise	500	500	0.00	0.00	0.00	500.00	0.00
82230	10000680	5210		BrdSepApp Postal	20	20	0.00	0.00	0.00	20.00	0.00
82230 Total	Board of Septic Appeals				720	720	0.00	0.00	0.00	720.00	0.00
82400	10000690	5600		LF S&W EntityGift	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82400 Total	LF Soil & Water Cons Dist				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82600	10000700	1300		Biosolids PT Sal	12,228	12,228	3,102.88	373.38	0.00	9,125.12	25.40
82600	10000700	2100		Biosolids FICA	936	936	237.37	28.56	0.00	698.63	25.40
82600	10000700	2700		Biosolids WC	143	143	189.40	0.00	0.00	-46.40	132.40
82600	10000700	5510		Biosolids Mileage	1,152	1,152	831.04	115.36	0.00	320.96	72.10
82600 Total	Bio-solids Application				14,459	14,459	4,360.69	517.30	0.00	10,098.31	30.16
83100	10000710	3000		Coop Ext CS	100	100	0.00	0.00	0.00	100.00	0.00
83100	10000710	3320		Coop Ext Maint Con	500	500	393.27	272.61	272.61	-165.88	133.20
83100	10000710	3841		Coop Ext VPI Agent	37,036	37,036	9,068.42	9,068.42	0.00	27,967.58	24.50
83100	10000710	5210		Coop Ext Postal	600	600	351.86	125.52	0.00	248.14	58.60
83100	10000710	5230		Coop Ext Telephone	500	500	53.88	9.99	0.00	446.12	10.80
83100	10000710	5810		Coop Ext Due & Memb	0	130	130.00	0.00	0.00	0.00	100.00
83100	10000710	6000		Coop Ext Mat&Sup	2,000	1,870	141.74	0.00	0.00	1,728.26	7.60
83100 Total	Cooperative Extension Program				40,736	40,736	10,139.17	9,476.54	272.61	30,324.22	25.56
83400	10000720	5600		4-H Center EntityGift	2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
83400 Total	4-H Center				2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
91600	10000730	1000		Reserve Personal	132,000	131,778	0.00	0.00	0.00	131,778.00	0.00
91600	10000730	3140		Reserve Eng & Arch	15,000	0	0.00	0.00	0.00	0.00	0.00
91600	10000730	3150		Reserve Legal S	20,000	19,400	0.00	0.00	0.00	19,400.00	0.00
91600	10000730	8000		Reserve CO	15,000	15,000	0.00	0.00	0.00	15,000.00	0.00
91600 Total	Contingency Reserves				182,000	166,178	0.00	0.00	0.00	166,178.00	0.00
Grand Total	Total General Fund				9,198,683	9,219,629	4,659,211.14	648,140.89	2,651,005.31	1,909,412.55	79.29

FOR 2016 06

	ORIGINAL APPROP	TRNFRS/ ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>30104110 GovCapital HVAC Sys Replcement</u>							
<u>8100 Capital Outlay Replacement</u>							
<u>HVC01 HVAC R&R 1</u>							
30104110 8100 HVC01 HVAC CO Repl	0	18,773	18,773	.00	8,473.00	10,300.00	45.1%
TOTAL GovCapital HVAC Sys Replcement	0	18,773	18,773	.00	8,473.00	10,300.00	45.1%
TOTAL EXPENSES	0	18,773	18,773	.00	8,473.00	10,300.00	
<u>30104120 GovCapital Roofing</u>							
<u>8100 Capital Outlay Replacement</u>							
<u>ROF01 Roofing R&R 1</u>							
30104120 8100 ROF01 Roofing CO Repl	0	136,633	136,633	.00	.00	136,633.00	.0%
TOTAL GovCapital Roofing	0	136,633	136,633	.00	.00	136,633.00	.0%
TOTAL EXPENSES	0	136,633	136,633	.00	.00	136,633.00	
<u>30104130 GovCapital Painting & Flooring</u>							
<u>8100 Capital Outlay Replacement</u>							
30104130 8100 Pnt&Floor CO Repl	0	11,029	11,029	6,675.23	.00	4,353.77	60.5%*
<u>P&F01 Painting & Flooring 1</u>							
30104130 8100 P&F01 Pnt&Floor CO Re	0	4,933	4,933	.00	.00	4,933.00	.0%
TOTAL GovCapital Painting & Flooring	0	15,962	15,962	6,675.23	.00	9,286.77	41.8%
TOTAL EXPENSES	0	15,962	15,962	6,675.23	.00	9,286.77	

FOR 2016 06

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30104140 GovCapital Landscaping							
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30104140 GovCapital Landscaping							
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8100 Capital Outlay Replacement							
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LND01 Landscaping Project 1							
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30104140 8100 LND01 Landscaping CO R	0	15,375	15,375	.00	.00	15,375.00	.0%
TOTAL GovCapital Landscaping	0	15,375	15,375	.00	.00	15,375.00	.0%
TOTAL EXPENSES	0	15,375	15,375	.00	.00	15,375.00	
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30104150 GovCapital Asphlt,Sidewlk,Path							
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8200 Capital Outlay Additions							
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30104150 8200 Asph&Path CO Adds	22,500	50,000	72,500	.00	.00	72,500.00	.0%
TOTAL GovCapital Asphlt,Sidewlk,Path	22,500	50,000	72,500	.00	.00	72,500.00	.0%
TOTAL EXPENSES	22,500	50,000	72,500	.00	.00	72,500.00	
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30104180 GovCapital Bldg Structural Repr							
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8100 Capital Outlay Replacement							
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BLD01 General District Court Repairs							
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30104180 8100 BLD01 Building CO Re	0	72,973	72,973	.00	.00	72,973.00	.0%
TOTAL GovCapital Bldg Structural Repr	0	72,973	72,973	.00	.00	72,973.00	.0%
TOTAL EXPENSES	0	72,973	72,973	.00	.00	72,973.00	
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30104310 GovCapital Sheriffs Equipment							
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6000 Materials and Supplies							

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>30104310 GovCapital Sheriffs Equipment</u>							
30104310 6000 Sheriff Eq Mat&Sup	0	1,330	1,330	.00	.00	1,330.00	.0%
TOTAL GovCapital Sheriffs Equipment	0	1,330	1,330	.00	.00	1,330.00	.0%
TOTAL EXPENSES	0	1,330	1,330	.00	.00	1,330.00	
<u>30104320 GovCapital Auto Replacement</u>							
<u>8100 Capital Outlay Replacement</u>							
30104320 8100 Autos CO Repl	30,000	22,569	52,569	30,095.00	.00	22,474.00	57.2%*
TOTAL GovCapital Auto Replacement	30,000	22,569	52,569	30,095.00	.00	22,474.00	57.2%
TOTAL EXPENSES	30,000	22,569	52,569	30,095.00	.00	22,474.00	
<u>30104331 GovCapital Sheriffs Vehicles</u>							
<u>8100 Capital Outlay Replacement</u>							
30104331 8100 Sher Veh CO Repl	91,000	1,678	92,678	91,184.80	.00	1,493.20	98.4%*
TOTAL GovCapital Sheriffs Vehicles	91,000	1,678	92,678	91,184.80	.00	1,493.20	98.4%
TOTAL EXPENSES	91,000	1,678	92,678	91,184.80	.00	1,493.20	
<u>30104340 GovCapital Voting Equipment</u>							
<u>8200 Capital Outlay Additions</u>							
30104340 8200 Voting Eq CO Adds	48,000	62,000	110,000	103,208.50	.00	6,791.50	93.8%*
TOTAL GovCapital Voting Equipment	48,000	62,000	110,000	103,208.50	.00	6,791.50	93.8%
TOTAL EXPENSES	48,000	62,000	110,000	103,208.50	.00	6,791.50	
<u>30104401 GovCapital Sheriffs Bldg Renov</u>							
<u>8100 Capital Outlay Replacement</u>							

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30104401 GovCapital Sheriffs Bldg Renov							
30104401 8100 SherifReno CO Repl	0	124,980	124,980	10,663.22	6,906.50	107,410.28	14.1%
TOTAL GovCapital Sheriffs Bldg Renov	0	124,980	124,980	10,663.22	6,906.50	107,410.28	14.1%
TOTAL EXPENSES	0	124,980	124,980	10,663.22	6,906.50	107,410.28	
30104409 Citizen's Convenience Center							
3140 Engineering & Architectural							
30104409 3140 Engineering & Archit	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL Citizen's Convenience Center	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL EXPENSES	35,000	0	35,000	.00	.00	35,000.00	
30104502 GovCapital Econ Devlp Construc							
8200 Capital Outlay Additions							
30104502 8200 Econ Dev CO Adds	0	116,434	116,434	.00	14,000.00	102,434.00	12.0%
TOTAL GovCapital Econ Devlp Construc	0	116,434	116,434	.00	14,000.00	102,434.00	12.0%
TOTAL EXPENSES	0	116,434	116,434	.00	14,000.00	102,434.00	
30104601 GovCapital Technology Imprvmts							
8100 Capital Outlay Replacement							
30104601 8100 Tk Improve CO Repl	0	31,345	31,345	31,463.61	.00	-118.80	100.4%*
8200 Capital Outlay Additions							
30104601 8200 Tk Improve CO Adds	153,000	3,963	156,963	4,635.94	335.00	151,992.25	3.2%

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GovCapital Technology Imprvmts	153,000	35,308	188,308	36,099.55	335.00	151,873.45	19.3%
TOTAL EXPENSES	153,000	35,308	188,308	36,099.55	335.00	151,873.45	
<u>30104602 GovCapital Systems Integration</u>							
<u>1100 Salaries - Regular</u>							
30104602 1100 Salaries - Regular	0	592	592	591.71	.00	.00	100.0%*
<u>2100 FICA Benefits</u>							
30104602 2100 FICA Benefits	0	45	45	44.85	.00	.00	100.0%*
<u>3000 Purchased Services</u>							
30104602 3000 ERP Sys_CS	0	226,688	226,688	54,633.14	114,217.38	57,837.35	74.5%*
<u>6000 Materials and Supplies</u>							
30104602 6000 Materials and Suppli	0	2,200	2,200	656.99	1,542.58	.00	100.0%*
TOTAL GovCapital Systems Integration	0	229,524	229,524	55,926.69	115,759.96	57,837.35	74.8%
TOTAL EXPENSES	0	229,524	229,524	55,926.69	115,759.96	57,837.35	
<u>30104603 GovCapital Mobile Radio System</u>							
<u>8100 Capital Outlay Replacement</u>							
<u>COM03 Sheriffs Mobile Radio/Microwave Sys</u>							
30104603 8100 COM03 Radios CO Repl	72,000	68,000	140,000	.00	.00	140,000.00	.0%

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>30104603 GovCapital Mobile Radio System</u>							
8130 Capitalized Software Replace							
<u>COM05 EMD Total Response System</u>							
30104603 8130 COM05 Capitalized Sof	0	11,321	11,321	11,320.80	.00	.20	100.0%*
TOTAL GovCapital Mobile Radio System	72,000	79,321	151,321	11,320.80	.00	140,000.20	7.5%
TOTAL EXPENSES	72,000	79,321	151,321	11,320.80	.00	140,000.20	
<u>30104702 GovCapital Swimming Pool</u>							
8100 Capital Outlay Replacement							
30104702 8100 Swimming CO Repl	119,900	0	119,900	.00	.00	119,900.00	.0%
TOTAL GovCapital Swimming Pool	119,900	0	119,900	.00	.00	119,900.00	.0%
TOTAL EXPENSES	119,900	0	119,900	.00	.00	119,900.00	
<u>30104703 GovCapital Park Fencing</u>							
8100 Capital Outlay Replacement							
30104703 8100 Fencing CO Repl	10,000	24,456	34,456	3,420.00	.00	31,036.00	9.9%
TOTAL GovCapital Park Fencing	10,000	24,456	34,456	3,420.00	.00	31,036.00	9.9%
TOTAL EXPENSES	10,000	24,456	34,456	3,420.00	.00	31,036.00	
<u>30104704 GovCapital Old Park Office</u>							
8100 Capital Outlay Replacement							
30104704 8100 Old Office CO Repl	0	88,220	88,220	2,106.72	.00	86,113.28	2.4%

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30104704 GovCapital Old Park Office							
TOTAL GovCapital Old Park Office	0	88,220	88,220	2,106.72	.00	86,113.28	2.4%
TOTAL EXPENSES	0	88,220	88,220	2,106.72	.00	86,113.28	
30104706 GovCapital Park Sitewrk & Prkn							
3000 Purchased Services							
30104706 3000 Sitework CS	0	10,000	10,000	.00	.00	10,000.00	.0%
8100 Capital Outlay Replacement							
30104706 8100 Sitework CO Repl	0	10,000	10,000	6,720.00	.00	3,280.00	67.2%*
8200 Capital Outlay Additions							
30104706 8200 Sitework CO Adds	0	56,824	56,824	28,800.00	.00	28,024.00	50.7%*
TOTAL GovCapital Park Sitewrk & Prkn	0	76,824	76,824	35,520.00	.00	41,304.00	46.2%
TOTAL EXPENSES	0	76,824	76,824	35,520.00	.00	41,304.00	
30104802 GovCapital Reassessment							
3120 Finance & Auditing							
30104802 3120 Reassess Fin & Aud	0	27,470	27,470	-2,185.09	.00	29,655.09	-8.0%
TOTAL GovCapital Reassessment	0	27,470	27,470	-2,185.09	.00	29,655.09	-8.0%
TOTAL EXPENSES	0	27,470	27,470	-2,185.09	.00	29,655.09	
30124326 FEMA Protective Equip Exp							
8100 Capital Outlay Replacement							
30124326 8100 Capital Outlay Repla	65,000	0	65,000	.00	.00	65,000.00	.0%

FOR 2016 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30124326 FEMA Protective Equip Exp							
TOTAL FEMA Protective Equip Exp	65,000	0	65,000	.00	.00	65,000.00	.0%
TOTAL EXPENSES	65,000	0	65,000	.00	.00	65,000.00	
30124327 FEMA Chase Vehicle Exp							
8200 Capital Outlay Additions							
30124327 8200 Capital Outlay Addit	89,530	0	89,530	.00	.00	89,530.00	.0%
TOTAL FEMA Chase Vehicle Exp	89,530	0	89,530	.00	.00	89,530.00	.0%
TOTAL EXPENSES	89,530	0	89,530	.00	.00	89,530.00	
30124503 GovCapital FedRev SputRun NFWF							
3000 Purchased Services							
30124503 3000 Spout NFWF CS	0	55,492	55,492	2,552.00	.00	52,940.00	4.6%
TOTAL GovCapital FedRev SputRun NFWF	0	55,492	55,492	2,552.00	.00	52,940.00	4.6%
TOTAL EXPENSES	0	55,492	55,492	2,552.00	.00	52,940.00	
30124504 GovCapital FedRev SpoutRun EPA							
3000 Purchased Services							
30124504 3000 Spout EPA CS	0	287,787	287,787	3,889.45	.00	283,897.55	1.4%
TOTAL GovCapital FedRev SpoutRun EPA	0	287,787	287,787	3,889.45	.00	283,897.55	1.4%
TOTAL EXPENSES	0	287,787	287,787	3,889.45	.00	283,897.55	
30124506 Hurricane Sandy Dsstr Asistnce							
8100 Capital Outlay Replacement							
61216 Outbldg Repairs Greenway Court NHL							

FOR 2016 06

30124506 Hurricane Sandy Dsstr Asistnce	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
30124506 8100 61216 Greenway Court	0	70,000	70,000	900.00	.00	69,100.00	1.3%
TOTAL Hurricane Sandy Dsstr Asistnce	0	70,000	70,000	900.00	.00	69,100.00	1.3%
TOTAL EXPENSES	0	70,000	70,000	900.00	.00	69,100.00	
GRAND TOTAL	735,930	1,613,109	2,349,039	391,376.87	145,474.46	1,812,187.67	22.9%

** END OF REPORT - Generated by Thomas Judge **

Clarke County Board of Supervisors

Joint Administrative Services Board Update

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

Miscellaneous Items

Board of Supervisors
Summary of Required Actions Status Report

<i>Meeting/Letter Date</i>	<i>Item</i>	<i>Description</i>	<i>Responsibility</i>	<i>Status</i>	<i>Date Complete</i>
11/17/2015	1938	Draft letter to Governor, with copies to local legislators, re state prisoner population in local jails.	David Ash	12-07 Open - working in conjunction w/NWRADC	
12/15/2015	1939	Forward Board of Equalization recommendations to the Circuit Court.	Lora B. Walburn	Complete	12/18/2015
12/15/2015	1940	Coordinate meeting room schedule, public announcement and publication on the website for the January 11 organizational meeting.	Lora B. Walburn Susanne Vaughan	Complete	12/17/2015
12/15/2015	1941	Execute and forward eCIVIS agreement.	David Ash	Complete	12/21/2015
12/15/2015	1942	Process approved minutes as amended.	Lora B. Walburn	Complete	12/22/2015
12/15/2015	1943	Process letters of appreciation for the 150 th .	Lora B. Walburn	Complete	12/21/2015
12/15/2015	1944	Execute letters of appreciation.	David Weiss	Complete	12/22/2015
12/15/2015	1945	Develop and process public hearing notice for January 19 meeting	Lora B. Walburn	Complete	12/21/2015
12/15/2015	1946	Add discussion of Jack Enders Boulevard improvement to the January 11, 2016 work session	David Ash	Complete	12/17/2015

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session [*as necessary*]

Clarke County Board of Supervisors

Citizen Comment Period

School Carryover Request				
Carryover from FY15 to FY16				
Account Number	Current Balance 11/9/15	Re-allocation Amount	New Balance	Notes
30200250/Roofing	\$152,600	\$250,000	\$402,600	Several roofing projects over the next 4 years. Anticipated expense of \$250,000 in Summer 2016 for JWMS. Projected expense the following year is more than \$500,000 to replace the Cooley Upper roof.
30200200/HVAC	\$24,324	\$300,000	\$324,324	(1) Replace water source heat pump for cafeteria at Boyce. Repair impossible due to age of equipment. (2) Replace two boilers at JWMS. Boilers are nearly 40 years old with significant repair costs over the past 5 years. (3) Replace cooling tower at Lower Campus. Not done as part of recent renovation. Inactivity for a number of years has caused issues.
30200040/Band-Music	\$14,509	\$35,000	\$49,509	Purchase acoustical shells/repair and purchase equipment
30200080/Vehicle	\$9,990	\$15,000	\$24,990	Purchase a second van for transportation
30200230/Primary School	\$1,438	\$502,936	\$504,374	With the anticipated renovation of the former BPS, it is recommended that funds be set aside to offset any future costs associated with the project.
		\$1,102,936		

Public Hearing Notices

The Clarke County Board of Supervisors will hold public hearing on Tuesday, January 19, 2016, at 6:30 PM, or as soon thereafter as the matter may be heard, in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, Virginia to consider action on the following matter:

PH 16-01: "Be it resolved that, from unexpended FY 15 appropriations, the FY 16 School Capital Projects Budget be increased \$1,102,936, and the same appropriated, for certain capital projects to include roof replacement, HVAC upgrades, music equipment, vehicle purchase, and renovations to the Berryville Primary School"

The request may be reviewed at the Clarke County Administrative Offices at 101 Chalmers Court, Suite B, 2nd Floor, Berryville, Va. Any person desiring to be heard regarding the above matter should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

David L. Ash - County Administrator

Clarke County Board of Supervisors

Dorsch Scholarship

The County is in receipt of \$39,585, representing the balance of a Scholarship fund that has been active for several years due to the Dorsch family. Appropriation of this balance to Clarke County Public Schools would respect the original purpose of the fund.

