

**AGENDA**  
**BOTETOURT COUNTY BOARD OF SUPERVISORS**  
**TUESDAY, APRIL 26, 2016**  
**GREENFIELD EDUCATION AND TRAINING CENTER**  
**ROOMS 226, 227, AND 228**  
**DALEVILLE, VIRGINIA 24083**  
**BEGINNING AT 12:45 P. M. (Closed Session)**  
**2:00 P. M. (Public Session)**

**I. Business Items:**

Call to Order.

Recognition of employee certifications (Scott/King); an employee's receipt of an award (Larrowe); and introduction of a new employee. (Farmer)

Public comment period.

1. Approval of minutes of the joint meeting with the EDA held on March 15, 2016.  
Approval of minutes of the regular meeting held on March 22, 2016.  
Approval of minutes of the budget work session held on March 28, 2016.  
Approval of minutes of the joint meeting with the Planning Commission held on April 11, 2016.
2. Approval of Transfers and Additional Appropriations. (Zerrilla)
3. Approval of Accounts Payable and ratification of the Short Accounts Payable List. (Zerrilla)

**II. General Items:**

4. Consideration of adoption of resolution designating the Roanoke Valley region as "Virginia's Blue Ridge." (Farmer)
5. Consideration of resolution declaring the week of May 15-21, 2016, as EMS Week. (Ferguson)
6. Consideration of request from Relay for Life for a variance to the Noise Ordinance regarding an event scheduled at Daleville Town Center. (Moorman)
7. Consideration of request to advertise for a public hearing on proposed amendments to the Transient Occupancy Tax Ordinance. (Farmer)
8. Consideration of guidelines for the Library Incentive Fund. (Vest)
9. Consideration of policy regarding procedures to allow the County Administrator to sign Treasurer's financial warrants/checks. (Lockaby)
10. Other Items:
  - Committee reports.

**III. Appointments:**

11. A. The term of Erin Henderson as the County's citizen representative on the RVARC Board of Directors expires on June 30, 2016. This is a three-year term.  
  
B. There is a vacancy on the RVARC Board of Directors for a non-elected representative. This term expires on June 30, 2017.  
  
C. The County's representative on the Western Virginia Water Authority Board of Directors has resigned. This term expires on June 30, 2017.  
  
D. Ratification of the appointment of Mr. Greg Hamilton as an at-large member on the Blue Ridge Behavioral Healthcare Board of Directors for a three year term to expire on December 31, 2018.  
  
E. The terms of the Amsterdam, Buchanan, and Valley District representatives on the Social Services Board expire on July 1, 2016. These are four year terms.

#### IV. Items at Specific Times:

12. 12:45 P. M. Closed session to discuss the acquisition/disposition of real property for public purposes; a prospective business or industry not previously announced; and consultation with legal counsel regarding specific legal matters as per Section 2.2-3711(A) (3), (5), and (7) of the Code of Virginia of 1950, as amended.
  
13. 2:30 P. M. Highway Department:
  - A. Update on the U. S. Route 220 Safety Improvement Project. (Collins/Moore)
  
  - B. Monthly update report. (Hamm)
  
14. 3:00 P. M. Presentation by RVARC on the Regional Transit Vision Plan. (Cristina Finch)
  
15. 3:30 P. M. Presentation on the Roanoke Regional Partnership's annual report. (Doughty)
  
- 6:00 P. M. Public hearing:
  16. Valley Magisterial District, Cash Building Supply, Inc., requests to rezone from a Business (B-3) Use District to a Business (B-2) Use District, with possible proffered conditions; a Special Exception Permit for a flea market; a Special Exception Permit for indoor commercial recreation uses; and a Special Exception Permit to reduce the minimum district size, with possible conditions, for antique retail shops, bingo, and on-site auctions on a 3.027-acre lot at 3396 Lee Highway, Troutville, located approximately 0.6 miles north of the Exit 150 interchange, identified on the Real Property Identification Maps of Botetourt County as Section 101(5), Parcels 10 and 11. (Pearson)

The Planning Commission recommended denial of this request.
  
17. 7:00 P. M. Public hearing on the proposed FY 17 County and School budgets, CIP, and tax rates at Lord Botetourt High School.

A special joint meeting of the Botetourt County Board of Supervisors and the Botetourt County Economic Development Authority was held on Tuesday, March 15, 2016, in Room 229 of the Greenfield Education and Training Center, in Daleville, Virginia, beginning at 4:00 P. M.

PRESENT: Board Members: Mr. L. W. Leffel, Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn

ABSENT: Board Members: None

PRESENT: Authority Members: Ms. Joyce Kessinger, Chairman  
Mr. G. Lyn Hayth, III, Vice-Chairman  
Mr. John Alderson  
Mr. Mike Flint  
Mr. John Kilby  
Mr. John Griffin

ABSENT: Authority Members: Mr. Jeff Emry

Others present at the meeting:

Mr. Pete Pearl, EDA Attorney  
Mr. Michael W. S. Lockaby, County Attorney  
Mr. David Moorman, Deputy County Administrator  
Mr. Gary Larrowe, County Administrator

Mr. Jack Leffel, Chairman, then called the Board of Supervisors meeting to order at 4:26 P. M.

Mrs. Joyce Kessinger, Chairman, then called the Authority meeting to order at 4:27 P. M.

On motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board authorized the execution by the County Administrator, Chairman, or Vice-Chairman on behalf of Botetourt County of two performance agreements with Eldor Corporation in the forms presented at this meeting. (Resolution Number 16-03-01)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Alderson, seconded by Mr. Flint, and carried by the following recorded vote, the Authority authorized the execution by the Chairman or Vice Chairman on behalf of the Economic Development Authority of two performance agreements with Eldor Corporation in the forms presented at this meeting.

AYES: Mr. Alderson, Mr. Griffin, Mrs. Kessinger, Mr. Flint, Mr. Hayth, Mr. Kilby

NAYS: None

ABSENT: Mr. Emry

ABSTAINING: None

On motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized the appropriation of \$750,000 in funds to the Economic Development Authority as and when needed for the Authority to pay for grading work on the pad-ready site (Tract D) located in Botetourt Center at Greenfield under the contract dated March 15, 2016, between the Economic Development Authority and Branch Highways, Inc. (Resolution Number 16-03- 02)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Flint, seconded by Mr. Alderson, and carried by the following recorded vote, the Authority ratified and confirmed the execution by the Chairman or Vice Chairman on behalf of the Economic Development Authority of the contract dated March 15, 2016, between the Authority and Branch Highways, Inc.