The Superintendent has itemized potential uses for this appropriation:

- a. Purchase a 24 Passenger bus for use by the Future Farmers of America (FFA).
- b. Microscopes for use by CCHS Agriculture.
- c. 20 laptops or tablets for use by CCHS Agriculture.
- d. An hydroponic growing pod (small indoor greenhouse) for use by CCHS Agriculture.
- e. Relief of FFA debt incurred for construction of a pig floor.

"Be it resolved that FY 16 School Capital Projects Fund budgeted expenditures be increased \$39,585, the same appropriated, and that estimated donation revenue be increased in the same amount, all for the purpose of supporting the Clarke County High School Agriculture program."

It is recommended that this action be considered after the public hearing on the School Carryover request.

Clarke County Board of Supervisors

Adjournment

Monthly Reports:

- 1. Building Department**
- 2. Commissioner of the Revenue**
- 3. Fire & EMS**
- 4. Handley Regional Library Newsletter
November 2015**
- 5. Virginia Cooperative Extension
Newsletter January 2016**
- 6. Virginia Regional Transit November &
December 2015 Passenger Counts,
2015 Annual Report and VRT Curb-to-
Curb Service brochure for Clarke
County**

RESIDENTIAL CONSTRUCTION

NEW SINGLE FAMILY

Owner/Address	Description/Parcel ID	Estimated Value
RICHMOND AMERICAN HOMES OF VIRGINIA, INC. 787 MCGUIRE CIRCLE, BERRYVILLE 22611	NEW RESIDENCE SINGLE 14C 1 19	506,013
TOTALS:	1	506,013
TOTAL NEW RESIDENTIAL CONSTRUCTION:	1	506,013

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Parcel ID	Estimated Value
GENDA, WILLIAM 25 ROSEMONT MANOR LANE, BERRYVIL 22611	ADDITION/REMODEL SINGLE 14A10	22,980
ALWAY, GERALD 1504 SUMMIT POINT RD., BERRYVILLE 22611	REMODEL-MINIMUM FEE 8 A 55C	7,500
DARR, BONNIE J. 416 ALDER LANE, BLUEMONT 20135	REMODEL-MINIMUM FEE 17A212 97	26,250
DUNPHY, THERESA (323 SOUTH CHURCH STREET, 323 S. CHURCH ST. BERRYVILLE 22611	REMODEL-MINIMUM FEE 14A5 A 53	20,000
KEANY, MARK 116 SHEPHERDS MILL RD. BERRYVILLE 22611	REMODEL-MINIMUM FEE 16A 2 3	3,000
CLEMMONS, BRAD 309 HONEYSUCKLE LANE, BLUEMONT 20135	REMODEL-MINIMUM FEE 17A210 30	1,500
GALLAGHER, SUSAN & WILLIAMS, MICHAEL 598 CLAY HILL RD. MILLWOOD 22646	ADDITION/REMODEL SINGLE 30A 103	181,591
OLIVER, SIMON 83 LOIS LANE, BLUEMONT 20135	ADDITION/REMODEL SINGLE 32 6 D1	9,000
MAGGARD, MELANIE & ERIC 501 HEMLOCK LANE, BLUEMONT 20135	ADD/REM RESIDENCE SINGLE 17A222 218	36,339
TOTALS:	9	308,160

OTHER BUILDING PERMITS

Owner/Address	Description/Parcel ID	Estimated Value
MCINTOSH, WILLIAM & ANNE 1330 SWIFT SHOALS RD. BOYCE 22620	RENEWAL PERMIT	50
BERNHARDT, KIM GALLAHAN PINE GROVE RD. BLUEMONT 20135	LAND DISTURBANCE PERMIT	0
CLARKE COUNTY SCHOOL BOARD 88 RAMSBURG LANE, BERRYVILLE 22611	COMMERCIAL ACCESSORY	31,744

SHENANDOAH VALLEY TOWER PROPERTIES 1531 SPRINGSBURY RD. BERRYVILLE 22611	COMMERCIAL ACCESSORY	1,500
GALLAGHER, SUSAN 598 CLAY HILL RD. MILLWOOD 22646	LAND DISTURBANCE PERMIT	0
VANMETER, GARY 953 CRUMS CHURCH RD. BERRYVILLE 22611	DECK/PORCH	3,000
BELL, KEN 326 GREENSTONE LANE, BOYCE 22620	USE CHANGE	0
JONES, RICK 508 BURWELL CT., BERRYVILLE 22611	DECK/PORCH	7,560
WHITE, COURTNEY E. SALEM CHURCH R., BOYCE 22620	RENEWAL PERMIT	50
BOURG, CLEMENT 1535 SPRINGSBURY RD. BERRYVILLE 22611	DECK/PORCH	2,700
TOTALS:	10	46,604

DEMOLITION PERMIT

Owner/Address	Description/Parcel ID	Estimated Value
POULSHOT, LLC 1489 MILLWOOD RD. MILLWOOD 22646	DEMOLITION OF BUILDING	500
TOTALS:	1	500

TOTAL # OF BUILDING PERMITS / VALUE:	21	861,277
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CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	TYPE
12/04/2015	240 ASHLEY WOODS LN., BLUEMONT, VA 20135	PERMANENT
12/07/2015	832 MCGUIRE CIRCLE, BERRYVILLE 22611	PERMANENT
12/09/2015	819 MCGUIRE CIRCLE, BERRYVILLE 22611	PERMANENT
12/22/2015	837 MCGUIRE CIRCLE, BERRYVILLE 22611	PERMANENT
12/22/2015	295 RUSSELL RD., BERRYVILLE 22611	PERMANENT

TOTAL PERMIT & INSPECTION FEES COLLECTED:	9,935.35
TOTAL OTHER REVENUE COLLECTED:	0.00
STATE SURCHARGE COLLECTED: COLLECTED:	154.17
TOTAL REVENUE COLLECTED:	10,089.52

OTHER PERMITS ISSUED:

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	19	2	1,255.00	0
GAS PERMIT	12	0	520.00	0
MECHANICAL PERMIT	7	0	320.00	0
PLUMBING PERMIT	7	1	740.00	0
TOTALS:	45	3	2,835.00	0

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
ADDITION/REMODEL SINGLE FAMILY	3	213,571
ADD/REM RESIDENCE SINGLE GARA	1	36,339
COMMERCIAL ACCESSORY STRUCTURE	2	33,244
DECK/PORCH	3	13,260
DEMOLITION OF BUILDING	1	500
ELECTRIC PERMITS	21	0
GAS PERMITS	12	0
LAND DISTURBANCE PERMIT	2	0
MECHANICAL PERMITS	7	0
NEW RESIDENCE SINGLE FAMILY	1	506,013
PLUMBING PERMITS	8	0
RENEWAL PERMIT	2	100
REMODEL-MINIMUM FEE (RES)	5	58,250
USE CHANGE	1	0
TOTALS	69	861,277

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	ESTIMATED VALUE
GREENWAY DISTRICT	11	9,050
CHAPEL DISTRICT	16	182,141
BATTLETOWN DISTRICT	15	71,289
LONGMARSH DISTRICT	5	42,244
BERRYVILLE DISTRICT	19	556,553
BOYCE DISTRICT	1	0
TOTALS	67	861,277

INSPECTIONS BY TYPE

PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	49	45	4
ELECTRICAL PERMIT	45	40	5
GAS PERMIT	19	19	0
MECHANICAL PERMIT	15	15	0
PLUMBING PERMIT	28	28	0
TOTALS	156	147	9

Building Dept. - Clarke County
New Single Family Dwellings 2015

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS				
January	2						2					
February		1					1					
March	2	5					7					
April	1	2		2		2	7	1 in LM replaces burned home.				
May	2	2					4					
June		3		1			4					
July	2	2		1	2	1	8					
August		4				2	6					
September	2						2					
October				1			1					
November				1		1	2					
December		1					1					
TOTAL	11	20		6	2	6	45					

INSPECTIONS COMPLETED FROM: 12/01/2015 to 12/31/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
12/01/2015	P-15-150460-002	SPRINGSBURY RD., BERRYVILLE	JHR	V	YES
12/01/2015	G-15-150621-001	BLOSSOM DR. BERRYVILLE 424	JHR	A	N/A
12/01/2015	B-14-140333-013	ASHLEY WOODS LN., BLUEMONT,	JHR	A	N/A
12/01/2015	E-15-150635-001	LORD FAIRFAX HWY., BERRYVILL	JHR	A	N/A
12/02/2015	G-15-150609-001	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
12/02/2015	P-15-150617-001	ROSEMONT MANOR LANE, BERRYV	JHR	A	N/A
12/02/2015	B-15-150587-001	MCGUIRE CIRCLE, BERRYVILLE 820	JHR	V	NO
12/02/2015	B-15-150224-001	QUARRY RD., BERRYVILLE 426	JHR	A	N/A
12/02/2015	E-15-150515-004	JACK ENDERS BLVD. BERRYVILLE	JHR	A	N/A
12/02/2015	B-15-150414-006	JACK ENDERS BLVD., BERRYVILL	JHR	V	NO
12/02/2015	G-15-150589-001	PARSHALL RD., BERRYVILLE 2410	JHR	A	N/A
12/02/2015	G-15-150589-002	PARSHALL RD., BERRYVILLE 2410	JHR	A	N/A
12/03/2015	B-15-150030-001	CHESTNUT LANE, BERRYVILLE 509	JHR	A	N/A
12/03/2015	E-15-150030-001	CHESTNUT LANE, BERRYVILLE 509	JHR	A	N/A
12/03/2015	P-15-150030-001	CHESTNUT LANE, BERRYVILLE 509	JHR	A	N/A
12/03/2015	P-15-150612-001	OLD CHAPEL AVE., BOYCE 302	JHR	A	N/A
12/03/2015	E-15-150636-001	GOOD SHEPHERD RD. BLUEMONT	JHR	A	N/A
12/03/2015	B-15-150289-003	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/03/2015	E-15-150289-001	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/03/2015	M-15-150289-001	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/04/2015	P-15-150460-007	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/04/2015	E-15-150472-001	TAYLOR HILL LANE, BLUEMONT	JHR	A	N/A
12/04/2015	E-15-150472-002	TAYLOR HILL LANE, BLUEMONT	JHR	A	N/A
12/04/2015	B-15-150602-002	OLD CHARLES TOWN RD. BERRYV	JHR	A	N/A
12/04/2015	P-15-150460-005	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/04/2015	B-15-150414-007	JACK ENDERS BLVD., BERRYVILL	JHR	A	N/A
12/04/2015	B-15-150606-002	BEYDLER LANE, BERRYVILLE 71	JHR	A	N/A
12/04/2015	P-15-150460-006	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/04/2015	E-15-150289-002	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/04/2015	B-15-150289-005	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/07/2015	B-15-150617-001	ROSEMONT MANOR LANE, BERRYV	JHR	A	N/A
12/07/2015	P-15-150627-001	SWAN AVE. BERRYVILLE 115	JHR	A	N/A
12/08/2015	B-13-070026-007	KEYSTONE LANE 15	JHR	A	N/A
12/08/2015	B-15-150557-005	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/08/2015	B-15-150557-006	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/08/2015	M-15-150289-002	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/08/2015	E-15-150593-001	ALDER LANE, BLUEMONT 416	JHR	A	N/A
12/08/2015	G-15-150616-002	BELLEVUE LANE, BOYCE 196	JHR	A	N/A
12/08/2015	B-15-150289-004	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/08/2015	B-15-150472-001	TAYLOR HILL LANE, BLUEMONT	JHR	A	N/A
12/08/2015	M-15-150629-001	E. MAIN STREET BERRYVILLE 102	JHR	A	N/A
12/08/2015	M-15-150629-002	E. MAIN STREET BERRYVILLE 102	JHR	A	N/A
12/08/2015	E-15-150600-002	ASHLEY WOODS LANE, BLUEMONT	JHR	A	N/A
12/08/2015	E-15-150557-001	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/08/2015	G-15-150289-002	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/09/2015	E-15-150639-001	MANOR RD. MILLWOOD 920	JHR	A	N/A
12/09/2015	B-15-150324-004	ROSE AIRY LANE, BOYCE 370	JHR	A	N/A
12/09/2015	G-15-150234-001	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
12/09/2015	G-15-150234-002	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
12/09/2015	E-14-140298-001	WHITE OAK LANE, BLUEMONT, VA	JHR	A	N/A
12/09/2015	M-15-150608-001	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
12/09/2015	B-15-150567-003	LIME MARL LANE, BERRYVILLE 259	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 12/01/2015 to 12/31/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
12/09/2015	P-15-150588-001	FIRST STREET, BERRYVILLE 307	JHR	A	N/A
12/09/2015	G-15-150478-003	TOY HILL LANE, BLUEMONT 941	JHR	A	N/A
12/09/2015	E-15-150640-001	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
12/09/2015	E-15-150228-005	W. MAIN STREET, BERRYVILLE 1	JHR	A	N/A
12/09/2015	E-15-150228-006	W. MAIN STREET, BERRYVILLE 1	JHR	A	N/A
12/09/2015	B-15-150302-006	MOSBY BLVD. BERRYVILLE 406	JHR	A	N/A
12/11/2015	E-14-140111-003	NORTH BUCKMARSH STREET 300	JHR	A	N/A
12/11/2015	M-14-140111-003	NORTH BUCKMARSH STREET 300	JHR	A	N/A
12/11/2015	P-14-140111-004	NORTH BUCKMARSH STREET 300	JHR	A	N/A
12/11/2015	E-15-150157-002	OLD CHAPEL ROAD, BOYCE 1539	JHR	V	NO
12/11/2015	E-15-150157-003	OLD CHAPEL ROAD, BOYCE 1539	JHR	A	N/A
12/11/2015	B-15-150436-001	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	E-15-150436-001	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	E-15-150436-002	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	M-15-150436-001	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	M-15-150436-002	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	P-15-150436-004	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/11/2015	B-14-140111-007	NORTH BUCKMARSH STREET 300	JHR	A	N/A
12/14/2015	E-15-150647-001	LITTLE RIVER LANE, BOYCE 70	JHR	A	N/A
12/14/2015	P-14-140319-001	BURWELL CT. BERRYVILLE, VA 509	JHR	V	NO
12/14/2015	P-14-140319-002	BURWELL CT. BERRYVILLE, VA 509	JHR	V	NO
12/14/2015	P-14-140319-003	BURWELL CT. BERRYVILLE, VA 509	JHR	V	NO
12/14/2015	E-15-150650-001	LIBERTY STREET, BERRYVILLE 217	JHR	A	N/A
12/14/2015	B-15-150274-004	DELANY CT., BERRYVILLE 401	JHR	A	N/A
12/14/2015	E-15-150274-003	DELANY CT., BERRYVILLE 401	JHR	A	N/A
12/14/2015	M-15-150274-001	DELANY CT., BERRYVILLE 401	JHR	A	N/A
12/14/2015	P-15-150274-002	DELANY CT., BERRYVILLE 401	JHR	A	N/A
12/15/2015	B-15-150355-003	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	E-15-150355-002	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	E-15-150355-003	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	M-15-150355-001	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	P-15-150355-004	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	B-15-150460-008	SPRINGSBURY RD., BERRYVILLE	JHR	V	NO
12/15/2015	E-15-150460-002	SPRINGSBURY RD., BERRYVILLE	JHR	V	NO
12/15/2015	M-15-150460-001	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/15/2015	P-15-150460-008	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/15/2015	E-15-150445-003	E. MAIN STREET, BERRYVILLE 113	JHR	A	N/A
12/15/2015	B-15-150436-002	MCGUIRE CIRCLE, BERRYVILLE 824	JHR	A	N/A
12/15/2015	M-15-150355-002	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/15/2015	P-14-140319-004	BURWELL CT. BERRYVILLE, VA 509	JHR	A	N/A
12/15/2015	P-14-140319-005	BURWELL CT. BERRYVILLE, VA 509	JHR	A	N/A
12/15/2015	P-14-140319-006	BURWELL CT. BERRYVILLE, VA 509	JHR	A	N/A
12/15/2015	E-15-150657-001	GOOD SHEPHERD RD. BLUEMONT	JHR	A	N/A
12/16/2015	E-15-150557-002	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/16/2015	M-15-150557-001	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/16/2015	P-15-150557-002	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/16/2015	B-14-140298-003	WHITE OAK LANE, BLUEMONT, VA	JHR	A	N/A
12/16/2015	E-15-150612-001	OLD CHAPEL AVE., BOYCE 302	JHR	A	N/A
12/16/2015	B-15-150337-008	RUSSELL RD., BERRYVILLE 295	JHR	V	NO
12/16/2015	E-15-150337-004	RUSSELL RD., BERRYVILLE 295	JHR	V	NO
12/16/2015	G-15-150337-003	RUSSELL RD., BERRYVILLE 295	JHR	A	N/A
12/16/2015	G-15-150337-004	RUSSELL RD., BERRYVILLE 295	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 12/01/2015 to 12/31/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
12/16/2015	P-15-150337-006	RUSSELL RD., BERRYVILLE 295	JHR	A	N/A
12/16/2015	B-15-150602-003	OLD CHARLES TOWN RD. BERRYV	JHR	A	N/A
12/16/2015	G-15-150586-001	HARRY BYRD HWY., BERRYVILLE	JHR	A	N/A
12/16/2015	G-15-150586-002	HARRY BYRD HWY., BERRYVILLE	JHR	A	N/A
12/17/2015	B-15-150337-009	RUSSELL RD., BERRYVILLE 295	JHR	A	N/A
12/17/2015	E-15-150337-005	RUSSELL RD., BERRYVILLE 295	JHR	A	N/A
12/18/2015	B-15-150460-011	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/18/2015	G-15-150631-001	HERMITAGE BLVD. BERRYVILLE	JHR	A	N/A
12/18/2015	B-15-150541-001	SENSENY RD. BERRYVILLE 4288	JHR	A	N/A
12/18/2015	E-15-150541-001	SENSENY RD. BERRYVILLE 4288	JHR	A	N/A
12/18/2015	E-15-150460-003	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/18/2015	B-15-150538-003	MADDEN ST. BERRYVILLE 416	JHR	A	N/A
12/18/2015	E-15-150538-003	MADDEN ST. BERRYVILLE 416	JHR	A	N/A
12/18/2015	B-15-150557-007	SUNNY CANYON LANE, BOYCE 244	JHR	A	N/A
12/18/2015	B-15-150398-003	MCGUIRE CIRCLE, BERRYVILLE 837	JHR	A	N/A
12/18/2015	E-15-150398-003	MCGUIRE CIRCLE, BERRYVILLE 837	JHR	A	N/A
12/18/2015	M-15-150398-003	MCGUIRE CIRCLE, BERRYVILLE 837	JHR	A	N/A
12/18/2015	P-15-150398-004	MCGUIRE CIRCLE, BERRYVILLE 837	JHR	A	N/A
12/18/2015	B-15-150661-001	BURWELL CT., BERRYVILLE 508	JHR	A	N/A
12/18/2015	B-15-150355-004	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
12/22/2015	E-15-150321-003	N. BUCKMARSH ST. BERRYVILLE 25	JHR	V	NO
12/22/2015	G-15-150222-003	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
12/22/2015	G-15-150222-004	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
12/22/2015	B-15-150661-002	BURWELL CT., BERRYVILLE 508	JHR	V	NO
12/22/2015	B-15-150274-005	DELANY CT., BERRYVILLE 401	JHR	A	N/A
12/22/2015	B-15-150460-010	SPRINGSBURY RD., BERRYVILLE	JHR	A	N/A
12/22/2015	B-15-150302-007	MOSBY BLVD. BERRYVILLE 406	JHR	A	N/A
12/22/2015	B-15-150464-003	BISHOP MEADE RD., BOYCE 1680	JHR	A	N/A
12/22/2015	B-15-150590-003	CALMES NECK LANE, BOYCE 315	JHR	A	N/A
12/22/2015	G-15-150670-001	TADPOLE LANE, BLUEMONT 219	JHR	A	N/A
12/22/2015	G-15-150670-002	TADPOLE LANE, BLUEMONT 219	JHR	A	N/A
12/22/2015	P-15-150289-005	CALMES NECK LANE, BOYCE 4065	JHR	A	N/A
12/22/2015	P-15-150590-001	CALMES NECK LANE, BOYCE 315	JHR	A	N/A
12/22/2015	B-15-150666-001	SHEPHERDS MILL RD. BERRYVIL	JHR	A	N/A
12/22/2015	E-15-150666-001	SHEPHERDS MILL RD. BERRYVIL	JHR	A	N/A
12/22/2015	P-15-150666-001	SHEPHERDS MILL RD. BERRYVIL	JHR	A	N/A
12/28/2015	P-15-150590-002	CALMES NECK LANE, BOYCE 315	JHR	V	NO
12/28/2015	B-15-150335-005	CHESTNUT COOMBE LANE, PARIS	JHR	V	NO
12/28/2015	E-15-150335-002	CHESTNUT COOMBE LANE, PARIS	JHR	V	NO
12/28/2015	M-15-150335-001	CHESTNUT COOMBE LANE, PARIS	JHR	V	NO
12/28/2015	B-14-140110-004	SALEM CHURCH ROAD 2336	JHR	A	N/A
12/28/2015	E-14-140110-003	SALEM CHURCH ROAD 2336	JHR	A	N/A
12/29/2015	E-15-150428-001	TILTHAMMER MILL RD., BOYCE 544	JHR	A	N/A
12/29/2015	B-15-150590-004	CALMES NECK LANE, BOYCE 315	JHR	A	N/A
12/29/2015	B-15-150660-001	GREENSTONE LANE, BOYCE 326	JHR	A	N/A
12/29/2015	E-15-150664-001	N. BUCHMARSH ST., BERRYVILLE	JHR	A	N/A
12/29/2015	B-15-150516-004	HOLLY LANE, BLUEMONT 333	JHR	A	N/A
12/29/2015	E-15-150516-001	HOLLY LANE, BLUEMONT 333	JHR	A	N/A
12/29/2015	P-15-150590-003	CALMES NECK LANE, BOYCE 315	JHR	A	N/A
12/29/2015	B-15-150595-001	SENSENY RD. BERRYVILLE 4288	JHR	A	N/A
12/29/2015	E-15-150595-001	SENSENY RD. BERRYVILLE 4288	JHR	A	N/A
12/29/2015	G-15-150630-001	BLUE RIDGE MTN. RD. PARIS	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 12/01/2015 to 12/31/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
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TOTAL # of INSPECTIONS: 156

APPROVED: 139 FAILED: 17 CONDITIONAL: 0

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/01/15 ✓	15-2090	GILLIS, CHRISTOPHER I RECORDED TIME: 01:10 DESCRIPTION 1: PARCEL ON CRESCENT ST DATE OF DEED : 11/30/15 BOOK: 596 NUMBER PAGES : 0	N MYERS, SAMUEL C & TASHA B 145 W CRESCENT ST BOYCE, VA. 22620 TOWN OF BOYCE WR/S MAP: 21A1-A-44	N 299,999.00 <i>290,200</i> PIN: <i>419,900</i> <i>w/impv</i>	DBS	100% ↑
12/01/15 ✓	15-2094	GALL, RUDIGER RECORDED TIME: 03:13 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 201 DATE OF DEED : 11/25/15 BOOK: 596 NUMBER PAGES : 0	N THOMAS, THOMAS W; II ET UX 425 LINDSAY COURT BERRYVILLE, VA. 22611 MAP: 14A8-4-201	N 373,800.00 PIN:	DBS	100% <i>373,800</i> ↑ <i>w/impv</i>
12/01/15 ✓	15-2085	MCCARTHY, RACHAEL K & BRYAN P RECORDED TIME: 10:30 DESCRIPTION 1: 70.6045 ACRES DATE OF DEED : 11/24/15 BOOK: 596 NUMBER PAGES : 0	N MCCARTHY, RACHAEL K 896 WADESVILLE RD BERRYVILLE, VA. 22611 LONGMARSH DIST MAP: 3-A-25	N .00 PIN:	DBS	100%
12/02/15 ✓	15-2103	CRESSWELL, FRANK S REVOCABLE T RECORDED TIME: 02:45 DESCRIPTION 1: LOT 10 MEADOW VIEW DB 447, PG 782 DATE OF DEED : 11/24/15 BOOK: 596 NUMBER PAGES : 0	N CRESSWELL, FRANK S & ARLENE Z 280 OAK RIDGE DRIVE FRONT ROYAL, VA. 22630 MAP: 21A5--1-10	N .00 PIN:	DG	100%
12/02/15 ✓	15-2096	ARMBRUST, LINDA J TRUSTEE RECORDED TIME: 09:40 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 11/19/15 BOOK: 596 NUMBER PAGES : 0	N CLARKE COUNTY CONSERVATION EAS N/A MAP: 21-A-4	N .00 PIN:	DG	100%
12/02/15 ✓	4244	PRESGRAVES, WINSTON HOMER RECORDED TIME: 09:40 DESCRIPTION 1: LONGMARSH DISTRICT, W/RS, DB 92, PG 596 DATE OF DEED : 12/02/15 BOOK: 96 NUMBER PAGES : 0	N/A N/A MAP: 8-A-33	N .00 PIN:	AFI	00%
12/02/15 ✓	15-2098	LEBOWITZ, STUART R RECORDED TIME: 12:25 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 11/23/15 BOOK: 596 NUMBER PAGES : 0	N HOUSE BUYERS OF AMERICAN INC 14420 ALBERMARLE POINT PL #150 CHANTILLY, VA. 20151 MAP: 7-A-91	N 50,000.00 PIN: <i>176,700</i> <i>50,000</i>	DBS	100% ↓
12/03/15 ✓	15-2106	JUHRING, VAIL BRYANT RECORDED TIME: 11:20 DESCRIPTION 1: LOTS 1 - 5 DATE OF DEED : 11/30/15 BOOK: 596 NUMBER PAGES : 0	Y EAST GRINSTEAD FARM LLC 65 KENNEL RD BOYCE, VA. 22620 GREENWAY DIST MAP: 30-A-64,64A--64D	Y .00 PIN:	DBS	100%

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/03/15 ✓	15-2107	DORSEY, GORDON & SUSAN	N MARSHALL, CHARLES & ELAINE P N 164 BENCH LN BLUEMONT, VA. 20135 BATTLETOWN DIST	1,035,000.00	DBS	100% ↑
		RECORDED TIME: 11:30				
		DESCRIPTION 1: LOT 2, THE BENCH - 27.3166 ACRES				
		DATE OF DEED: 12/01/15 BOOK: 596 PAGE: 542 MAP: 25-3-2				
		NUMBER PAGES: 0				
12/04/15 ✓	15-2122	LICKING VALLEY CONSTRUCTION CO	N PUGLIELLI, MARYANN T N 116 ANAMARIE LN FRONT ROYAL, VA. 22630 GREENWAY DIST	460,000.00	DBS	100% 48,900 New construction
		RECORDED TIME: 04:29				
		DESCRIPTION 1: LOT 46, SHEN FARMS, MT SECT				
		DATE OF DEED: 12/03/15 BOOK: 596 PAGE: 637 MAP: 37A3-2-46				
		NUMBER PAGES: 0				
12/04/15 ✓	15-2116	HINSON, JEAN C	N HETZEL, ROBERT & STACY N 343 RUSSELL ROAD BERRYVILLE, VA. 22611	555,000.00	DBS	100% 718,800 w/impv ↓
		RECORDED TIME: 11:39				
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 1, 7.4242 ACRES				
		DATE OF DEED: 12/14/15 BOOK: 596 PAGE: 596 MAP: 7-A-14A				
		NUMBER PAGES: 0				
12/04/15 ✓	15-2118	CRAIG, DAVID M & KIM W	N CRAIG, KIM W N 191 SHANNON COURT WINCHESTER, VA. 22602	.00	DBS	100%
		RECORDED TIME: 11:50				
		DESCRIPTION 1: GREENWAY DISTRICT, 27.2603 ACRES MORE OR LESS LOT 3				
		DATE OF DEED: 11/16/15 BOOK: 596 PAGE: 617 MAP: 35-A-3A				
		NUMBER PAGES: 0				
12/04/15 ✓	4245	ELMORE, NOBLE N	N/A N/A D/B 303 PAGE 127	.00	PROBATE	00%
		RECORDED TIME: 13:07				
		DESCRIPTION 1: LOT 10, SEC A, TOWN OF BERRYVILLE				
		DATE OF DEED: 12/04/15 BOOK: 96 PAGE: 981 MAP: 14-A2-9-10				
		NUMBER PAGES: 0				
12/07/15 ✓	15-2128	HALL, WALTER S & LOUISE K	N BRUMBACK, CHRISTOPHER & DIANNE N 3000 PARSHALL RD BERRYVILLE, VA. 22611 BATTLETOWN DISTRICT, TOWN OF BERRYVILLE	281,000.00	DBS	100% 308,800 w/impv ↓
		RECORDED TIME: 01:25				
		DESCRIPTION 1: LOT 1 - 2 ACRES				
		DATE OF DEED: 11/24/15 BOOK: 596 PAGE: 691 MAP: 23A-1-1B				
		NUMBER PAGES: 0				
12/07/15 ✓	15-2138	REGGER, KARI L; TRUSTEE	N CREGGER, KARI; ET AL N 42632 HOLLYHOCK TERRACE ASHBURN, VA. 20148 WARREN, GREENWAY DISTRICT	.00	DODS	100%
		RECORDED TIME: 02:46				
		DESCRIPTION 1: 1/18 INTEREST IN 47.6 ACRES IN CLARKE &				
		DATE OF DEED: 10/27/15 BOOK: 596 PAGE: 715 MAP: 42-A-6				
		NUMBER PAGES: 0				
12/07/15 ✓	15-2143	ZALEWSKI, ADAM H	N SHORT, JOHN P, SR & MARILYN N 207 RICE ST BERRYVILLE, VA. 22611 WR/S	198,000.00	DBS	100% 186,400 w/impv ↑
		RECORDED TIME: 04:00				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED: 11/30/15 BOOK: 596 PAGE: 730 MAP: 14A1-A-85				
		NUMBER PAGES: 0				