AYES: Mr. Alderson, Mr. Griffin, Mrs. Kessinger, Mr. Flint, Mr. Hayth, Mr. Kilby

NAYS: None

ABSENT: Mr. Emry

ABSTAINING: None

Mr. Larrowe stated that signatures on these agreements and contracts will need to be obtained after this meeting is adjourned.

Mr. Leffel stated that this was a great day for the County and he thanked the Eldor Corporation representatives and all of those present who attended the company's location announcement earlier this afternoon.

Mr. Martin stated that the Board is happy to have Eldor locate in Botetourt County.

Mrs. Kessinger stated that she hopes that the company will be as happy in the County as she is.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board of Supervisors meeting was adjourned at 4:29 P. M. (Resolution Number 16-03-03)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mrs. Kessinger, seconded by Mr. Hayth, and carried by the following recorded vote, the Authority meeting was adjourned at 4:30 P. M.

AYES: Mr. Alderson, Mr. Griffin, Mrs. Kessinger, Mr. Flint, Mr. Hayth, Mr. Kilby

NAYS: None

ABSENT: Mr. Emry

ABSTAINING: None

The regular meeting of the Botetourt County Board of Supervisors was held on Tuesday, March 22, 2016, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 12:45 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
Mr. David Moorman, Deputy County Administrator  
Mr. Michael W. S. Lockaby, County Attorney

The Chairman called the meeting to order at 12:46 P. M.

On motion by Mr. Leffel, seconded by Mr. Dodson, and carried by the following recorded vote, the Board went into Closed Session at 12:46 P. M. to discuss personnel matters; the acquisition of real property for public uses or the disposition of publicly held real property where discussion in open session would adversely affect the bargaining position or negotiating strategy of the public body; discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the County; and consultation with legal counsel regarding specific legal matters as per Section 2.2-3711(A) (1), (3), (5) and (7) of the Code of Virginia of 1950, as amended. (Resolution Number 16-03-04)

AYES: Dr. Scothorn, Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel

NAYS: None

ABSENT: None

ABSTAINING: None

The Chairman called the meeting back to order at 2:00 P. M.

On motion by Mr. Dodson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board returned to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 16-03-05)

AYES: Mr. Martin, Dr. Scothorn, Mr. Leffel, Mr. Dodson, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

**BE IT RESOLVED**, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

The Chairman then asked for a moment of silence. Dr. Scothorn then led the group in reciting the pledge of allegiance.

After questioning by Mr. Leffel, it was noted that there was no one present from the public who wished to make any comments at this time.

Dr. Scothorn then noted that he participated in a very satisfactory event on Saturday. He noted that an audible Easter egg hunt was scheduled to be held at Daleville Town Center for children with vision impairments. He noted that the cold and rainy weather necessitated finding

an indoor location the event and, working with the School Superintendent and some Lord Botetourt High School students, the event was moved to the high school.

Dr. Scothorn stated that this event was very successful and the kids had a wonderful time. He thanked Mr. Busher for his willingness and assistance in relocating this event to Lord Botetourt High School.

Consideration was then held on approval of various sets of minutes.

On motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the minutes of the special meeting with the Economic Development Authority held on February 22, 2016, were approved as submitted. (Resolution Number 16-03-06)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Mr. Martin, seconded by Mr. Dodson, and carried by the following recorded vote, the minutes of the regular meeting held on February 23, 2016, were approved as submitted. (Resolution Number 16-03-07)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

On motion by Dr. Scothorn, seconded by Mr. Martin, and carried by the following recorded vote, the minutes of the joint meeting with the School Board held on March 8, 2016, were approved as submitted. (Resolution Number 16-03-08)

AYES: Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of transfers and additional appropriations. Mr. Tony Zerrilla, Director of Finance, stated that there were two transfers, eight pass-through appropriations, as well as one walk-on transfer for the Board's consideration this month in connection with the joint meeting with the Economic Development Authority held on March 15.

He noted that on March 15 the Board had approved an appropriation of up to \$750,000 to the Authority to pay for site grading, etc., work associated with the Performance Agreement for development of the Eldor Corporation project. Mr. Zerrilla stated that a transfer is also needed from the Undesignated Fund Balance to the EDA in this amount.

Mr. Zerrilla stated that this month's transfers and appropriations were for receipt of insurance proceeds, grant funds, sponsorship funds, and expenditure reimbursements.

There being no discussion, on motion by Mr. Williamson, seconded by Mr. Martin, and carried by the following recorded vote, the Board approved the following transfers and additional appropriations. (Resolution Number 16-03-09)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Transfer \$244.89 to Central Purchasing – Store Supplies, 100-4012530-6021, from various departments as follows for store supplies usage:

\$136.00 County Administrator – Marketing, 100-4012110-5840  
 \$ 9.86 Comm. of Revenue – Office Supplies, 100-4012310-6001  
 \$ 24.00 Deputy County Admin. – Office Supplies, 100-4012121-6001  
 \$ 4.03 Financial Services – Office Supplies, 100-4012430-6001  
 \$ 39.00 Electoral Board/Registrar–Other Oper. Supplies, 100-4013300-6014  
 \$ 32.00 Sports Complex - Marketing, 100-4071300-5840

Transfer budgeted funds of \$28,000 from Deputy County Administrator - Capital Outlay – Motor Vehicle/Equipment, 100-4012121-8005, to County Administrator – Capital Outlay – Motor Vehicle/Equipment, 100-4012110-8005. This is a transfer of funds for the vehicle (paid for last month) that is being utilized by the County Administrator.

Transfer up to \$750,000 from the Undesignated Fund Balance to the Botetourt County Economic Development Authority account. This is for site work on the Eldor Corporation property in Botetourt Center at Greenfield.

Additional appropriation in the amount of \$450.00 to Maintenance – Repair & Maintenance – Buildings, 100-4043000-3313. These are insurance proceeds received for repairs made to a wall outside of the Circuit Courthouse.

Additional appropriation in the amount of \$700 to Fire & EMS – Capital Outlay – Machinery & Equipment, 100-4035500-8001. These are VFIRS (Virginia Fire Incident Reporting System) grant funds which will be used toward eligible expenditures.

Additional appropriation in the amount of \$18,708 to Volunteer Fire & Rescue – County Volunteer Fire Departments, 100-4032200-5641. These are Fire Program Funds received from the State to be applied toward volunteer fire department expenditures.