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓ 12/07/15	15-2145	DUNNING FAMILY LIMITED PARTNER	N DUNNING FAMILY LIMITED PARTNER N/A	N .00	OPM	100%
		RECORDED TIME: 04:15				
		DESCRIPTION 1: CHAPEL DISTRICT, DENT DIVISION				
		DATE OF DEED : 00/00/00 BOOK: 12 PAGE: 14 MAP: 20-A-8			PIN:	
		NUMBER PAGES : 1				
✓ 12/07/15	15-2146	DUNNING FAMILY LIMITED PARTNER	N DUNNING FAMILY LIMITED PARTNER N/A	N .00	OPM	100%
		RECORDED TIME: 04:16				
		DESCRIPTION 1: CHAPEL DISTRICT, BOUNDARY LINE ADJ DENT DIVISION				
		DATE OF DEED : 00/00/00 BOOK: 12 PAGE: 15 MAP: 20-A-8			PIN:	
		NUMBER PAGES : 1				
✓ 12/07/15	15-2152	DUNNING FAMILY LIMITED PARTNER	N BECKETT, THOMAS & TALIAFERRO 2312 OLD WINCHESTER ROAD BOYCE, VA. 22620	N 517,000.00	DBS	100%
		RECORDED TIME: 04:22				
		DESCRIPTION 1: CHAPEL DISTRICT, LOT 1, 5.5165 ACRES				
		DATE OF DEED : 11/24/15 BOOK: 596 PAGE: 764 MAP: 20-A-8			PIN:	
		NUMBER PAGES : 0				
						<i>Land split</i>
✓ 12/07/15	15-2125	LONGERBEAM, GARY A	N BERNHARDT, KIM M 720 EAST MAIN STREET PURCELLVILLE, VA. 20132	N 99,000.00	DBS	100%
		RECORDED TIME: 11:51				
		DESCRIPTION 1: BATTLETOWN DISTRICT, 2.0018 ACRES				
		DATE OF DEED : 12/04/15 BOOK: 596 PAGE: 667 MAP: 26-A-28			PIN:	
		NUMBER PAGES : 0				
						<i>125,000</i>
						<i>Var.</i>
✓ 12/07/15	15-2126	MILLOY, EILEEN D; ET VIR	N POST, PATRICIA; ET VIR 249 GOFFLE ROAD RIDGEWOOD, NJ. 07450	N 359,000.00	DBS	100%
		RECORDED TIME: 11:52				
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 5, ASHWILL FARM SUBD				
		DATE OF DEED : 12/04/15 BOOK: 596 PAGE: 669 MAP: 8-12-5			PIN:	
		NUMBER PAGES : 0				
						<i>428,500 w/impv</i>
✓ 12/08/15	15-2163	PENDLETON, MARY E	N PENDLETON, RONALD F P O BOX 84 MILLWOOD, VA. 22646	N .00	DG	100%
		RECORDED TIME: 03:15				
		DESCRIPTION 1: THE PENDLETON LOT CHAPEL DIST				
		DATE OF DEED : 12/08/15 BOOK: 596 PAGE: 863 MAP: 30-A-49			PIN:	
		NUMBER PAGES : 0				
✓ 12/08/15	15-2155	WENZEL LIVING TRUST	N COOK, GARY & LINDA 401 MADDEN STREET BERRYVILLE, VA. 22611	N 475,000.00	DBS	100%
		RECORDED TIME: 12:16				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 140 HERMITAGE 3A				
		DATE OF DEED : 12/04/15 BOOK: 596 PAGE: 790 MAP: 14A8-3-140			PIN:	
		NUMBER PAGES : 0				
						<i>466,000 w/impv</i>
✓ 12/08/15	15-2156	SKUPSKI, JOHN & CAROLE	N BELL, MICHAEL & MISSY 426 PAGE STREET BERRYVILLE, VA. 22611	N 390,000.00	DBS	100%
		RECORDED TIME: 12:17				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 67, SEC 2 APPLE GLEN SUBD				
		DATE OF DEED : 12/04/15 BOOK: 596 PAGE: 793 MAP: 14A2-13-67			PIN:	
		NUMBER PAGES : 0				
						<i>395,500 w/impv</i>

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	12/08/15	15-2160 MURTAUGH, MICHAEL O & JINA A	N REDDING, GEORGE ELLYSON, III & N 1540 TRIPLE J RD BERRYVILL, VA. 22611 WR/S	270,000.00	DBS	100%
		RECORDED TIME: 12:48				
		DESCRIPTION 1: 5.1 ACRES- LONGMARSH DIST				297,000 w/impv
		DATE OF DEED: 12/07/15 BOOK: 596 PAGE: 835 MAP: 13-A-2				
		NUMBER PAGES: 0				
✓	12/09/15	15-2128 DANKONSAGUL, SUPINYA	N GABLE, BRADLEY J; TRURTEE N 21 N KING STREET LEESBURG, VA. 20176	116,200.00 99,000	DBS	100%
		RECORDED TIME: 02:40				
		DESCRIPTION 1: LOT NO 8 BATTLETOWN SUBDIVISION SECTION C				116,200 w/impv
		DATE OF DEED: 12/08/15 BOOK: 596 PAGE: 908 MAP: 14A2-C-14-8				
		NUMBER PAGES: 0				
	12/09/15	WF VIRGINIA HARRIS DILLON	N/A	.00		00%
		RECORDED TIME: 10:51	N/A			
		DESCRIPTION 1: 1/2 INTEREST IN REAL ESTATE - 6 ACRES ON CHURCH ST - TOWN OF BERRYVILLE				390/699
		DATE OF DEED: 12/09/15 BOOK: 96 PAGE: 998 MAP: 14-A-50				PIN:
		NUMBER PAGES: 0				
	12/09/15	4250 WILTON STERLING DILLON	N/A	.00	PROBATE	00%
		RECORDED TIME: 10:53	N/A			
		DESCRIPTION 1: 1/2 INTEREST IN REAL ESTATE ...6 ACRES ON CHURCH ST - TOWN, BERRYVILLE				390/679
		DATE OF DEED: 12/09/15 BOOK: 97 PAGE: 1 MAP: 14-A-50				PIN:
		NUMBER PAGES: 0				
✓	12/09/15	15-2165 RICHMOND AMERICAN HOMES OF VA	N DAVIS, CHRISTOPHER; ET UX N 836 MCGUIRE CIRCLE BERRYVILLE, VA. 22611	37,500.00 431,895	DBS	100%
		RECORDED TIME: 12:30				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 60, BERRYVILLE GLEN				67,500 New const.
		DATE OF DEED: 12/07/15 BOOK: 596 PAGE: 876 MAP: 14C-1-60				
		NUMBER PAGES: 0				
	12/10/15	15-2181 BRONDSTATER, BETTE J	N BRONDSTATER BETTE J, TR ET AL N 212 S BUCKMARSH ST BERRYVILLE, VA. 22611	.00	DG	100%
		RECORDED TIME: 01:25				
		DESCRIPTION 1: PARCE ON S BUCKMARSH ST TOWN OF BERRYVILLE				
		DATE OF DEED: 11/03/15 BOOK: 596 PAGE: 961 MAP: 14A5-A-39				PIN:
		NUMBER PAGES: 0				
✓	12/10/15	15-2183 STUBBS, JAMES; ET UX	N QUAKER BARN LLC N 602 RICHARDS LANE ALEXANDRIA, VA. 22302	262,400.00 290,000	DBS	100%
		RECORDED TIME: 03:20				
		DESCRIPTION 1: CHAPEL DISTRICT, LOT 2, 18.1705				262,400
		DATE OF DEED: 12/08/15 BOOK: 597 PAGE: 01 MAP: 24-A-13D				
		NUMBER PAGES: 0				
✓	12/10/15	15-2179 GROSECLOSE, DOROTHY PAGE ALLEN	Y PAGE A GROSECLOSE TRUST TRUSTE Y P O BOX 128 BOYCE, VA. 22620	.00	DBS	100%
		RECORDED TIME: 10:50				
		DESCRIPTION 1: 14.235 ACRES IN CHAPEL DIST				
		DATE OF DEED: 12/08/15 BOOK: 596 PAGE: 946 MAP: 20-A-9				PIN:
		NUMBER PAGES: 0				

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/14/15 ✓	15-2193	SMITH, JANICE R	N CANTER LLC 6564 LOISDALE CT, SUITE 215 SPRINGFIELD, VA. 22150 TOWN OF BERRYVILLE	N 40,000.00	DBS	100%
		RECORDED TIME: 01:45				
		DESCRIPTION 1: LOT 18, SECT E, BATTLETOWN SUBD				120,700
		DATE OF DEED: 12/07/15 BOOK: 597 PAGE: 96 MAP: 14A2-17E-18				w/impv
		NUMBER PAGES: 0				
12/14/15 ✓	15-2196	HOUSE BUYERS OF AMERICA INC	N MUNDT, ANGELITA 266 CRUMS CHURCH ROAD BERRYVILLE, VA. 22611	N 176,700.00	DBS	100%
		RECORDED TIME: 03:10				176,700
		DESCRIPTION 1: LONGMARSH DISTRICT, 0.925 ARCES				w/impv
		DATE OF DEED: 12/10/15 BOOK: 597 PAGE: 98 MAP: 7-A-91				
		NUMBER PAGES: 0				
12/14/15 ✓	15-2193	LOCAL WOOD LLC	N BOWERS, ELLI MARIE 300 N BUCKMARSH STREET BERRYVILLE, VA. 22611	N 207,000.00	DBS	100%
		RECORDED TIME: 12:45				
		DESCRIPTION 1: TOWN OF BERRYVILLE				208,400
		DATE OF DEED: 12/11/15 BOOK: 597 PAGE: 83 MAP: 14A2-A-8				w/impv
		NUMBER PAGES: 0				
12/16/15 ✓	15-2215	AMBROSIO, ZACHARY MATTHEW	N KAGEY, INEZ CLAUDINE 209 N GREENWAY AVENUE BOYCE, VA. 22620	N .00	DQC	100%
		RECORDED TIME: 04:01				
		DESCRIPTION 1: TOWN OF BOYCE				
		DATE OF DEED: 08/14/15 BOOK: 597 PAGE: 191 MAP: 21A2-A-17				
		NUMBER PAGES: 0				
12/16/15 ✓	15-2216	BRISCO, SYLVESTER; JR ET UX	N KAGEY, INEZ CLAUDINE 209 N GREENWAY AVENUE BOYCE, VA. 22620	N .00	DQC	100%
		RECORDED TIME: 04:02				
		DESCRIPTION 1: TOWN OF BOYCE				
		DATE OF DEED: 07/17/15 BOOK: 597 PAGE: 193 MAP: 21A2-A-17				
		NUMBER PAGES: 0				
12/16/15 ✓	15-2217	TIPTON, BARRY; ET UX	N KAGEY, INEZ CLAUDINE 209 N GREENWAY DISTRICT BOYCWE, VA. 22620	N .00	DQC	100%
		RECORDED TIME: 04:03				
		DESCRIPTION 1: TOWN OF BOYCE				
		DATE OF DEED: 07/17/15 BOOK: 597 PAGE: 196 MAP: 21A2-A-17				
		NUMBER PAGES: 0				
12/16/15 ✓	15-2218	MAY, AIRYNEE	N KAGEY, INEZ CLAUDINE 209 N GREENWAY DISTRICT BOYCE, VA. 22620	N .00	DQC	100%
		RECORDED TIME: 04:04				
		DESCRIPTION 1: TOWN OF BOYCE				
		DATE OF DEED: 07/15/15 BOOK: 597 PAGE: 199 MAP: 21A2-A-17				
		NUMBER PAGES: 0				
12/16/15 ✓	15-2212	RICHMOND AMERICAN HOMES OF VI	N NESTOR, DARLENE 819 CGUIRE CIRCLE BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 465,320.00	DBS	100%
		RECORDED TIME: 12:30				67,500
		DESCRIPTION 1: LOT 27, BERRYVILLE GLEN				vac
		DATE OF DEED: 12/10/15 BOOK: 597 PAGE: 160 MAP: 14C-1-27				New const.
		NUMBER PAGES: 0				

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/18/15	15-2228	LICKING VALLEY CONSTRUCTION CO	N HORTON, CHRISTOPHER N & DEBORA N 21909 BLUWE RIDGWE MTN RD PARIS, VA. 20130	385,000.00	DBS	100%
		RECORDED TIME: 03:45				
		DESCRIPTION 1: 1.771 ACRES IN CHAPEL DISTRICT				
		DATE OF DEED : 12/17/15 BOOK: 597 PAGE: 311 MAP: 40A-1-20		PIN:		
		NUMBER PAGES : 0				
						125,000 vac New const.
12/18/15	15-2222	SCHOFIELD, KEVIN & JEAN	N HERBSTER ANGUS FARMS INC N P O BOX 228 BERRYVILLE, VA. 22611 LONGMARSH DIST	1,700,000.00	DBS	100%
		RECORDED TIME: 09:00				
		DESCRIPTION 1: 101.105 ACRES				
		DATE OF DEED : 11/01/15 BOOK: 597 PAGE: 257 MAP: 13-A-69		PIN:		
		NUMBER PAGES : 0				
						1,460,000 w/impv ↑
12/18/15	15-2226	CONNELLY, ROBERT M & EMMA M	N GRIFFITH, TODD G & PATRICIA A N 16 BLAKEMORE LN BERRYVILLE, VA. 22611 LONGMARSH DIST WR/S	415,000.00	DBS	100%
		RECORDED TIME: 12:15				
		DESCRIPTION 1: 2.776 ACRES ON TRAPP HILL RD				
		DATE OF DEED : 12/15/15 BOOK: 597 PAGE: 285 MAP: 8-13-3		PIN:		
		NUMBER PAGES : 0				
						451,900 w/impv ↓
12/21/15	15-2237	SCHANBORG, JOSHUA E & MINDY	N SCHWANBORG, JOSHUA E N 1138 KROKUK TERRACE NE LEESBURG, VA. 20175	.00	DG	100%
		RECORDED TIME: 02:13				
		DESCRIPTION 1: CHAPEL DISTRICT 10,861 SQ FT,				
		DATE OF DEED : 12/09/15 BOOK: 597 PAGE: 392 MAP: 23-A-2-25		PIN:		
		NUMBER PAGES : 0				
12/21/15	15-2239	FENTON M LOVE, V TRUST	N RYAN, LINDEN H; ET AL N 459 BIRCH LANE BOYCE, VA. 22620	365,000.00	DBS	100%
		RECORDED TIME: 02:25				
		DESCRIPTION 1: LOT 6, 5.330 CHAPEL DISTRICT				
		DATE OF DEED : 12/16/15 BOOK: 597 PAGE: 396 MAP: 30-1-6		PIN:		
		NUMBER PAGES : 0				
						365,800 w/impv
12/21/15	15-2248	SHENANDOAH VALLEY HOUSING LLC	N WHITE, MATTHEW D N N/A	.00	DE	100%
		RECORDED TIME: 03:50				
		DESCRIPTION 1: AGREEMENT OF EASEMENTS BATTLETOWN DISTRICT				
		DATE OF DEED : 00/00/00 BOOK: 597 PAGE: 448 MAP:		PIN:		
		NUMBER PAGES : 0				
12/21/15	15-2249	WHITE, MATTHEW D	N SHENANDOAH VALLEY HOUSING LLC N 13974 BLAZER LANE LOVETTSVILLE, VA.	80,350.00	DBS	100%
		RECORDED TIME: 03:51				
		DESCRIPTION 1: BATTLETOWN DISTRICT				
		DATE OF DEED : 12/18/15 BOOK: 597 PAGE: 452 MAP: 16-1-4		PIN:		
		NUMBER PAGES : 0				
						1/2 interest
12/21/15	15-2250	WHITE, MATTHEW D	N SHENANDOAH VALLEY HOUSING LLC Y 13974 BLAZER LANE LOVETTSVILLE, VA.	.00	DBS	100%
		RECORDED TIME: 03:52				
		DESCRIPTION 1: BATTLETOWN DISTRICT				
		DATE OF DEED : 00/00/00 BOOK: 597 PAGE: 454 MAP: 16-1-4		PIN:		
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
✓	15-2233	RICHMOND AMERICAN HOMES OF VA	N	JONES, RICHARD & MELANIE 508 BURWELL COURT BERRYVILLE, VA. 22611	N	510,043.00	DBS	100%
		RECORDED TIME: 11:00						
		DESCRIPTION 1: BATTLETOWN DISTRICT, W/RS						67,500 New Christ. ↓
		DATE OF DEED : 12/10/15 BOOK: 597 PAGE: 334 MAP: 14C-1-64				PIN:		
		NUMBER PAGES : 0						
✓	15-2231	JOHNSTON, CHARLES & CARLA	N	MILES, JULIE 272 BERRYS FERRY ROAD WHITE POST, VA. 22663	N	360,000.00	DBS	100%
		RECORDED TIME: 11:26						
		DESCRIPTION 1: GREENWAY DISTRICT						318,500 w/imp V 90,000 VAC
		DATE OF DEED : 12/21/15 BOOK: 597 PAGE: 330 MAP: 28A-A-16				PIN: (16) (19)		
		NUMBER PAGES : 0						
✓	4252	GASTON, RANDY EUGENE	N/A	N/A		.00	AFI	00%
		RECORDED TIME: 13:16						
		DESCRIPTION 1: GREENWAY DISTRICT, LOT 16						
		DATE OF DEED : 12/22/15 BOOK: 97 PAGE: 43 MAP: 28-7-16				PIN:		
		NUMBER PAGES : 0						
✓	15-2254	TAYLOR, JOHN B ET AL	N	PETRY, ROBERT & SHERRY MUSSELM 42 PURITAN LN GERRARDSTOWN, WV. 25420	N	5,400.00	DBS	100%
		RECORDED TIME: 01:40						75,000 ↓
		DESCRIPTION 1: GREENWAY DISTRICT						
		DATE OF DEED : 12/18/15 BOOK: 597 PAGE: 479 MAP: 28A-A-41				PIN:		
		NUMBER PAGES : 0						
✓	15-2258	CARTER, DOROTHY F, ET ALS	N	JOHN MICHAEL HOBERT TR OF HOBE 24 E MAIN ST BERRYVILLE, VA. 22611	N	90,500.00	DBS	100%
		RECORDED TIME: 01:55						90,500 VAC
		DESCRIPTION 1: LOT 2 - TOWN OF BERRYVILLE						
		DATE OF DEED : 12/23/15 BOOK: 597 PAGE: 493 MAP: 14A1-15-2				PIN:		
		NUMBER PAGES : 0						
✓	15-2259	TRUSTEE SERVICES OF VA LLS SUB	N	U S BANK NATIONAL ASSOCIATION 1661 WORTHINGTON RD SUITE 203 WEST PALM BEACH, FL. 33409	N	227,113.00	DBS	100%
		RECORDED TIME: 03:00						
		DESCRIPTION 1: LOTS 29,30 & 31, BLK 2M SHEN RET						29 - 4000 VAC 30 - 270,000 w/imp V 31 - 4000 VAC
		DATE OF DEED : 12/22/15 BOOK: 597 PAGE: 496 MAP: 17A4-29-2M19+				PIN: (K)		
		NUMBER PAGES : 0						
✓	15-2260	CAREY, LUANNE TOXVARD ET AL	N	CLARK, JACK 1916 HARRY BYRD HWY BLUEMONT, VA. 20135	N	420,000.00	DBS	100%
		RECORDED TIME: 02:00						3A 300, VAC ↑
		DESCRIPTION 1: 5.073 ACRES						
		DATE OF DEED : 12/19/15 BOOK: 597 PAGE: 500 MAP: 25-A-3,3A				PIN: (26-A3 + 3A) (3) 391,000 w/imp V		
		NUMBER PAGES : 0						
✓	15-2269	MONTAGUE, DONALD P ET AL TRS	N	MONTAGUE, DONALD P & JEAN M 305 EARLY DR BERRYVILLE, VA. 22611	N	.00	DQC	100%
		RECORDED TIME: 02:13						
		DESCRIPTION 1: LOT 248 - TOWN OF BERRYVILLE						
		DATE OF DEED : 12/22/15 BOOK: 597 PAGE: 523 MAP: 14A7-13-248				PIN:		
		NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/28/15 ✓	15-2271	MONTAGUE, DOANLD P & JEAN M	N MONTAGUE, DONALD P ET UX TRS O N 395 EARLY DR BERRYVILLE, VA. 22611	.00	DQC	100%
		RECORDED TIME: 02:15				
		DESCRIPTION 1: LOT 248, TOWN OF BERRYVILLE				
		DATE OF DEED : 12/22/15 BOOK: 597 PAGE: 547 MAP: 14A7-13-248			PIN:	
		NUMBER PAGES : 0				
12/29/15 ✓	15-2273	WILLIAM E CHAGARES TRUST	N BROWN, ZOE BELLE 405 FAIRMONT AVENUE WINCHESTER, VA. 22601	952,000.00	DBS	100%
		RECORDED TIME: 11:34				
		DESCRIPTION 1: CHAPEL DISTRICT, 158.5871 ACRES				82,200 VAC VOF
		DATE OF DEED : 12/17/15 BOOK: 597 PAGE: 552 MAP: 12-A-42A			PIN:	
		NUMBER PAGES : 0				
12/29/15 ✓	15-2275	RICE, ROBERT DANIEL	N LUNDBERG, KALEI ANNE 589 TIMBER LANE BLUEMONT, VA. 20135	.00	DQC	100%
		RECORDED TIME: 11:36				
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET, LOTS 93 & 94				
		DATE OF DEED : 12/14/15 BOOK: 597 PAGE: 562 MAP:			PIN:	
		NUMBER PAGES : 0				
12/29/15 ✓	15-2277	WISEMAN, THOMAS R,II ET AL	N HITCHEN, PETER O 102 TILTHAMMER MILL RD BOYCE, VA. 22620	356,000.00	DBS	100%
		RECORDED TIME: 12:41				600,000 ↓
		DESCRIPTION 1: 60 ACRES GREENWAY DIST				
		DATE OF DEED : 12/23/15 BOOK: 597 PAGE: 574 MAP: 30-A-65A			PIN:	
		NUMBER PAGES : 0				
12/30/15 ✓	15-2289	SINGHAS, CALVIN E & ANNA M	N SAME N/A	.00	OPM	100%
		RECORDED TIME: 03:50				
		DESCRIPTION 1: BATTLETOWN DISTRICT DB 241, PG 45				
		DATE OF DEED : 00/00/00 BOOK: 12 PAGE: 17 MAP: 14-A-59			PIN:	
		NUMBER PAGES : 1				
12/30/15 ✓	15-2294	LUCAS, KENNETH	N ALLGEIER, CHRISTOPHER 469 LAUREL LANE BLUEMONT, VA. 20135	.00	DG	100%
		RECORDED TIME: 04:03				
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHENANDOAH RETREAT LOTS 21-25 (MERGED) LOTS 26-28				
		DATE OF DEED : 12/28/15 BOOK: 597 PAGE: 641 MAP:			PIN:	
		NUMBER PAGES : 0				
12/30/15 ✓	14-2292	SINGHAS, CALVIN E & ANNA M REV	N SAME TRUST U/A 165 LINDEY LANE BERRYVILLE, VA. 22611	.00	DBS	100%
		RECORDED TIME: 04:09				
		DESCRIPTION 1: BATTLETOWN DISTRICT 46.1417				
		DATE OF DEED : 10/18/06 BOOK: 597 PAGE: 637 MAP: 14-A-59			PIN:	
		NUMBER PAGES : 0				
12/30/15 ✓	15-2293	SINGHAS, ANNA M & CALVIN E REV	N SAME TRUST U/A 165 LINDEY LANE BERRYVILLE, VA. 22611	.00	DBS	100%
		RECORDED TIME: 04:30				
		DESCRIPTION 1: BATTLETOWN DIST. LOT 2 2,000 ACRES				
		DATE OF DEED : 10/18/06 BOOK: 597 PAGE: 639 MAP: 14-4-2			PIN:	
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/30/15	15-2283	HUGHES, WALTER L	N SAME	N	.00 OPM	100%
		RECORDED TIME: 10:13	N/A			
		DESCRIPTION 1: CONSOLIDATION PLAT, CHAPEL DISTRICT				
		DATE OF DEED : 00/00/00	BOOK: 12 PAGE: 16			
		NUMBER PAGES : 1	MAP: 22-4-A & B		PIN:	

Clarke County Fire & EMS
2015-2016 Closing Balance Summary

Description	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	YTD Totals
Billable Calls								
Boyce (Co 4)	8	15	11	9	17	12	9	81
Blue Ridge (Co 8)	2	7	3	3	9	0	2	26
Enders (Co 1)	67	60	77	70	62	56	52	444
Total # of Billable Calls	77	82	91	82	88	68	63	551
ALS Trips Billed	38	53	41	43	61	30	30	296
BLS Trips Billed	39	29	50	39	27	38	33	255
Total	77	82	91	82	88	68	63	551
Calls Dispatched								
Co 1 Career		69	69	55	55	37	39	324
Co 1 Volunteer		4	3	7	3	6	1	24
Co 1 Split		22	36	32	30	45	29	194
Co 4 Career		1	4	2	0	0	4	11
Co 4 Volunteer		13	3	0	15	5	4	40
Co 4 Split		12	10	8	7	4	6	47
Co 8 Career		0	0	0	0	0	0	0
Co 8 Volunteer		5	6	4	8	4	6	33
Co 8 Split		0	1	0	1	0	0	2
Unknown	130	8	3	2	1	4	3	151
Total # of Calls Dispatched	130	134	135	110	120	105	92	826
Total Payments	\$0.00	\$5,911.92	\$46,739.95	\$43,914.32	\$37,247.14	\$27,970.24	\$24,396.34	\$186,179.91

****Corrected YTD Total****

Clarke County Fire & EMS
2015-2016 Closing Balance Summary

Description	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	YTD Totals
Billable Calls									
Boyce (Co 4)	8	15	11	9	17	12	9	12	93
Blue Ridge (Co 8)	2	7	3	3	9	0	2	7	33
Enders (Co 1)	67	60	77	70	62	56	52	64	508
Total # of Billable Calls	77	82	91	82	88	68	63	83	634
ALS Trips Billed	38	53	41	43	61	30	30	44	340
BLS Trips Billed	39	29	50	39	27	38	33	39	294
Total	77	82	91	82	88	68	63	83	634
Calls Dispatched									
Co 1 Career		69	69	55	55	37	39	48	372
Co 1 Volunteer		4	3	7	3	6	1	1	25
Co 1 Split		22	36	32	30	45	29	38	232
Co 4 Career		1	4	2	0	0	4	0	11
Co 4 Volunteer		13	3	0	15	5	4	2	42
Co 4 Split		12	10	8	7	4	6	14	61
Co 8 Career		0	0	0	0	0	0	0	0
Co 8 Volunteer		5	6	4	8	4	6	7	40
Co 8 Split		0	1	0	1	0	0	0	2
Unknown	130	8	3	2	1	4	3	12	163
Total # of Calls Dispatched	130	134	135	110	120	105	92	122	948
Total Payments	\$0.00	\$5,911.92	\$46,739.95	\$43,914.32	\$37,247.14	\$27,970.24	\$24,396.34	\$27,545.47	\$213,725.38



A Public Library Serving Winchester, Frederick and Clarke Counties

Director's Report, November 2015

Submitted December 15, 2015

Busy Month for Programs and Partnerships

With 92 different programs during November spread over three libraries, there was a program for nearly every age and interest. Five different authors spoke about their books and research, including Margaretta Barton Colt from New York, author of *Defend the Valley*. Ms. Colt spoke at the kickoff of "The Shenandoah Valley Tapestry - A Journey Through Time Project" which is recreating Page Huff Dillon's painting "Winchester and Frederick County, Virginia" through needlework. The tapestry will be created for and by the greater Winchester area through stitch-ins, workshops and storytimes at Handley Library.



Above is a portion of the poster "Winchester and Frederick County, Virginia" which is being recreated in a tapestry.

A standing room only crowd gathered to hear The Winchester Celtic Circle, the first program in A Little Noon Music's 2015-2016 season at Handley Library. Since 1979 the Friends of Handley Regional Library has been offering free monthly performances during fall and winter.



Star Wars—Jedi Training Camp also attracted a full house of participants, some of whom came in costume, to make rebel head gear and solve Jedi mind tricks. Youth Services staff along with volunteers Harry Holloway and Amy Hakola designed and ran the program at Handley Library.

At NaNoWriMo sessions at Bowman Library and Handley Library, middle school and high school teens gathered weekly in November to participate in write-ins that encouraged them to write a novel in November. Fifteen participants reached their word count goal and will be recognized as winners of the National Novel Writing Month event. They all have the opportunity to publish their novel.

At NaNoWriMo sessions at Bowman Library and Handley Library, middle school and high school teens gathered weekly in November to participate in write-ins that encouraged them to

While most library programs are conducted by Youth Services staff and Friends of Handley Regional Library, they are supported by many other staff members who write news releases, make fliers and brochures, and post events to the library's social media outlets and website. To provide excellent customer service, the Circulation Department ensures they have staff to handle book checkouts during the popular programs.

November Donations

Alvin Schuat, Elna, WI; Friends of Handley Regional Library in memory of Nancy Larrick Crosby; Tim Nicodemus; N. Hartley Schearer Jr.; Beverly and Donald Sears; Cynthia Ebert in honor of Rebecca Ebert; Kathryn Uphaus; Mr. and Mrs. David Jelinek; James and Frances Lowe; Rosslyn and Lawrence Selzer; Michael Rea; Margaret and Bruce Boppe; Ron Shickle; J. D. and Nancy Berlin; and Jo Ann Larrick.

Cary Claytor; John Dresely; Anderson Roofing; George Stierhoff; Marca Frazier; Larry Renner; Ruth Farley Massey; the Solak family; Dennis McLoughlin; Shirley Echelman; Virginia Dare Thompson; H. K. Benham III; Ed and Libba Pendleton; Ann B. Lewis; Reader & Swartz Architects; Susan Phillips; Phoebe West; and Erik and Jennifer Beatley.

Library Numbers at a Glance

23,524	Library visitors
63,891	Checkouts of books & materials
4,563	Checkouts of eBook, eMagazine, audiobook
92	In-house Library programs
2,381	Attendance at in-house Library programs
6	Outreach programs (presented outside the library)
139	Attendance at Outreach programs

Organizations that helped sponsor or participated in November programs

- Friends of Handley Regional Library
- Winchester Chapter of the Embroiderers' Guild of America
- Multicultural Club Collage of Frederick County, Va.
- Winchester Frederick County Historical Society
- Kernstown Battlefield Association
- Shen. Valley Chapter of Coming to the Table, EMU, Harrisonburg
- Literacy Volunteers
- Workforce Solutions (Lord Fairfax Community College)
- Winchester Film Club
- Alamo Drafthouse Cinema
- Frederick County Recycling
- Northwest Regional Detention Center
- Sherando High School LD class
- Grace Lutheran Preschool
- Sonshine Learning Center
- Senseny Road Head Start
- Independent School of Winchester
- Eukarya Academy
- Grace Lutheran
- Shenandoah Chess Club
- The Virginia Farm Market

Outreach—where library staff went during November

- Shenandoah County Sons of Confederate Veterans
- Shenandoah County day care for three Books Alive workshops
- Chesapeake, Virginia meeting of Tidewater librarians



Virginia Cooperative Extension

Virginia Tech • Virginia State University



Clarke County Office

101 Chalmers Court, Suite B

Berryville, Virginia 22611

540/955-5164 Fax: 540/955-5166

kailamh@vt.edu

<http://offices.ext.vt.edu/clarke>

<http://www.tinyurl.com/clarkecountyva4h>



Clarke 4-H Connections



January 2016

As the 4-H year begins, we begin to think about our projects, 4-H events and activities, contests, and of course the 2016 Clarke County Fair! Thus, the time comes to send a friendly reminder to those who plan to be an exhibitor to meet all the requirements needed *earlier* rather than *later*, hence, reducing the need for last second approvals from Clarke Agents or FFA advisors in order to show your project animal. That being said, carefully read and reference any exhibitor rule questions back to the Clarke County Fair 4-H & FFA Exhibitors' Rules guidelines in the County Fair Book or briefly listed below.

In order to show in the youth 4-H and FFA livestock and horse shows, members are required to participate in one Educational Activity and one Activity related to fundraising for the 4-H Volunteer Leaders Assn. (one from section A and one from section B):

- A. All 4-H Livestock Exhibitors must participate in one of the following on a county, district, or state level between October 1, 2015 and August 1, 2016: Active member of a 4-H or FFA judging team and participate in at least one contest; Competitive 4-H Shooting Education Event; 4-H Day Trip to the State Capitol; 4-H/ FFA Public Speaking, 4-H Share-the-Fun, 4-H Presentation, or 4-H Fashion Revue Contest; 4-H Summer, Lamb, Horse, or Goat Camps; 4-H Congress, Citizenship Washington Focus, Maker Festival, Sewing Workshop, Wreath Making Workshop, 4-H Interstate Exchange; Mid- Atlantic Carcass Evaluation Contest; Virginia Tech Swine Day or an activity approved by 4-H Agent or FFA Advisor.

AND...

- B. All 4-H Livestock Exhibitors must participate in one activity related to the 4-H Volunteer Leaders Association fundraisers (Spaghetti Dinner & Auction in Feb, Lamb & Goat Show in July).

Except in extenuating circumstances (such as extended illness or injury), those who do not participate in one of the above activities will show in the Open Non 4-H/FFA Show.

Inclement Weather Policy Reminder

Just a friendly reminder, the guideline for office closure and meeting cancellation is that if the Clarke County Government Center or Clarke County schools are closed due to inclement weather, the Clarke County Extension Office will also be closed. Any Clarke County 4-H club meetings, activities or programs will be cancelled unless otherwise approved by the extension agent.

www.ext.vt.edu

If you are a person with a disability and desire assistance or accommodation, please notify the Clarke County Extension Office at (540) 955- 5164 during business hours of 8:30 a.m. and 5 p.m.