Additional appropriation in the amount of \$1,000 to Parks & Recreation Coaches Certification, 100-4071000-3181. These are sponsorship funds received from Shenandoah Baptist Church and will be evenly distributed to athletic booster clubs to be used to provide scholarships for youths.

Additional appropriation in the amount of \$226.79 to Parks & Recreation – Coaches Certification, 100-4071000-3181. These are funds received by the County in error which will be redistributed to the proper booster clubs.

Additional appropriation in the amount of \$2,582.63 to Correction & Detention – Medical & Lab Supplies, 100-4033100-6004. These are funds received from Craig County as medical co-pays for their inmates at the regional jail.

Additional appropriation in the amount of \$640.71 to the following Sheriff's Department accounts: \$611.88 to Vehicle & Power Equipment Supplies, 100-4031200-6009; and \$28.83 to Subsistence & Lodging, 100-4031200-5530. These are expenditure reimbursements from the State regarding extradition costs.

Additional appropriation in the amount of \$1,032 to Sheriff's Department – Capital Outlay – EDP Equipment, 100-4031200-8007. These are Virginia. Department of Criminal Justice Services grant funds.

Consideration was then held on approval of the accounts payable and ratification of the Short Accounts Payable List. Mr. Tony Zerrilla, Director of Finance, stated that this month's accounts payable totaled \$713,866.27; all of which were General Fund expenditures. He noted that this month's Short Accounts Payable totaled \$264,072.50; \$251,953.11 in General Fund expenditures; and \$12,119.39 in Debt Service Fund invoices.

Mr. Zerrilla stated that this month's large invoices included a wire transfer of \$44,269.77 to Timberworks of Interest for expenses related to the relocation of two historic structures at Greenfield; \$57,307 to Wampler-Eanes Appraisal Group for their final invoice for work associated with the 2016 reassessment; \$32,380 to C&M Maintenance Service for leachate disposal for the County landfill; and \$27,645 to Southern Software for E-911 system software upgrades to be paid with grant monies.

After questioning by Mr. Williamson, Mr. Zerrilla stated that there may be some additional reassessment-related invoices associated with the Board of Equalization's expenses remaining to be paid.

There being no discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the accounts payable list and ratified the Short Accounts Payable List as submitted. (Resolution Number 16-03-10)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on a request from the Schools for transfer of a portion of FY 15 year-end funds to the School Division Capital Reserve Fund and the remainder to the County General Fund. Mr. Tony Zerrilla, Director of Finance, stated that the Board's agenda packet included a letter from Mr. John Busher, School Superintendent, requesting this FY 15 year-end fund balance transfer for the installation of a wireless computer server system in both middle schools.

Mr. Zerrilla stated that the School's Capital Reserve Fund was established by the Board in July 2008 and, as of February 29, 2016, contained a balance of \$507,844. He noted that the policy overseeing this fund states that two-thirds of the school's year-end savings would be transferred to the Capital Reserve Fund and one-third to the County's General Fund. He noted that as of June 30, 2015, the School budget had a net surplus of \$618,973.54; however, the Schools are only requesting an amount not to exceed \$350,000 at this time.

Mr. Zerrilla stated that this wireless server project qualifies for a 60% level cost discount on parts under the E-Rate Program funds which are provided to schools and libraries for qualified community technology projects under the Telecommunications Act of 1996. He noted that, with the discounted amount of \$205,000 for parts, the schools' 40% contribution (\$137,000), consulting fees, labor, and networking costs, the project will cost approximately \$350,000.

Mr. Busher stated that this project is a continuation of a process that began last year to add wireless capabilities to the County's schools. He noted that today's request is to install wireless service at Read Mountain and Central Academy middle schools and, in future, they also plan to install this service at the elementary schools.

After questioning by Mr. Williamson, Mr. Busher stated that this project is consistent with last year's budget discussions whereby the year-end funds would be divided between the schools and the County and the funds made available to the schools on a prioritized need basis.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved the School's access to funding for a middle school wireless project, including architectural and engineering charges and the purchase of switches and routers, from the County's General Fund Undesignated Fund Balance for an amount not to exceed \$350,000, with an initial transfer to the School Division's Capital Reserve Fund of \$170,000, and approved a reversion of funds totaling \$206,324.51 from the School's FY 15 year-end budget to the County General Fund. (Resolution Number 16-03-11)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Busher then thanked Dr. Scothorn for his appreciative comments earlier in the meeting regarding the School's assistance in finding an alternate location for the hearing impaired Easter egg hunt this past weekend. He noted that Dr. Brian Austin's and Mrs. Mary Wimmer's efforts made this relocated event enjoyable for all participants. He noted that they appreciated being able to help out in this situation.

Consideration was then held on approval of a School Board policy regarding procedures for internal accounting controls for the purchase of instructional materials and office supplies. Mr. Busher stated that for many years the School Board has given authorization for their central office to allow accounts to be set up at each school for the purchase of educational materials and office supplies.

He stated that State Code Section 22.1-122.1 indicates that these funds are to be specially managed by each school's administration and are not part of the school system's general funds which are in the Treasurer's custody. He noted that, to formalize this policy, approval of a resolution to this effect is required by the Board of Supervisors.

After questioning by Mr. Williamson, Mr. Busher stated that this practice has been in effect for many years.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the following resolution approving a School Board policy regarding procedures for internal accounting controls for the purchase of instructional materials and office supplies.

AYES: Mr. Martin, Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 16-03-12

**WHEREAS**, the pursuant to the Virginia Code, 1950, as amended, Section 22.1-122.1, a school board may establish accounts in each of its departments and schools committed solely to the purchase of instructional materials and office supplies; and

**WHEREAS**, on or about December 10, 2015, the Botetourt County School Board adopted such a policy and directed the Superintendent to develop procedures for administration of such funds; and

**WHEREAS**, before such policy can go into effect, the governing body of the locality must approve such policy, and the School Board has requested the Board of Supervisors so to do:

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of Botetourt County, Virginia, that the School Board's policy of establishing separate accounts in each of its departments and schools committed solely to the purchase of instructional materials and office supplies is APPROVED, provided however that it must be administered in strict accordance with the provisions of the Virginia Code of 1950, as amended, and generally accepted accounting standards.

Consideration was then held on a request for support of an application to the Virginia Office of Intermodal Planning and Investment for technical assistance to update the Comprehensive Plan. Ms. Amanda McGee, Long-Range Planner, stated that County staff has been made aware of an opportunity to apply for up to \$65,000 in grant funds from the Virginia Office of Intermodal Planning and Investment (VOIPI) to be used for technical assistance to update the Comprehensive Plan to designate Urban Development Areas (UDAs) in the County.