Kaila Anglin,
Extension Agent,
4-H Youth Development

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HAPPY NEW YEAR



4-H Achievement Banquet Results

We had a great turnout for the 4-H Achievement Banquet which was attended by many 4-H families, leaders, friends of 4-H, and many supporters of the 4-H program! *Special thanks to Chad Morris for creating the 4-H Slideshow!*

Project Medal Recipients:

Dairy- Regan Jackson, Jordan Kelly, TJ Lowery, Brooke Northcraft, Kathleen Pine, Eve Wilkie

Poultry- Maeve Davis, Kevin Ganoë, Ashley Morris, Eve Wilkie

Rabbit- Kevin Ganoë, Eve Wilkie

Swine- Ellie Brumback

Sheep- Maeve Davis, Melissa Denson, Melissa Price

Beef- JT Heyl, Jordan Kelly

Goat- Brooke Bell, Melissa Denson, Amber Huff

Horse- Lili Gustafson

Sports Shooting Education- Zack Morris

Make Up Your Own Mind- Stephanie Miller

Fashion Revue- Kayla Sprincis

Continuing Achievement Certificates:

(either a Blue or Red project book score after receiving a medal in the same age category- junior or senior)

Luke Brumback	Swine
Sam Brumback	Swine
Charles Casey	Poultry
Mackenzie Cather	Poultry, Rabbit
Matthew Cather	Poultry
Nicholas Cather	Poultry
Maeve Davis	Swine
Kevin Ganoë	Swine
Bayne Gordon	Poultry
Sarah Miller	Make Up Your Own Mind
Stephanie Miller	Fashion Revue
Zack Morris	Swine
Raegan Owens	Dairy
Melissa Price	Rabbit
Cami Sowers	Dairy, Swine
Autumn Stevenson	Shooting Sports
Brooke Stotler	Horse
Kelli Violetta	Horse
Jarrett Wiley	Swine
Jarrett Wiley	Shooting Sports
Mark Alexander	Beef
Angel Bell	Sheep
Lauren Shippa	Sheep
Zack Morris	Sheep
Jarrett Wiley	Goat
Autumn Stevenson	Goat
Zack Morris	Swine
Cody Sowers	Swine
Ben Shippa	Swine

Portfolio (Blue) Achievement: Stephanie Miller, Mary

Rose, Kayla Sprincis

VA Junior Feeder Steer Recipients:

Helena St. Clair	Steer Tag #63
Maeve Davis	Steer Tag #3714
JT Heyl	Steer Tag #5881
Mallory Unger	Steer Tag #5886
Brady Childs	Steer Tag #5885
Mikayla St. Clair	Steer Tag #5876
Ryleigh Travers	Steer Tag #5878

Carcass Contest Award Recipients:

Beef: Helena St. Clair	Sheep: Jackson Kelly
Swine: Maeve Davis	Goat: Emma Nelson

Recognition of new "2015" 4-H All Stars:

Matthew Cather
Helena St. Clair
Taylor Owens

Recognition of Leaders' Years of Service:

20 years– Rachel Lockwood, Judy Pruitt

15 years– Chad Morris, Karen Russell

10 years– Carole Hofmann, Beecher Hope, Gina Hope, Deborah St.Clair

5 years– Melissa Burner, James Kelly, Shelly Morris, Keli Royal, Nancy Specht

Governor Awards:

Leadership:

Sarah Miller, Senior Leadership

Jarrett Wiley, Intermediate Leadership

Citizenship/ Community Service:

Lili Gustafson, Junior Citizenship

Melissa Price, Intermediate Citizenship

Travis Stevenson Senior Citizenship

Achievement:

Emma Nelson Junior Achievement

Barbara Fairbanks Intermediate Achievement

Sarah Miller Senior Achievement

Outstanding 4-H Volunteer Leader:

Mary Miller

James L. Ramey, Sr. Family of the Year Award:

Brian & Robin Cather & Family

Alumni Award:

Tori Lockwood

Friends of 4-H:

Dr. Mitchell Rode; the Alexander Family

Club Charter Seals:

Gold: Dairy

Blue: Lucky Leaf, Equine Enthusiasts

Red: Paws & Claws, Animals R Us

White: Outdoor Adventure

Banner Club Award:

Clarke/Frederick Dairy Club

Congratulations Everyone!

Club News...

Clarke-Frederick 4-H Dairy Club– Kathleen Pine, Reporter

The activity at the Dairy Club meeting in October was brought to us by our recreation leaders, Ellie Vincent and Tegan Lowery. Teams stood on tarps and had to flip over the tarp without touching the ground. This activity required us to work together and become one team. Our club celebrated 4H week by having three displays in local businesses. We are thankful to Tractor Supply, Berryville Grill and D.G. Cooley Elementary School for allowing us to share our 4H club with the community and to the Jarvis and Chauncey families for setting up the displays. On October 17, many members of the club traveled to Wayside Farm to explore the corn maze and check out their cool activities. All the members had a great time and will go back again next year and thank the Roberts family for organizing. On October 22, the club piled into a trailer to help support the Eagles by participating in the homecoming parade. The Virginia Dairy Maids who are members of our club followed our float. We all threw candy to the many spectators and cheered for the Eagles and are thankful to the Mackintosh family for bringing the trailer and driving us. At the November meeting we divided into our mentor groups and explored the meaning of the 4H pledge and found some information about Holsteins, Jerseys and Brown Swiss. The Dairy club has much to be proud of at the achievement dinner. Gold and Banner!!! Thanks to our leader Karen Russell who works so hard to keep us all together. Our officers attended the officer training and are thankful for learning how to best serve our club in these leadership positions. Our club continued our 20+ year tradition of thanksgiving dinner with the residents at Johnson Williams Apartments by serving and sharing dinner and making ornaments for the Barns of Rose Hill tree. Many members attended the Barns of Rose Hill tree decorating and placed our ornaments (black and white balls with green 4H ribbons) on the tree. We joined in the community holiday spirit by having many of mentor groups create parking meter decorations so parking will be free for December. The Mackintosh family was kind enough to pull us in the Christmas parade. The club enjoyed spreading Christmas cheer by throwing candy and singing carols. We celebrated Christmas as a club by enjoying dinner together at our December meeting while we collected the presents we purchased for the family we adopted. Thanks to Cami and Cody Russell for arranging a way for our club to help others enjoy the holiday as much as we do. We continued the joy of the holidays by decorating at Johnson Williams Apartments and then taking a wonderful walk through the light display at Clearbrook park. Those interested in participating in the Dairy Bowl contest in April are beginning practices in January.

Light Horse & Pony Club– Moriah Hinton, Reporter

Robin DeVaux's pony, Gillian, did a great job representing our Light Horse and Pony Club in the Berryville Christmas Parade! Our club decorated Gillian with bells, red and green stripe painted stockings, a tree skirt, red hats, and baskets of candy. Gillian liked the peppermints in the candy baskets! Even though the fire station siren went off during the parade, Gillian was calm with Robin on one side and Owen Garber on the other. Many people called our pony a horse, but one person thought she was a donkey! Moriah Hinton was happy to lead Gillian back to the trailer after the parade. Raleigh Hilt and Sarah Elrod volunteered to ring the bell for the Salvation Army.



Lucky Leaf 4-H Club– Melissa Price, Reporter

The November Lucky Lead 4-H meeting was held on November 10, 2015 at the Berryville Presbyterian Church. President John Thomas Heyl called the meeting to order. Ellie Brumback led the pledge of allegiance, Jackson Kelly led the 4-h pledge, and Sam Brumback recited the 4-h motto. Secretary Kaitlyn Spitler gave roll call/game and the secretary's minutes. There was no treasure's report.

The old business was Virginia state fair carcass results reported on by John Thomas Heyl, The gathering was reported on by Mary Rose, Lexi Henderson, and John Thomas Heyl. The old business was one line enrollment reported on by Mrs. Miller, achievement night is on November 15, 2015 starts at 4:30, Officer training mandatory November 18, 2015 from 6:30 to 8:30 at the Berryville Baptist church, Re-enrollments, wreath making from 6:00 to 8:00 PM at The Amazing Tree Farm in Berryville \$20 pre-registration by November 20, deadline to enter Virginia Associations fairs youth scholarship competition is December for 2015, the Christmas parade is on December 5, 2015, Beef way in from 7:00 to 9:00 AM at the Clarke County Fairgrounds on December 5, 2015, The adult volunteer leaders training meeting is on December 9, 2015 from 6:30 PM to 8:30 PM at the Berryville Baptist Church, Virginia Association of Fairs youth scholarship competition- The Homestead is on January 7, 2016 through January 10, 2015, state 4-h day at the capital, Richmond Virginia on February 16, 2016 the snow date is February 23, 2016, Atlantic coast Calf College in Blacksburg is on February 20, 2016 through February 21, 2016, and the beef management clinic at wood side farm from 11:00 AM to 3:00 PM.

Next we did bragging rights in the pointed a parking meter contest committee and a bake sale committee. President John Thomas Heyl adjourned the meeting. The many programs were Jordan and Jackson Kelly presenting adjourned the meeting. The mini programs were Jordan and Jackson Kelly. Jackson Kelly gave his mini program on acrylic painting and Jordan Kelly gave his mini program on the Angus breed. Melissa Price gave a program on rabbit showmanship. Anna Hornbaker gave a program on pitching techniques. Refreshments provided after the meeting.

4-Hers in the Spotlight!

2015 State Fair of Virginia

Junior Skill-A-Thon Contest Results

Beef

Junior- 1st Jordon Kelly, 4th Quinna Molden, 6th Chet Boden, 7th Eddyn Molden

Intermediate- 4th Berkeley Frank, 5th Caleb Boden, 6th Mikayla St Clair

Senior- 2nd Gordon McIntire, 3rd Cody Boden

Goats

Junior- 1st Hayley Seabright, 5th Chet Boden

Intermediate- 2nd Marcus Smith

Swine

Junior- 1st Chet Boden, 7th Jordan Kelly

Intermediate- 3rd Mikayla St Clair, 5th Ryleigh Travers, 9th Caleb Boden

Senior- 4th Evan Lineweaver, 7th Harrison Furlow

Sheep

Intermediate- 5th Caleb Boden

Senior- 1st Cody Boden, 5th Matthew Ferrari

2015 State Fair of Virginia Beef Carcass Results

Clarke County 4-H member, John Thomas Heyl placed 3rd Overall in the 2015 State Fair of Virginia Beef Carcass Show. Congratulations John Thomas!



Wreath Making Workshop

The Wreath Making Workshop was held on Wednesday, December 2nd at Amazing Tree Farm in Berryville. Eight Clarke County 4-H members and four Clarke County 4-H volunteers attended the workshop! Special thanks to Jaime Jacobson and her family for hosting the event! We look forward to making this an annual event!



Barns of Rose Hill— Christmas Tree Decorating Event

Clarke County 4-H members participated in the Barns of Rose Hill Christmas Tree Decorating event on Thursday, December 3rd. 4-H members, parents and volunteers enjoyed a time of fellowship with fellow 4-H families and some lite refreshments! A fun time was had by all and we appreciate you taking time to celebrate the holiday spirit by decorating a community Christmas tree!



Holiday Animal Shelter Donations



Thank you to all that contributed donations for the Animal Shelter at our annual Barns of Rose Hill tree decorating event in December! The Shelter was happy to receive the donations and will put them to good use!

****Reminder:** if your club has an upcoming event or meeting minutes that you would like to have published in the upcoming newsletter, please send to Kaila Anglin at kailamh@vt.edu.

Competitive Event Opportunities



4-H Horse Program

Ongoing practices: Contact Rachel Lockwood at 540-837-1878 or rachel1201@gmail.com

Horse Judging, Horse Hippology, and Horse Bowl competition teams teach youth to:

- Evaluate horses on the basis of conformation and performance
- Understand the basic relationship between a horse's body structure and its performance
- Make consistent, logical decisions
- Orally defend their placing of the class by presenting oral reasons to a judge
- Work together as a team
- Learn horse science – everything about the horse from nutrition to anatomy and physiology to proper barn construction
- Learn to identify different feeds, tack and horse breeds and about the horse industry
- Work together as a team
- District, Regional, State and National competitions are also available

District Qualifying Clinics, Horse Camps, and State 4-H Horse Show:

- The emphasis of Virginia's 4-H Horse and Pony program is on equine selection, nutrition, management, riding, recreation, fun, and horsemanship

4-H Livestock Program

Practices start in January 2016.

Contact Ruth Boden at 540.247.5147 or rboden@mafc.com

Livestock Judging, Junior Stockmen's, Meats Judging, 4-H Livestock Bowl, Youth Cattle Working

- The 4-H Youth Livestock Program is the largest animal science project area enabling youth to develop their interest in beef cattle, sheep, and swine in their 4-H projects
- Youth learn about selection, care, and feeding of livestock, animal health, and importance of good record keeping
- Emphasis for these projects continues to be focused on life skill development

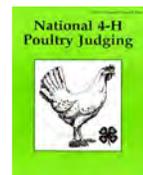
State Fair of Virginia

- A culminating event for youth livestock projects, this event allows youth to exhibit their cattle, sheep, meat goats, and swine and compete in showmanship

4-H Poultry Judging, Avian Bowl

Practices start in February 2016. Contact Brian Cather at brcather@gmail.com or 540-837-1066

- Poultry judging is an evaluation event in which students learn and understand standards used in poultry and egg production and marketing, and to apply the standards in a realistic decision-making situation.
- The Avian Bowl encourages youth to expand their knowledge of avian facts and become proficient in poultry management and related subjects.



4-H Shooting Education

Ongoing training, year round practices. Contact Chad Morris at 304-268-2458 or hondarider1@outlook.com



District 4-H Shoot, 4-H Shooting Education Camps, 4-H Shotgun Championship, VA 4-H Spring Air, VA State Shoot, Hunter Education, VA 4-H Shooting Sports Teen Ambassador Program, National 4-H Invitational

- Learn the safe handling and use of firearms and archery tackle under the competent leadership of specially trained adult volunteers. Focuses on safety and basic marksmanship skills.

4-H Dairy Program

Practices start in January 2016.

Contact Laura Jackson at 540-837-1891 or ljackson@mdvamilk.com



Dairy Judging, Dairy Bowl, Junior Dairyman's District Dairy Judging Contest, June is Dairy Month 4-H Poster Contest, State Fair Youth Dairy Cattle Show

- The dairy youth program offers many opportunities for dairy youth and volunteer leaders to increase their dairy knowledge and skill in four general areas: dairy industry knowledge, dairy cattle judging, dairy cattle fitting and showing, and dairy industry promotion

Contact the Extension Office for more information on Competitive Events and Judging Team practices!

Upcoming Events...

4-H Presentation, Public Speaking, Fashion Revue Contests

The Clarke/Frederick 4-H Presentation, Public Speaking, and Fashion Revue Contests will take place on **Friday, February 5th, at Frederick County Middle School**. The Presentation and Public Speaking Contests will begin at 6:30 p.m. The Fashion Revue Show begins at 7:00 p.m.

Registrations due by January 29th—

click the link below to register for each contest:

for **Presentations**— click [HERE](#)

for **Public Speaking**— click [HERE](#)

for **Fashion Revue**— click [HERE](#)

This event qualifies as a 2016 Fair Qualifier.



NEW CONTEST!

4-H Table Setting Contest

The Table Setting Contest will also take place

Friday, February 5, at Frederick County Middle School.

Registrations due by January 29th—

click [HERE](#) to register for the contest!

This event qualifies as a 2016 Fair Qualifier.

4-H Day at the State Capitol



4-H Day at the State Capitol is scheduled will take place on **Tuesday, February 16th**. This is a wonderful opportunity for youth to practice citizenship skills and to learn about state government.

If you are interested in attending, please register [HERE](#) by Wednesday, January 20th.

(Snow date is Tuesday, February 23, 2016)

This event qualifies as a 2016 Fair Qualifier.

4-H Share-the-Fun Talent Show Contest



The Clarke County Share-the-Fun Contest will take place on **Friday, March 4th, 6:30 p.m., at Johnson Williams Middle School**.

All contestants should be at the school by 6:00 p.m. A mandatory practice will be held on **Monday, March 2nd, 4:30-6:30 p.m., at JWMS**.

Registrations due by January 29th—

click [HERE](#) to register for the contest

This event qualifies as a 2016 Fair Qualifier.

Youth Meat Quality Assurance Training

****Required to show at the 2016 Clarke County Fair****

All youth who plan on showing livestock at the 2016 Clarke County Fair must attend and successfully complete a Youth Meat Quality Assurance (YMQA) Training.

The Youth Meat Quality Assurance Program is a program designed to teach youth the basics of animal husbandry and general management practices in raising a project animal. This program provides a foundation of animal management for youth of all ages. The mission of this youth meat quality assurance program is to maximize consumer confidence and acceptance of the food products produced via youth livestock projects. Quality assurance for livestock producers means making a promise to the consumers, or the people who consume the products that come from livestock. The promise made is that products from livestock will be the highest possible quality and producers will do everything possible to make these products safe to eat. Look for more information and dates to come...



Clarke County 4-**H Volunteer Leaders' Association**
Spaghetti Dinner and Auction

Saturday, February 20th

Dinner 5:00 pm-7:00 pm

Live Auction @ 6:30 pm

Clarke County Ruritan Building

This annual fundraiser consists of a spaghetti dinner and a silent and live auction. The funds raised from this event help the Clarke County 4-H VLA service the youth in our county in many ways: educational scholarships, camp scholarships, judging teams, project books, conferences, special events and to overall support the Clarke County 4-H program. *The Clarke County 4-H VLA is a non-profit 501(c)3 organization: TAX ID# 46-0618458.*

If you or your club would like to donate an auction item or make a tax-deductible sponsorship, please contact the Extension Office. Please respond by February 12th so we can plan accordingly.

___ Purple Ribbon Sponsor \$250 ___ Red Ribbon Sponsor \$50
___ Blue Ribbon Sponsor \$100 ___ White Ribbon Sponsor \$25

*Please make checks payable to **Clarke County 4-H, Inc** and mail to:
PO Box 165, White Post, VA 22663.*

For security purposes, please do not send sponsorships as cash.

This event will count towards the VLA Fundraising Qualifier for youth to show at the 2016 Clarke County Fair, so keep a look out for more information on ways to complete this qualifier!