She noted that UDAs are one of the four project funding categories under the State's new House Bill 2 (HB2) transportation funding regulations. Ms. McGee noted that the County has not been able to apply for funding under this specific HB2 category as no UDAs have been designated in the County's Comp Plan. She stated that obtaining these grant monies would allow the County to update the Comp Plan to designate and identify planning elements in the area of Gateway Crossing at Exit 150 as a UDA. Ms. McGee further stated that this project would include an amendment to the Comp Plan and proposed Zoning Ordinance amendments related to the UDA designation.

She stated that a member of the Planning Commission and Board of Supervisors are required to serve on the project's steering committee. She further noted that staff will work with the Roanoke Valley/Alleghany Regional Commission on this project and on a full update to the Comprehensive Plan scheduled in 2017.

After discussion, Ms. McGee stated that, if the County does not adopt the Comp Plan amendments formulated as part of this technical assistance process, the County is obligated to repay the grant funds.

After questioning by Mr. Williamson, Ms. McGee stated that this grant application will funding technical assistance necessary to adopt an amendment to the Comp Plan to designate UDAs in the County. She noted that the urban-type designations that the County currently has are not specific enough to qualify as a UDA under the provisions of HB2.

After further questioning by Mr. Williamson, Ms. McGee stated that, once the Comp Plan amendment/update is complete, it will have to be advertised for approval by public hearing before the Planning Commission and Board of Supervisors. After further questioning, Ms. McGee stated that she does not know whether it would cause an issue with the funding availability if the County amends the consultant's UDA recommendation; however, she will verify this with VOIPI.

There being no further discussion, on motion by Mr. Williamson, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized staff to submit a grant application in an amount up to \$65,000 for technical assistance by the Virginia Office of Intermodal Planning and Investment to update the County's Comprehensive Plan regarding Urban Development Areas (UDAs). (Resolution Number 16-03-13)

AYES: Mr. Martin, Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of a lease agreement with Bravo Properties, LLC, for the Parks and Recreation Department's offices. Mr. Tony Zerrilla, Director of Finance, stated that the current three-year lease with Bravo Properties for the Recreation Department's offices at 16 East Main Street in Fincastle expires at the end of this month. He noted that a new lease has been drafted and was included in the Board's agenda packets for their review.

Mr. Zerrilla stated that, under the new lease, the rent will remain at \$1,500 per month. He noted that the only lease amendment was the inclusion of language in Section 3 that the County's payment obligation is subject to an annual budget appropriation by the Board of Supervisors as per the cited section of the Virginia Constitution.

Mr. Zerrilla noted that this lease agreement has been reviewed and approved by the County Attorney.

There being no further discussion, on motion by Mr. Leffel, seconded by Mr. Dodson, and carried by the following recorded vote, the Board authorized the County Administrator to sign a lease agreement for the Parks, Recreation and Tourism office space located at 16 East Main Street in Fincastle with Bravo Properties, LLC, for a three year term to expire on March 31, 2019. (Resolution Number 16-03-14)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Consideration was then held on approval of staff rankings for design contract award for the Daleville Greenway Project. Mr. Jim Farmer, Interim Parks and Recreation Director, stated that in December 2014 the County Administrator was authorized to sign a MAP-21 Transportation Alternative Program grant application for the purpose of developing a greenway in Daleville. He noted that the estimated cost for design and construction of this greenway at that time was \$595,438.

He stated that in October 2015 the County was awarded a \$476,000 grant which is equal to 80% of the total estimated project cost. Mr. Farmer noted that donations and in-kind contributions will be used to the extent possible for the County's 20% match obligation. He stated that the current project timeline estimates that construction should begin in the fall of 2017.

After discussion, Mr. Farmer stated that the Roanoke Valley Greenway Commission is scheduled to consider Botetourt County's request to join the Commission at tomorrow's meeting.

Mr. Farmer stated that design proposals from four firms were received and three firms were interviewed by a staff committee consisting of himself; Mr. Jay Ratcliffe, Assistant Parks and Recreation Director; and David Moorman, Deputy County Administrator; in early March. He noted that based on the firms' proposals, references, and interviews, the committee ranked the firms as follows: Stewart, Inc., Engineering Concepts, Inc., and Anderson and Associates, Inc.

He stated that, if the Board agrees, staff will enter into negotiations with the top-ranked firm to design phase 1 of the Daleville Greenway project in an amount not to exceed \$75,000. He noted that, if these negotiations are not satisfactory, then they will be terminated with the top-ranked firm and negotiations initiated with the second-ranked firm and continue in this manner until a satisfactory agreement is reached.

After questioning by Mr. Williamson, Mr. Farmer stated that the \$75,000 amount is for the engineering portion of this project.

After questioning by Mr. Dodson, Mr. Farmer stated that these grant funds must be spent by October 2019.

There being no further discussion, on motion by Mr. Dodson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board accepted the proposed staff ranking of design firms for phase 1 of the Daleville Greenway project as follows: 1) Stewart, Inc., 2) Engineering Concepts, Inc., 3) Anderson & Associates, Inc., and, upon satisfactory completion of negotiations, authorized the award and execution of a contract for this design work by the County Administrator in an amount not to exceed \$75,000; total contract amount shall not exceed \$595,438 and will be subject to satisfactory negotiations and the review and approval of the County Attorney. (Resolution Number 16-03-15)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Chairman Leffel then allowed Ms. Shirley Johnson Lewis three minutes to speak to the Board.

Ms. Lewis stated that the two historical structures on the Greenfield property have been relocated and she still feels “like it was a double slap in the face” to the black citizens to have these structures moved in February which is Black History Month. She stated that it was another slap to the black citizens that the Board of Supervisors was so insensitive in this situation knowing that the integrity of the buildings was being jeopardized by the move.

Ms. Lewis stated that she still believes that remains of her ancestors are located on the hill where these two structures were once located. She encouraged the Board to save the hill in its current condition for future generations and the preservation of this site.

Mr. Kevin Hamm, Maintenance Operations Manager with the Virginia Department of Transportation, then reviewed VDoT’s monthly report. He stated that Etzler Road will be closed on March 29 – 31 to allow the contractor on the Catawba Road intersection improvement project to tie-in the new roadway in order to move traffic onto the new section.

After questioning by Mr. Dodson, Mr. Hamm stated that electronic message boards notifying the public of this road closure are still in place.

Mr. Hamm stated that Route 668 (Mount Pleasant Church Road) near the White Church Road intersection was closed last week to replace a bridge’s deck. He further noted that one land development project permit and 9 land use permits were issued last month.

Mr. Hamm stated that their area headquarters staff have been busy during the past month and the brush removal/disposal from last month’s snowstorm has been removed. He noted that VDoT did not need to utilize a brush storage area at the Route 615/220 intersection. He stated that, as weather allows, they have been repairing potholes on Breckinridge Mill Road, in the Blue Ridge area, and on Blue Ridge Turnpike as well as repairing a retaining wall in the Town of Buchanan. He noted that several pipe replacements are also being made.

After discussion, Mr. Hamm then stated that their Traffic Engineering staff have completed the speed limit reduction request on Route 220 from Fincastle to Daleville and are not recommending that this speed limit be reduced. He noted that some additional intersection warning signs will be installed in this area.

Regarding the Route 625 (Mountain Pass Road) through truck restriction request, Mr. Hamm stated that VDoT’s Richmond central office approved this last week and the appropriate signs were placed along the roadway earlier today. He noted that the through truck restrictions for Humbert and Laymantown Roads will be sent separately from the central office as they expect final decisions on these requests to be made shortly. Mr. Hamm noted that they have ordered the truck restriction signs for both of these roads and will install them as soon as approval is received.

Mr. Hamm stated that a flashing left-hand turn arrow has been installed on the stoplight at the Route 220 northbound/Catawba Road (779) intersection and they have seen some good results with this signal so far. He noted that this flashing yellow arrow should allow a smoother traffic flow through this left-hand turn intersection.

Mr. Martin thanked Mr. Hamm for the information provided on the Mountain Pass Road through truck restriction. After questioning, Mr. Hamm stated that VDoT is currently working to repair potholes on Breckinridge Mill Road and then will begin doing so on Mountain Pass Road.

After discussion by Mr. Williamson, Mr. Hamm stated that shoulder repair work on Brugh's Mill Road (Route 640) is on VDoT's maintenance schedule.

After questioning by Dr. Scothorn, Mr. Hamm stated that any road improvement project, such as widening Mountain Pass Road, can be considered for addition to the Secondary System Six Year Plan; however, there is very limited funding available for these types of projects.

The Board thanked Mr. Hamm for his report. There being no further discussion, Mr. Hamm then left the meeting at this time.

Mr. Williamson then stated that the Western Virginia Water Authority Board of Directors met last week. He noted that the transition of Botetourt County's sewer/water systems to the Authority's oversight has gone well and the new Daleville pump station is operational. He noted that the Authority will consider approval of their FY 17 budget in May/June. Mr. Williamson stated that no increases are proposed in water rates but the Authority is considering a 50¢ sewer rate increase.

Mr. Williamson noted that on Friday he attended a graduation ceremony for Firefighter 1 and 2 students. He noted that this was a nice event for the County and its Fire and Emergency Services Department.

After questioning by Mr. Leffel, Mr. Williamson stated that approval of the State Corporation Commission's transfer of the Eagle Rock Water Company's assets to the Water Authority is pending; however, the Authority is currently operating/maintaining this system.

Mr. Martin stated that, at the recent Board of Social Services meeting, discussion was held on a new federal computer program (PARIS) that identifies individuals that appear to be receiving welfare benefits in multiple states. He noted that this program operates 24/7 and notifies localities if there is a match. He stated that the Social Services Office was recently notified of a potential match and an investigation revealed that this was occurring in the County. He noted that the case has been addressed and over \$3,600 has been collected from the family in reimbursements.

Mr. Martin noted that the Social Services Department also receives Jail population information to identify inmates that may be receiving benefits as well. He noted that there are also several fraud cases that went before the grand jury earlier this month. Mr. Martin noted that the Social Services staff is doing a good job in trying to stop fraud where possible.

Mr. Dodson noted that there was a Captains and Chiefs meeting last night and discussion was held on a Red Cross fire awareness program. He noted that this program provides free smoke detectors to citizens and the fire departments will install them at no charge.

After questioning, Mr. Dodson noted that the detectors are free but they have to be placed in an occupied residence.

A public hearing was then held on proposed amendments to Chapter 9. Elections of the Botetourt County Code to change the Troutville/Cloverdale precinct boundaries and Troutville precinct polling place. Mrs. Traci Clark, Director of Elections and General Registrar, stated that a primary election was held earlier this month and signs were posted in the Troutville precinct

notifying voters of the pending polling place change. She noted that the poll workers received several positive comments from voters about this proposed change.

She further stated that the Town of Troutville's elections have been moved to November instead of May and the polling place for these elections will be Troutville Elementary School. Mrs. Clark stated that her research indicated that there are no other suitable, ADA-compliant buildings in the Troutville precinct that are large enough and have adequate parking to be used as a polling place other than Troutville Elementary.

Mr. Williamson noted that he discussed this issue with the Troutville Mayor last week.

Mrs. Clark stated that, under the proposed Elections Ordinance amendments, two or three subdivisions in the Troutville precinct located along Alternate Route 220 near the Roanoke County line will be relocated to the Cloverdale precinct. She noted that these voters will now vote at Read Mountain Middle School instead of having to drive to Troutville Elementary School.

Dr. Scothorn thanked Mrs. Clark for facilitating these precinct boundary and polling place changes. Dr. Scothorn noted that he has had several calls from citizens with concerns about the polling place being located at Orchard Hills Church and the dangerous U-turn that many voters have to make to enter the Church's property.

After questioning by Mr. Leffel, it was noted that there was no one else present to speak regarding this matter. The public hearing was then closed.

After questioning by Mr. Williamson regarding the new optical scan voting machines, Mrs. Clark stated that it has been a smooth transition so far for voters learning to use the new voting machines. Mrs. Clark stated that she anticipates some delays in voting during the November 2016 Presidential election because of the low voter turnout in the previous elections/primaries and; therefore; many voters will be using the new machines for the first time in November.

Dr. Scothorn thanked Mrs. Clark for all of the hard work she has done since taking office and he appreciates her efforts in resolving the voters' concerns with the Troutville polling place location.