2016

4-H Event Calendar

*For a Complete Schedule and for All Registration forms visit the Clarke County 4-H Website:
<http://www.tinyurl.com/clarkecountyva4h>*

January 4	Jr Stockman's, Livestock and Meats Judging practices will start practicing at Mid Atlantic Farm Credit 125 Prosperity Dr. Winchester VA from 6:30-8 :00; Contact Ruth Boden at 540.247.5147 or rboden@mafc.com
January 14	4-H Leaders Association Meeting, Berryville Baptist Church, 7 p.m.
January 29	ALL CONTEST (Presentation, Public Speaking, Fashion Revue, Table Setting and Share-the-Fun) REGISTRATION FORMS DUE to Extension Office (<i>Educational Fair Qualifier</i>)
February 5-6	4-H All Star Winter Conference, Hampton, VA
February 5	Clarke-Frederick Presentation, Public Speaking, Fashion Revue and Table Setting Contests; Frederick County Middle School, Berryville, VA (<i>Educational Fair Qualifier</i>)
February 12	Beekeeping Essay Due (<i>Educational Fair Qualifier</i>)
February 12-13	Block & Bridle Horse Judging, Virginia Tech (<i>Educational Fair Qualifier</i>)
February 16	State Capitol Day, Richmond, VA (<i>Educational Fair Qualifier</i>) RSVP by January 20th
February 20	Skyline Stockmen's Contest, Front Royal Livestock Exchange (<i>Educational Fair Qualifier</i>)
February 20	4-H Leaders Association Spaghetti Dinner & Auction (<i>VLA Fair Qualifier</i>)
March 4	Share-the-Fun Contest, JWMS (<i>Educational Fair Qualifier</i>)
March 5-6	Teen & Adult Leader Training (TALT) for 4-H Summer Camp Staff, Front Royal, VA
March 11-13	MAJAC Beef Show, Rockingham County Fairgrounds
March 14	4-H Leaders Association Meeting, 7 p.m.
March 18-19	B&B Stockmen's, Livestock Judging , Meats Judging, Virginia Tech (<i>Educational Fair Qualifier</i>)
March 25-27	4-H Spring Air Shoot , W.E. Skelton Center (<i>Educational Fair Qualifier</i>)
April 9	Glenwood Livestock Exhibition Show, Loudoun County Fairgrounds
April 9	State 4-H Dairy Quiz Bowl (<i>Educational Fair Qualifier</i>)
April 15-17	Virginia Beef Expo, Rockingham County Fairgrounds
April 23	Northern District Contest; Warren County High School, Front Royal, VA
April 29	VA Poultry Convention, Harrisonburg VA (<i>Educational Fair Qualifier</i>)
April 30	National 4-H Congress; Applications are due to the State 4-H Office. Interviews and delegate selection will take place during state congress on Tuesday, June 28 th
June 27-30	Senior 4-H Congress, Blacksburg, VA (<i>Educational Fair Qualifier</i>)
July 2	4-H VLA Summer Lamb & Goat Show (<i>VLA Fair Qualifier</i>)
July 10-14	Clarke-Warren 4-H Camp, Front Royal, VA (<i>Educational Fair Qualifier</i>)
August 14-19	Clarke County Fair
Sept. 23-Oct. 2	State Fair of Virginia, Doswell VA (<i>Youth Livestock Shows start September 30th</i>)

Clarke County

lwalburn@clarkecounty.gov

RE: Information Request

From : Susan Newbrough <susan@vatransit.org>

Wed, Jan 13, 2016 12:33 PM

Subject : RE: Information Request 2 attachments**To :** 'Lora Walburn' <lwalburn@clarkecounty.gov>**Cc :** 'Bruce Simms' <bruce@vatransit.org>, 'Shawn Free' <shawn@vatransit.org>

Ms. Walburn;

My apologies that County Administration has not received the information in a prompt manner. I have attached a copy of the brochure that has been distributed to various public areas (town offices, library, social services, etc.) in Berryville. The Clarke County service is an On-Demand/ADA Curb to Curb service that operates Monday through Friday from 9:00am until 1:00pm. Passengers can contact the number provided to schedule trips up to two weeks prior or at least the day before for next day service. So each day our driver receives a copy of the scheduled trips picks up the passengers at the requested point of origin and transports them to their destinations. You will notice on the back of the brochure the fares; which are \$1.00 per/person; per/trip and Thursdays all Senior Citizens ride for free.

I spoke briefly with our accounting department to obtain the ridership numbers for November and December 2015; which I have provided below.

November 2015 – 189 passengers

December 2015 – 203 passengers

Moving forward I will provide you monthly with a spreadsheet reflecting the daily passenger counts for the Clarke County service.

I hope this of assistance to you for your Board of Supervisors meeting. I will forward you the other requested information as soon as possible. Should you wish to discuss this service and information further I would be happy to meet with you at your convenience. Also, please feel free to let me know if you have any other questions about the current service.

Thank you.

Have a nice day.

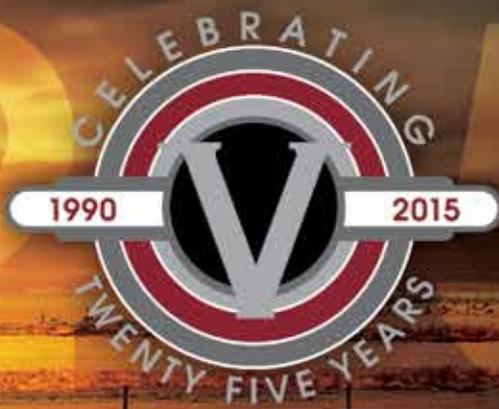
Susan Newbrough

Transit Manager

Virginia Regional Transit

2015 ANNUAL REPORT





109 North Bailey Lane • Purcellville, Virginia 20132
Toll Free 877-777-2708
www.vatransit.org



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VIRGINIA REGIONAL TRANSIT

VISION:

A recognized leader in providing high quality local and rural community transportation solutions.

MISSION:

As a multifaceted organization, Virginia Regional Transit provides access to affordable transportation through passenger service, transit system management and other transit related services.



Board of Directors



Brian Wells
Chairman



Mark McGregor
CEO/President



Russ Neyman
Vice Chairman



Noel Brown
Treasurer



Charles Grant
Chairman Emeritus



Maxie Brown
Board Member



John Marsh
Secretary



Randy Sutliff, Esq.
Board Member



Robert Chirles
Board Member

RETAINED CORPORATE ATTORNEY
Registered Agent
Mary Gayle Holden



VIRGINIA REGIONAL TRANSIT

From the Chairman **Brian Wells**



In 2015 Virginia Regional Transit celebrates twenty five years of providing rural bus transportation solutions.

VRT continues to be a leader in the transportation industry. Our management team is highly respected, and sought after to advise and assist others in the industry. Our CEO and transportation managers are often invited to speak at industry conferences, showcasing how our own service challenges have been overcome by advance planning, flexibility and sound fiscal practices.

The VRT story starts with a local pastor providing car rides to residents of a homeless shelter. It was a simple plan of helping folks get to and from work, so they could earn a living, and secure their own living accommodations and transportation. As things grew the car turned into a van, and then into a bus, and then multiple buses. With rural areas being where transportation solutions can be most challenging, the focus shifted to assisting local jurisdictions in providing affordable bus transportation for their residents. And after twenty five successful years, VRT has just provided the twelve millionth ride to the public.

I am proud to be a part of this wonderful organization!

Brian Wells

From the CEO Mark McGregor



This has been an exciting year for Virginia Regional Transit and its affiliated companies! Our Executive Team and all of the staff have successfully re-engineered the company to meet the changing business model in Virginia. We accomplished this without missing any service to our passengers and, by protecting the dignity and value of our employee investments.

Adjusting our business model to reflect the need of contracting service, rather than grant based service, changed all of our traditional thinking and planning. Everything we do from staffing, managing rolling stock and all of the supports associated with our passengers needed to change, while maintaining a financially stable environment prepared for the future. On August 28, 2015, we celebrated 25 years as a Virginia 501c3 not-for-profit public transit company serving the people of Virginia and surrounding communities. We believe the year just completed has prepared us to meet the challenges coming in our 26th year and beyond.

I am pleased to dedicate this report to our highly trained dedicated staff, the volunteers who serve or have served on our Board of Directors, our vendors, bankers, and most importantly, our passengers who we are assisting daily to increase their mobility and service – which is our reason for existing. What we do is helping to improve the quality of life for Virginians!

A handwritten signature in blue ink that reads "Mark Mc Gregor". The signature is written in a cursive, flowing style.



VIRGINIA REGIONAL TRANSIT

Passenger Service

In the 2014-2015 fiscal years, Virginia Regional Transit provided service to communities comprising of approximately 14.5% of Virginia’s geographic area and 9.9% of its population.

Virginia Regional Transit has experienced ridership growth in all rural and small urban regions. Virginia Regional Transit offers a variety of amenities to ensure the comfort and safety of our passengers, including wheelchair lifts, seatbelts, bicycle racks, real time GPS, and onboard video cameras. In 2015, VRT replaced wooden seating (currently in our Trolleys) with padded seats for increased passenger comfort and safety.

Virginia Regional Transit has realigned our fiscal year to match the State of Virginia. Therefore, the numbers reflected in this report represent a nine month period. Total public ridership for VRT was 405,997. Combined with 36,779 boardings on

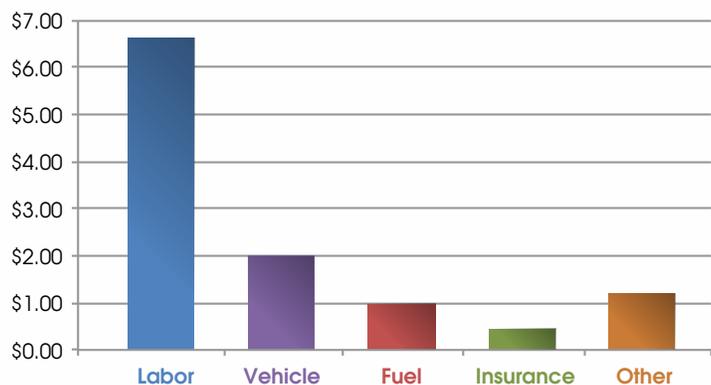
Virginia Rides services and 63,198 on STAR Transit, we transported 505,954 passengers during this abbreviated fiscal cycle. Since this report reflects a nine month cycle as well as a significant change in the rural status of Loudoun County, year to year comparisons would have little or no relevance to performance.

As one of our major geographic service areas was changed to large urban, VRT worked to ensure that, with the transfer, the passengers received the highest level of service. We accomplished transitioning the passengers to the new provider without a single identified missed trip or route. Many of our existing vehicle operators transferred to the new provider and we worked with our local government and MV transportation to communicate cooperation, reassurance, and confidence in the system.

Passenger Service RTMS Fast Facts

- VRT provides some type of Transit service in 14.5% of the geographic boundaries of Virginia.
- VRT has growing ridership in the rural and small urban areas where we currently provide service.
- A new fiscal cycle as well as changes in service providers makes year to year comparisons on a system wide scale less meaningful indicators of performance.
- All focus has been on passenger service rather than the bureaucratic necessities required by the changing census data.

2015 Virginia Regional Transit Source per \$11.27 trip cost



Fiscal Resources

At the close of the fiscal year, Virginia Regional Transit provided over 10.5 million dollars in service transporting 1.3 million riders to jobs, health care, and other destinations. Our revenue came in at 10.68 million, leaving us an overall surplus of 180k. As a government funded not for profit, VRT has never accumulated cash reserves, and revenue for the year, is within 2% of expense. An average month of operating costs the agency \$852,000, so this surplus is less than one week's operations for the agency. As a goal for the next 3-5 years, VRT would like to achieve a reserve equivalent to one fiscal quarter of operating costs. If successful, this would decrease or eliminate the need for short term borrowing of working capital.

During this fiscal cycle about 60% of our services were impacted by the 2010 census, making most of Loudoun and Augusta County ineligible for rural funding. The Central Shenandoah Planning District Commission (CSPDC) took on the task of becoming the funding recipient for federal and state funds under the small urban program identified as section 5307 of the federal transportation funding. The CSPDC then contracted with VRT to continue to provide services to the region after a procurement process.

In Loudoun County the change was far more significant, with the majority of county service being changed from rural to large urban. The reason is that the county is now becoming part of the Washington Metro system of funding. The rail lines serving Washington DC are in the process of being extended to Dulles Airport. As a result of these changes and the procurement process, VRT has provided service in Loudoun County through the end of the current fiscal

year, but will not be the provider for the urban portion of the service in the coming year.

A large component of the change in funding mechanism has resulted in requiring our customers to support the system through a changed fare structure that eliminated many of the free or reduced fare rides we have provided in the past. These fare changes resulted in ridership decreases of approximately 19% from the last fiscal year. This change increased the cost per rider. The additional fare revenue of \$150,000 helps defray the government costs for the service. VRT distributes all fare revenue to the appropriate funding sources.

Fiscal Resources Fast Facts:

- Virginia Regional Transit finished fiscal year 2014-2015 with an overall operating deficit of \$83,880, excluding capital purchases and depreciation.
- Virginia Regional Transit cash flow remained positive for the fiscal year, with no short-term borrowings outstanding, as of the end of the year.
- Virginia Rides fiscal year ends 12/31/2015; through 6/30/2015 the company has a \$8,478 operating surplus, again excluding capital. These are internal, unaudited statements of our current position.
- Star Transit, which we manage, but the financial performance is not part of VRT, had an operating surplus of \$31,644, as of the end of June. That number is an internal, unaudited statement of current financial activity.
- During this fiscal cycle, Bruce Allder, CPA, joined our management team as the Director of Financial Services.



VIRGINIA REGIONAL TRANSIT

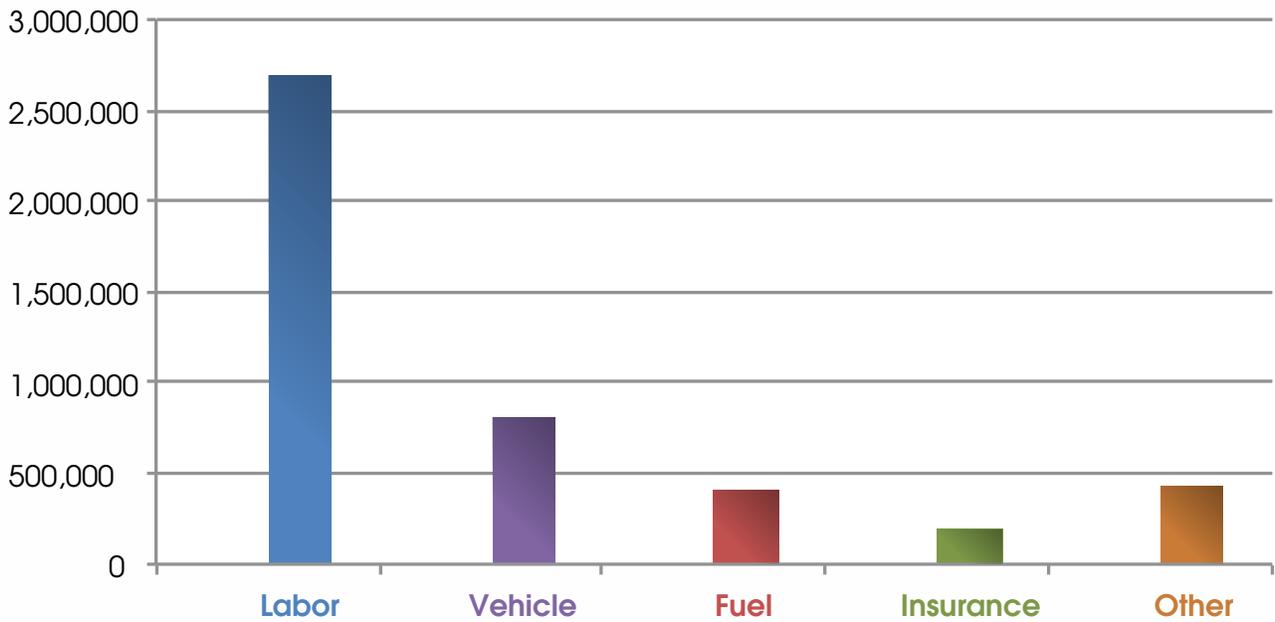
Fiscal Resources

Expense categories continue to demonstrate that transit is labor intensive, with the largest single cost component of our service being Human Resources. VRT is aggressively pursuing policies to contain those costs, while providing the highest quality service possible.

We are pleased to report that our independent auditors have reviewed our financial statements and verified all of the balances, procedures and accounting of the resources entrusted to us.