There being no further discussion, on motion by Dr. Scothorn, seconded by Mr. Dodson, and carried by the following recorded vote, the Board adopted the attached amendments to Chapter 9. Elections of the Botetourt County Code to change the Troutville/Cloverdale precinct boundaries and approved the change in polling location for the Troutville Precinct from Orchard Hills Church to Troutville Elementary School. (Resolution Number 16-03-16)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Sheriff Ronnie Sprinkle was then present to request authorization of an emergency procurement of two hot water boilers for the Regional Jail. Sheriff Sprinkle stated that it was recently discovered that there are two holes in the boilers' heat exchangers which allows water into the exchangers which extinguishes the flame that heats the water. He noted that Virginia Department of Corrections' standards require that hot water and heat be available in the building. Sheriff Sprinkle further noted that the Health Department requires correctional facilities to provide hot water of at least 100°F and the building's interior temperature be above 65°F.

Sheriff Sprinkle stated that he is concerned that, if the system is not repaired, the Department of Corrections could decertify the building and require the inmates to be relocated

at a compliant facility. He noted that, if the inmates are relocated, it could cost the County over \$100,000 per year in housing and upkeep costs.

Sheriff Sprinkle stated that three proposals ranging in price from \$91,000 to \$99,000 have been obtained to replace these boilers and he is recommending that the Board authorize the emergency procurement of two natural gas-fired boilers from Beckner Boiler and Supply Company, Inc., in the amount of \$91,140.

After discussion, Sheriff Sprinkle stated that having heat and hot water in the jail is a necessity to retain the Jail's State certification to house inmates. He noted that mechanical parts wear out over time and it is only a matter of time before these two boilers quit working altogether. He noted that the proposal from Beckner Boiler stated that an interim hot water supply would be made available while the old boilers are being removed and the new boilers installed.

Mr. Williamson noted that the Jail is 10 years old. After questioning by Mr. Williamson, Sheriff Sprinkle stated that the \$91,140 proposal amount will replace/upgrade all of the appropriate boiler system components.

After questioning by Mr. Martin, Sheriff Sprinkle stated that the vendor is providing a 10 year warranty on the new equipment.

Mr. Williamson stated that this is considered an emergency procurement situation because of the potential for the boilers to quit working at any moment and there is inadequate/limited time to hire an engineer to write up a specific proposal to replace this system and formally advertise the project for bids. Sheriff Sprinkle agreed with Mr. Williamson's assessment.

After questioning by Mr. Williamson, Mr. Lockaby, County Attorney, stated that he has reviewed this proposed emergency procurement resolution and the proposals obtained and has no objection to this request. He noted that this is being done in the "spirit" of the State's procurement laws in such situations.

After questioning by Mr. Williamson, Mr. Zerrilla stated that this project will result in this budget line item having a negative balance; however, the account can be "squared up" at the end of the fiscal year through the internal transfer of unspent monies from other line items.

Mr. Williamson stated that he would prefer that the Board not approve a \$91,000 appropriation today to fund this expense if it is not necessary.

Mr. Zerrilla stated that the intent would be to make the Sheriff's budget "whole" at the end of the fiscal year.

There being no further discussion, on motion by Mr. Martin, seconded by Mr. Leffel, and carried by the following recorded vote, the Board adopted the following resolution authorizing the emergency procurement of two natural gas-fired boilers for the Botetourt-Craig Regional Public Safety Building from Beckner Boiler and Supply Company, Inc., in the amount of \$91,140 as per the company's proposal dated March 9, 2016.

AYES: Mr. Dodson, Mr. Martin, Mr. Williamson, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Resolution Number 16-03-17

**WHEREAS**, the Botetourt County Sheriff's Department is charged with providing suitable housing conditions for inmates located in the Regional Public Safety Building in Fincastle, Virginia; and,

**WHEREAS**, hot water boilers are used in the facility to provide both hot water and heat for the inmates and staff and health standards require that said water must be kept at a

maintained temperature of 100 degrees and the facility must also meet Department of Corrections Standards of maintaining heat of at least 65 degrees, and if the boilers fail, said facility could not meet these requirements; and,

**WHEREAS**, this equipment has become unreliable in providing hot water for the above-stated purposes and it has been determined that its immediate replacement is required to continue the humane operations of this facility under the standards of the Virginia Department of Health; and,

**WHEREAS**, Section 2.2-4303 of the Code of Virginia provides that, in the case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation;

**WHEREAS**, the Botetourt County Sheriff's Department has obtained proposals to replace the system from three qualified and knowledgeable vendors, e.g., Valley Boiler and Mechanical, Southern Air, Inc., and Beckner Boiler and Supply Company, Inc.; and,

**WHEREAS**, in consideration of the above conditions, the Botetourt County Board of Supervisors finds that it is most practicable and fiscally advantageous to the public to procure services to replace two hot water boilers as an emergency procurement; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Botetourt County Board of Supervisors authorizes the emergency purchase of two natural gas-fired boilers from Beckner Boiler and Supply Company, Inc., in the amount of \$91,140 as per the company's proposal dated March 9, 2016.

Mr. David Wright, Project Manager, and Mr. George Porter, Outreach Coordinator with American Electric Power Company, were then present to update the Board on the AEP Cloverdale substation project and the Cloverdale/Lexington 500 kV project.

Mr. Wright stated that the State Corporation Commission approved AEP's application to upgrade the Cloverdale substation in 2014. He noted that since that time they have made significant progress and major portions of this project are scheduled to go on line by the end of 2016. Mr. Wright stated that any issues/concerns from adjacent property owners about this project have been addressed as they arose.

Mr. Wright further stated that they are inspecting the new transmission equipment being delivered and all but two major pieces of equipment are on-site at this time. He noted that they are currently ahead of schedule on two of their three Botetourt County projects.

Mr. Porter stated that they experienced some delays in the delivery of transformers a couple of weeks ago; however the fourth transformer was moved yesterday and the fifth will be moved tomorrow from the 765kV to the 500 kV project area.

Regarding the Cloverdale to Lexington project, Mr. Porter stated that they are erecting foundations for the new towers and are ready to start pulling transmission wire. He noted that during the next few weeks residents along this powerline will be notified when the old tower sites are imploded. He noted that the blast will "sound like a large cannon." Mr. Porter noted that any citizen concerns will be taken care of immediately.

After questioning by Mr. Leffel, Mr. Porter stated that the Cloverdale to Lexington project should be completed by mid-June.

After questioning by Mr. Dodson, Mr. Porter stated that he has not received any citizen comments/concerns about the Cloverdale to Lexington project. He noted that they have talked to several residents of Rainbow Ridge Subdivision, located adjacent to the Cloverdale substation, who did not realize how large the upgraded substation would be.

Dr. Scothorn stated that he has discussed the benefits of these electrical substation improvement projects with his constituents.

Mr. Dodson stated that he appreciated AEP's efforts in "getting the word out" and answering citizens' questions regarding these projects.

Mr. Porter stated that AEP currently has approximately \$640 million in project upgrade investments in Virginia and approximately \$300 million of this amount is located in Botetourt County.

After questioning by Mr. Williamson, Mr. Wright stated that the 500 kV substation will be approximately 90% in service and the 765 kV substation will be approximately 75%-80% in service by December 31, 2016. He further stated that they do not have an estimated in service time for the 345 kV substation improvement project.

Mr. Leffel complimented AEP for their work on the 500 kV line and noted that he has not received any negative comments about the project from his constituents.

The Board then thanked Mr. Wright and Mr. Porter for their update on this project.

A public hearing was then held on proposed amendments to Chapter 23. Taxation of the Botetourt County Code to change the due date for County taxes from December 5 to November 1. Mr. Bill Arney, County Treasurer, stated that, as discussed last month, this request to change the tax due date is a result of comments he has received from the public questioning why taxes are due so close to the Christmas holiday.

Mr. Arney stated that Washington County changed their tax due date and he discussed the issues/comments that they received from their citizens about this proposal. Mr. Arney stated that he was told that the Washington County taxpayers were appreciative about having their taxes due in November instead of December. Mr. Arney stated that he has reviewed the impacts of this proposed tax due date change with the Commissioner of Revenue and they do not anticipate any issues in getting the tax information finalized, bills printed, and mailed by mid-September.

Mr. Arney requested that the Board consider this request as he believes that it will be "something good" for the citizens. He noted that "there is no other agenda" behind the request to change the tax due date.

After questioning by Mr. Martin, Mr. Arney stated that he has only heard of two citizens' objections to this due tax change; however, when citizens come into his office to pay their taxes he hears comments from them about the December due date being so close to Christmas.

Mr. Williamson stated that he received one or two letters in opposition to this proposal.

In regard to Mr. Williamson's concern last month regarding the approximate 6 week approval/payment timeline of invoices by corporate taxpayers, Mr. Arney stated that he and the Commissioner feel that they can close out the tax book/computer files in time to have the tax bills sent to the printing company in the first week of September and mailed to the citizens in mid-September. He noted that this schedule would allow 6 – 7 weeks for corporate and residential taxpayers to pay their bills.

After questioning by Mr. Dodson, Mr. Arney stated that, in previous year's, the Treasurer's Office has tried to mail out the tax bills by October 1 and if the tax due date is changed, they anticipate mailing out the bills by September 15. Mr. Arney stated that he will also include a message prominently placed on the outside of the bill's envelope notifying the taxpayer of the due date change, if it is approved today.

Mr. Arney further stated that the proposed ordinance amendments include a five day "window" which will allow citizens a few extra days after the November 1 due date for their payments to be received through the mail without being assessed a late fee.

After questioning by Mr. Williamson regarding unanticipated delays in printing the tax bills and a mechanism for granting an additional grace period for payments, Mr. Arney stated that, if there was a problem with one printer, he would be able to have the file transferred to another printer in order to have the bills ready to be mailed by September 15.

Mr. Leffel stated that since the processing of Roanoke's mail was transferred to Greensboro, North Carolina, delivery of mail from Fincastle to Eagle Rock can take anywhere from 6 to 9 days to be received.

Mr. Arney stated that his office refers to the postmark in determining whether the tax payments are past due, not the date that the payment arrives in his office.

Mr. Martin noted that any mail requiring an address correction is now sent to Merrifield (Fairfax County) and he recently had a piece of mail with an incorrect address take 27 days to be returned to him.

Ms. Rhonda Rose of Buchanan then requested that the Board not approve this tax due date change. She stated that citizens "need to stand on our own two feet" and take responsibility for our actions. Ms. Rose stated that citizens can pay their taxes ahead of time and can also pay their taxes in monthly installments.

Ms. Rose stated that she escrows her tax payment with her mortgage company which pays the bill when it is received. She noted that people are not being responsible in getting their bills paid and they should be adults as they know that the tax bills are due in early December. Ms. Rose stated that "people need to step up to the plate and pay their bills."

Mr. Bill Fahrback of Troutville stated that he concurs with Ms. Rose's comments. He questioned who would benefit from this due date change? Mr. Fahrback stated that he is opposed to this change even though this does not affect him one way or another.

Mr. James Norris of Troutville stated that he agrees with the comments made by the previous two speakers and the letter to the editor recently published about this issue. Mr. Norris stated that many tax adjustments will be needed if this tax due date change is implemented.

Mr. Norris stated that he believes that the tax bills should be sent out on December 31 and due in late January/early February.

After questioning by Mr. Leffel, it was noted that there was no one else present to speak regarding this matter. The public hearing was then closed.

After questioning by Mr. Martin regarding the mortgage escrow account statement by Mrs. Rose, Mr. Arney stated that he discussed this proposed tax due date change with the mortgage companies and they did not have any issues with the earlier date.

After further questioning by Mr. Martin, Mr. Arney stated that, even after hearing the citizens' comments opposing this tax due date change, he still requests that the Board consider adopting these ordinance amendments.

There being no further discussion, on motion by Mr. Dodson, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board adopted the attached amendments to Chapter 23. Taxation of the Botetourt County Code to change the due date for County taxes from December 5 to November 1, with a tax penalty date of November 6. (Resolution Number 16-03-18)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mr. Williamson then expressed his appreciation to the County administration and staff for the amount of work and effort that was required to bring about last week's successful announcement of Eldor Corporation's location in Botetourt Center at Greenfield. He noted that discussions with this company have been occurring since September/October 2015 and required many evening and weekend conversations with Mr. Moorman, during his tenure as Interim County Administrator, to facilitate the company's announcement.

Mr. Leffel echoed Mr. Williamson's comments and thanked Mr. Moorman for his work during these negotiations. He noted that many nighttime hours were spent on this project.

Mr. Moorman thanked the Board for their comments. He noted that this was a team effort from the administrative level down to the Recreation and Maintenance department staffs. Mr. Moorman stated that the County is fortunate to have a dedicated team to do whatever it takes in these types of situations.

The Chairman then called for a break at 3:25 P. M.

The Chairman called the meeting back to order at 4:03 P. M.