Expense Categories



VIRGINIA REGIONAL TRANSIT

STATEMENT OF FINANCIAL POSITION

June 30, 2015

ASSETS

Current Assets

Cash deposits	\$ 492,262
Accounts receivable	296,341
Grants receivable	107,115
Prepaid expenses/deposits/advances	71,909
Total current assets	<u>967,627</u>

Property, vehicles and equipment (net of accumulated depreciation of \$9,147,981)	<u>18,154,317</u>
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Total assets	<u><u>\$ 19,121,944</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 184,430
Accrued liabilities	15,032
Current maturities of note payable	24,447
Deferred income	529,972
Total current liabilities	<u>753,881</u>

Notes payable	<u>321,156</u>
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Total liabilities	<u>1,075,037</u>
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Net assets

Unrestricted	
Capital investment	17,808,714
Undesignated	238,193
Total net assets	<u>18,046,907</u>

Total liabilities and net assets	<u><u>\$ 19,121,944</u></u>
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VIRGINIA REGIONAL TRANSIT

VIRGINIA REGIONAL TRANSIT

STATEMENT OF ACTIVITIES For The Nine Months Ended June 30, 2015

	Unrestricted			Temporarily Restricted	Totals
	Operations	Capital/ Non-operating	Total		
SUPPORT AND REVENUE					
Public support					
Contributions (non-cash \$14,945)	\$ 15,363	\$ -	\$ 15,363	\$ -	\$ 15,363
Federal funds	1,380,392	-	1,380,392	-	1,380,392
Virginia State funds	508,504	-	508,504	-	508,504
Virginia RTAP funds	7,533	-	7,533	-	7,533
Loudoun County funds	190,008	-	190,008	-	190,008
Local government funds	379,103	-	379,103	-	379,103
Local private funds	201,545	-	201,545	-	201,545
Total public support	2,682,448	-	2,682,448	-	2,682,448
Revenue					
Passenger fares	63,921	-	63,921	-	63,921
Ridership contract services	1,427,078	-	1,427,078	-	1,427,078
Ridership management services	21,350	-	21,350	-	21,350
Advertising service	38,343	-	38,343	-	38,343
Leased services	-	-	-	-	-
Rental income	83,124	-	83,124	-	83,124
Emission/DMV revenue	136,725	-	136,725	-	136,725
Reimbursements	3,215	-	3,215	-	3,215
Gain (Loss) on disposal/transfer of assets	-	239,197	239,197	-	239,197
Total revenue	1,773,756	239,197	2,012,953	-	2,012,953
Net assets released from restrictions					
Satisfaction of usage restrictions	-	-	-	-	-
Total support and revenue	4,456,204	239,197	4,695,401	-	4,695,401
EXPENSES					
Employee benefits	258,817	-	258,817	-	258,817
Vehicle operating costs	887,106	-	887,106	-	887,106
Communication services	102,751	-	102,751	-	102,751
Office expense	99,460	-	99,460	-	99,460
Occupancy and maintenance	259,985	-	259,985	-	259,985
Conferences and travel	33,334	-	33,334	-	33,334
RTAP conferences and travel	9,580	-	9,580	-	9,580
Insurance	281,235	-	281,235	-	281,235
Advertising	63,214	-	63,214	-	63,214
Professional services	78,034	-	78,034	-	78,034
Commissions	43,487	-	43,487	-	43,487
Interest expense	16,849	-	16,849	-	16,849
Hiring expense	15,301	-	15,301	-	15,301
Uniforms	24,566	-	24,566	-	24,566
Miscellaneous	4,909	-	4,909	-	4,909
Other fixed charges	38,220	-	38,220	-	38,220
Vehicle equipment	11,148	-	11,148	-	11,148
Transportation service	45,081	-	45,081	-	45,081
Depreciation expense	-	1,045,584	1,045,584	-	1,045,584
Leased services	2,267,007	-	2,267,007	-	2,267,007
Total expenses	4,540,084	1,045,584	5,585,668	-	5,585,668
Changes in net assets	(83,880)	(806,387)	(890,267)	-	(890,267)
Equity reclassification	245,938	(245,938)	-	-	-
Net assets, beginning of year	76,135	18,861,039	18,937,174	-	18,937,174
Net assets, end of year	\$ 238,193	\$ 17,808,714	\$ 18,046,907	\$ -	\$ 18,046,907

Capital and Infrastructure

During the 2014-2015 fiscal cycle, Virginia Regional Transit made significant changes to its rolling stock inventory to adjust for the changing service model in Loudoun County. Many vehicles were transferred to other rural regions, while the remaining vehicles (that had met their useful life) were transitioned out of the fleet and, either sold, or were placed in a contingency fleet. That process is ongoing at year end.

Changes in the FTA rules, regarding disposition of vehicles, took place in October 2014. We now must implement a plan to account for how all funds from the disposition are justified in a way that is acceptable to our grant administrator (Virginia Department of Rail and Public Transportation). We are working at the federal level to try to get the language changed back so that we will have the freedom to use these resources for local match on new capital acquisitions.

Capital and Infrastructure Fast Facts

- All long range capital building projects are complete.
- We continue to maintain our fleet to the highest industry standards and strive to match vehicle size to passenger needs.
- All building projects were funded with grants, so depreciation must be tracked separately for funding from federal and state grants.





VIRGINIA REGIONAL TRANSIT

Marketing and Outreach

Virginia Regional Transit is focused on providing access for our passengers and providing information to elected and appointed officials regarding our services. As we enter our 25th year of service, the company continues to change with the needs of our stakeholders and customers. In our 25 years we have opened our doors more than 12 million times to provide access to mobility and a higher quality of life for Virginians.

Working in our communities, VRT hosts fundraising activities such as our annual golf tournament. In addition, we are active in several legislative efforts and have membership in many community and professional associations. We are focusing significant efforts on communication through today's technology venues. VRT is striving for real time communication on Facebook pages, Twitter and the web.

The change of many of our services from the agency serving as the designated provider to one where we serve as a hired contractor has shifted

the focus of our marketing efforts. Keeping our customers, (passengers and government officials) aware of impacts and benefits to the community is the message we send. Our transit services are becoming as relied upon as the utilities in your home!

Virginia Regional Transit communicates regularly with state and local officials as well as various transportation organizations such as the Commonwealth Transportation Board, Committee for Dulles, and Dulles Area Transportation Association. Each year, members of our volunteer board travels to Richmond to thank state elected officials for their continued support and to educate them on current community transportation challenges and initiatives. Additionally, managers are encouraged to participate in community organizations and advisory groups to enhance the company's community relations and to gather knowledge on how to meet the transportation needs of the communities we serve.

Marketing and Outreach Fast Facts

- Virginia Regional Transit maintains a web site with up to date information at www.vatransit.org.
- Virginia Regional Transit has a Facebook page and Twitter account that are posted to almost daily.
- Virginia Regional Transit maintains Facebook and a web page for Virginia Rides. www.varides.org.
- Virginia Regional Transit manages all of Star Transits marketing activities.



Human Resources

The 2014 -2015 year proved just how integrated Human Resources are into the overall company culture and structure. This year focused on reorganizing and rebuilding, where Human Resources took the lead (with support from operations and administration). Human Resources developed a new employment model, based on the needs of the services that we provide through Virginia Regional Transit and Virginia Rides. This new model consists of a small core group of full time employees in each region and a larger extended group of part time employees. This new larger part time employee paradigm provides greater scheduling flexibility, and opens VRT and VA Rides to new service opportunities.

In addition to the employment model, Human Resources implemented a new pay system to be more connected with company performance, funding sources and its goal of retention and rewards. This allowed managers more freedom to reward exceptional employees and incentivize mediocre or poor performing employees. The new pay system affords a cost of living adjustment and a performance based increase to employees, but is contingent on the performance of the company and on the specified regions.

Transit Holding changed payroll providers to Paycom in April 2015. The transition was very successful and provided employees with online access to their individual information as well as an electronic timesheet submission system. Payroll processing time has significantly decreased, permitting increased attention to other key areas. Timekeeping and payroll procedures will continue to be phased in to provide operations and finance with more details to accurately



determine the company's financial standing. As this year comes to a close, Human Resources have seen previous employees in every region, returning to the company that was forthright throughout the changes and one that prescribes to a mission that employees value. We continue to demonstrate to the employees, the value of their service and support, not only through pay, benefits and other assistance, but also through a vision that inspires success.

Human Resources Fast Facts:

- VRT has switched from a full time employment model to a model consisting of primarily part-time vehicle operators and full time administrative staff.
- VRT is keeping pace with technology, replacing paper time sheets with an electronically recorded time tracking system.
- Much of payroll processing has been converted to an electronic system, with the focus on monitoring labor expenditures.
- Our primary focus continues to be retaining a vibrant, engaged and loyal workforce.



VIRGINIA REGIONAL TRANSIT

Business Development

New Business Opportunities

Southeastern Virginia Higher Education Center –

RTMS was able to provide technical assistance to the staff of the SVHEC, which led to DRPT approving funding for a transit feasibility study to a twelve county service area in south central Virginia.

I-81 Corridor Transit Services – VRT staff was instrumental in planting the seed for rural transit services along the I-81 corridor by meeting with over a dozen town and county administrators, the staff at Lord Fairfax Community College and the staff of the Northern Shenandoah Valley Regional Commission (NSVRC). These meetings resulted in a NSVRC funded feasibility study to determine the viability of transit service from the City of Winchester to the Lord Fairfax Community College (located in Middleton,

Virginia) and, a proposed expansion of the Front Royal Trolley service along the Route 340/522 corridor into Warren County.

Transit Capital and Infrastructure

RTMS/VRT/STAR Transit Procurements – RTMS renewed the 19 Passenger BOC Van contract with Rohrer Bus Sales, which resulted in the delivery of four Vans to Virginia Regional Transit, two Vans for the City of Suffolk, and four Vans for the City of Petersburg. RTMS also awarded a contract to Sonny Merryman, Inc. for the procurement of Hometown Trolley Buses. VRT awarded contracts to LaFerney Commercial Roofing for the replacement of the Culpeper and Purcellville facility roofs. Star Transit awarded a contract to Bundick Well and Pump for the repair and replacement of their current sewer system.

VRT Fleet Management – VRT staff completed the downsizing of the fleet with the disposal of 35 vehicles through the auction and bid process. Staff completed the development of a Vehicle Inventory System which tracks the location, assignment and mileage of all VRT and VA Rides vehicles.

Transit Planning Activities

Transit Development Plan – VRT staff provided a significant amount of data and information to the KFH Group in support of VRT's ongoing Transit Development Plan process.

Business Development

Fast Facts

- VRT is working with local government to support the planning and fiscal processes to start new Transit services in south central and western Virginia.
- Fleet adjustment (necessitated by the new service models) is being documented and implemented. This will result in the optimum rolling stock for existing services.
- A new Transit Development Plan is in process for all of the areas we currently serve.
- VRT has negotiated and signed over a dozen contracts for transit or facility rated services that generate revenue for the transit agency. This is, in addition to, the traditional grant funded service.

STAR Transit

Star Transit is a rural transit system managed by Virginia Regional Transit. While not included in any of our reporting or management systems, this rural transit system is one of the many management assistance services offered by Virginia Regional Transit. In future fiscal years these operations are likely to be handled by Regional Transit Management Services LLC, a wholly owned LLC for Virginia Regional Transit.

Star Transit is a vibrant rural transit system serving Accomack and Northampton Counties on Virginia's Eastern Shore. In September 2015, we completed our fifth fiscal year of management of STAR Transit system, achieving an approximate 2% increase in passenger boardings over the same period in 2014. Passenger boardings increased from 84,499 in fiscal year 2014 to 86,094 in fiscal year 2015.

Since Star Transit operates on a different fiscal cycle than VRT, all statistics provided are unaudited and preliminary.

We are confident that STAR Transit will continue to grow and flourish under the direction of our management staff. We anticipate having further positive impact on the mobility of Virginians in those counties where the need for public transportation has been clearly demonstrated.

Star Transit Fast Facts

- Star Transit is owned by a public entity; Accomack Northampton Transportation District Commission, and is managed by contract by Virginia Regional Transit.
- Star Transit Employees are not Virginia Regional Transit Employees, and are governed by separate policies for all Human Resource functions.
- As a part of the management contract, VRT operates out of a transit Facility owned by Star Transit.





VIRGINIA REGIONAL TRANSIT

RTMS, Regional Transit Management Services, LLC

Regional Transit Management Services (RTMS) is a limited liability company formed in 2011 to assist Virginia Regional Transit in meeting the mobility needs of other transit entities, organizations, or individuals who need professional or technical transit assistance, where VRT staff has the knowledge and or ability.

RTMS has also created a procurement contract with multiple retail bus sales outlets for the purchase of the specialized buses used in the public and human service transportation business. These contracts are accessible to any transit agency or entity needing a specialized bus, and meet all FTA public transit procurement requirements. The contracts create an opportunity for RTMS to recover costs and contribute any excess revenue to support Virginia Regional Transit operations. Virginia Regional Transit's management staff is fully capable of offering services of this nature, but until the formation of RTMS, there was no method to provide this expertise where expenses incurred are recovered.



In the coming fiscal cycles, RTMS hopes to provide consulting and management training services to any transit properties needing our expertise. Our staff is skilled in grants management, rural transportation delivery systems, route planning, and comprehensive operating analysis to evaluate system performance. RTMS was founded to fill that void, enabling us to provide management and consulting services that fall outside of the realm of Virginia Regional Transit and Virginia Rides.

RTMS Fast Facts

- RTMS receives \$500 from the manufacturer for every bus purchased using one of our contracts.
- All revenue generated is reported under Virginia Regional Transit and used to offset any operational deficit created in providing public transit
- RTMS has no staff, and uses existing Virginia Regional Transit expertise to create contracts.
- Existing contracts have all been approved by the Virginia Department of Rail and Public Transportation.



Virginia Rides, LLC and Transit Holding, LLC

Virginia Rides (VA Rides) is a limited liability, not for Profit Company formed to support Virginia Regional Transit in meeting the mobility needs of other transit entities, organizations, or individuals who need services that would not be allowable using public transit vehicles and staff.

While a very active entity, in its own operation, this company formed an affiliated company called Transit Holding to process the Human Resource needs, including payroll. With highly trained staff working for multiple companies, managing the division of labor, as well as, Department Of Labor compliance, necessitated a single payroll and benefit source for our employees. Transit Holding's only revenue and expense source is reimbursement from the other companies affiliated with Virginia Regional Transit for employee expenses. All employees work for Transit Holding, making for a single employee processing center.

Virginia Rides operates on a different fiscal year than Virginia Regional Transit and the financial performance of that company is not included with this report; however, unaudited internal financial statements indicate that the company had an \$8,478.00 surplus as of 6/30/2015. To assist the Board in oversight responsibilities, Mitchell and Company, our external auditors, perform a financial review of this company on an annual basis.



Virginia Rides Fast Facts:

- VA Rides is a 501c3 Virginia Corporation which provides school buses, special events, and other charter services to special needs groups and individuals
- VA Rides provides over 50,000 one way passenger boardings annually.
- The Company uses no tax payer funded staff, equipment or materials in its operations.
- VA Rides provides all payroll and benefit services to Virginia Regional Transit.
- VA Rides keeps all financial records separate from VRT, and its financial performance and results are reported to the VA Rides Board of Directors as well as the Virginia Regional Transit Board of Directors.
- Currently the CEO of VRT is also the CEO of VA Rides. Board members can serve on Both the VRT and the VA Rides Boards. Board members are volunteers and receive no compensation.
- Mitchell and Company, LLC perform an annual financial review of Virginia Rides.





109 North Bailey Lane • Purcellville, Virginia 20132
Toll Free 877-777-2708
www.vatransit.org

DESIGN & PRINTING BY GAM

CLARKE COUNTY-ADA

Curb-to-Curb Service



**Bus Service within Clarke County
and limited Winchester Service on Mondays**

PROVIDING ACCESS TO MOBILITY

VIRGINIA REGIONAL TRANSIT
109 North Bailey Lane
Purcellville, Virginia 20132

Toll Free 877-777-2708

www.vatransit.org



January 1, 2016 Clarke County 877-777-2708 Virginia Regional Transit

CLARKE COUNTY-ADA

Curb-to-Curb Service

How often have you said aloud, "I would love to get to my favorite store..." or "How am I ever going to get to the doctors tomorrow"?

Now you can stop talking about it and do it! You can get to the places in Clarke County that you need to go. See the doctors, people and places you need to. We make it easy to have your travel needs met, with expert drivers doing the driving for you! Yes, now you can travel worry-free to all the places you thought were out of reach such as doctors, shopping, hairdresser or personnel needs in Clarke County.



FARE STRUCTURE

\$1.00 for each trip

Seniors ride free on Thursdays

*Exact change required



Our goal is to provide you with access to mobility and independence. Your travel will be worry free and comfortable. We look forward to showing you Clarke county!

Call us today and we'll pick you up!

Toll Free 877-777-2708

Please schedule your pickup 24 hours
or more in advance.

ALERTS 07/03/15: **Have a Safe Day**

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Demand Response Service

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Demand Response Service: Provided in those areas not served by fixed routes

Virginia Regional Transit provides demand response service throughout each of its regions. Demand response service provides travel assistance from a residents home to locations within our regions for medical appointments, shopping, and other basic needs destinations. Fares vary throughout the regions based on length of trip and users of this service are required to call 24-HOURS in advance to make reservations. Reservations are accepted from 8:00am to 2:00pm, Monday through Friday.

Where VRT provides only Demand Response service it will be open to all passengers regardless if they have an ADA Certification or not.

Trips will be arranged where logistically possible. The current operator complies with all American with Disability Act rules and regulations.

Citizens who live within a 3/4 mile of a fixed route are asked to board the bus along the fixed route. Citizens may also complete an American with Disability Act application if they live within the 3/4 mile range and need American with Disability Act services. The operator of this service will make every attempt deviate our fixed route to schedule as many demand response trips as logistically possible with the equipment available for specified areas of each County.

Where we operate Deviated Fixed Route service we will only deviate the bus/van/trolley for passengers who meet and have ADA Certification.

Service hours are from 7:00 AM until 7:00 PM, Monday through Friday. Demand Response service provides curb-to-curb travel assistance. For further details please see our Contact Us page.

Recent News

PLEASE MARK ON YOUR CALENDARS!

[Kate Collins Middle School](#)



Quick Contact