On motion by Mr. Leffel, seconded by Mr. Dodson, and carried by the following recorded vote, the Board went into closed session at 4:03 P. M. with the Economic Development Authority to discuss a prospective business or industry or the expansion of an existing business or industry not previously announced; consultation with legal counsel regarding specific legal matters; and discussion of the award of a public contract involving expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body as per Section 2.2-3711(A) (5), (7), and (29) of the Code of Virginia of 1950, as amended. (Resolution Number 16-03-19)

AYES: Mr. Leffel, Mr. Williamson, Mr. Dodson, Mr. Martin, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Mrs. Joyce Kessinger, Chairman of the Economic Development Authority, then called the Authority's meeting to order at 4:04 P. M.

On motion by Mr. Hayth, seconded by Mr. Griffin, and carried by the following recorded vote, the Authority went into closed session at 4:05 P. M. with the Board of Supervisors to discuss a prospective business or industry or the expansion of an existing business or industry not previously announced; consultation with legal counsel regarding specific legal matters; and discussion of the award of a public contract involving expenditure of public funds, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body as per Section 2.2-3711(A) (5), (7), and (29) of the Code of Virginia of 1950, as amended.

AYES: Mrs. Kessinger, Mr. Griffin, Mr. Hayth, Mr. Emry, Mr. Flint, Mr. Alderson

NAYS: None

ABSENT: Mr. Kilby

ABSTAINING: None

Mrs. Kessinger called the Authority meeting back to order at 5:38 P. M.

On motion by Mr. Alderson, seconded by Mr. Hayth, and carried by the following recorded vote, the Authority returned to regular session and adopted the following resolution by roll call vote.

AYES: Mrs. Kessinger, Mr. Griffin, Mr. Hayth, Mr. Emry, Mr. Flint, Mr. Alderson

NAYS: None

ABSENT: Mr. Kilby

ABSTAINING: None

**BE IT RESOLVED**, that to the best of the Authority members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

The Authority then adjourned their meeting at 5:40 P. M.

Mr. Leffel called the Board of Supervisors meeting back to order at 6:05 P. M.

On motion by Mr. Leffel, seconded by Mr. Martin, and carried by the following recorded vote, the Board returned to regular session from Closed Session and adopted the following resolution by roll-call vote. (Resolution Number 16-03-20)

AYES: Mr. Martin, Dr. Scothorn, Mr. Leffel, Mr. Dodson, Mr. Williamson

NAYS: None

ABSENT: None

ABSTAINING: None

**BE IT RESOLVED**, that to the best of the Board members' knowledge only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed or considered during the Closed Session.

A public hearing was then held on a request in the Amsterdam Magisterial District from Fralin & Waldron, Inc., for a change in proffers associated with the Daleville Town Center in the Traditional Neighborhood Development TND Use District, to update proffers, to correct the date and title of the concept plan to which the development is required to substantially conform, as well as to amend the proffers related to design guidelines and signage in the development. The applicant is proposing that all signage would be regulated by a revised signage plan titled, "Daleville Town Center Master Signage Plan & Guidelines." This 117.847 acre site is located adjacent to southbound U. S. Route 220 (Roanoke Road), between Route 675 (Glebe Road) and Route 779 (Catawba Road) in Daleville, identified on the Real Property Identification Maps of Botetourt County as Section 88-33; 88(8)3A; 88(8)3B; 88(8)3C; 88(8)2; 88(8)1; 88(9)1; 88(9)SW; 88-33A; 88-33B; 101(21)1; 101(21)2; 101(21)3; 101(21)4; 101(21)5; 101(21) 5A; 101(21)6; 101(21)7; 101(21)8; 101(21)9; 101(21)10; 101(21)11; and 101(21)12.

It was noted that the Planning Commission had recommended conditional approval of this request.

Mrs. Nicole Pendleton, Planning Manager, noted that the original rezoning of the Daleville Town Center property included a proffered condition that signage guidelines would be established. She noted that these guidelines were submitted to the Planning/Zoning Office but never considered by the Board of Supervisors; therefore; they could not be enforced. She noted that, in an attempt to update these signage guidelines to make them easier to regulate, understand, maintain the character of the development, be sensitive to future development in

Daleville Town Center, and be in conformance with the Zoning Ordinance's intention, staff has met with representatives of Fralin and Waldron, Inc.

Mrs. Pendleton stated that major points reached in these discussions included the development of a "Daleville Town Center Master Signage Plan and Guidelines" which regulate the definition of signage, sign area, specific guides for ground-mounted sign, sign heights, setbacks, size, and the number of signs to be allowed along Route 220. She noted that off-premise signs are prohibited in these revised guidelines. Mrs. Pendleton further noted that all of the permitted signage currently located on the property would not be affected by these guidelines.

She noted that Mr. Andy Kelderhouse, President of Fralin and Waldron, was present to speak regarding this request.

After questioning by Mr. Dodson, Mrs. Pendleton stated that these guidelines incorporate what is currently existing on the DTC property.

After questioning by Mr. Williamson regarding non-conforming signs, Mrs. Pendleton stated that these signs would have been permitted under previous ordinance provisions.

After questioning by Mr. Williamson, Mr. Kelderhouse stated that there are currently 120 apartment units in DTC which is the maximum number permitted under the original rezoning request's proffered conditions. Mr. Kelderhouse stated that he believes that there is a need for additional apartments; however, if F&W wants to construct additional units they would have to submit a request to the Planning Commission and Board of Supervisors and go through the required public hearing process.

After questioning by Mr. Leffel, it was noted that there was no one present to speak in regard to this request. The public hearing was then closed.

Mr. Dodson stated that he discussed this request with Mrs. Pendleton and Mr. Kelderhouse. After questioning by Mr. Dodson, Mrs. Pendleton stated that the proposed DTC signage guidelines are more restrictive than is what is currently allowed in the County's sign ordinance for general commercial uses.

Mr. Dodson stated that he would like to keep the Route 220 corridor in a nice-looking condition.

Mr. Williamson then stated that he is a member of the Bank of Botetourt's Board of Directors and the bank has recently completed a new facility on the DTC property. Mr. Williamson questioned if he would have to abstain from voting on this request due to a possible conflict of interest.

Mr. Lockaby stated that, in his legal opinion, Mr. Williamson would not need to abstain from voting on this request.

Mr. Martin noted that he attended the Planning Commission meeting and the members agreed with these revised proffered conditions.

There being no further discussion, on motion by Mr. Dodson, seconded by Mr. Leffel, and carried by the following recorded vote, the Board approved a request in the Amsterdam Magisterial District from Fralin & Waldron, Inc., for a change in proffers associated with the Daleville Town Center in the Traditional Neighborhood Development TND Use District, to update proffers, to correct the date and title of the concept plan to which the development is required to substantially conform, as well as to amend the proffers related to design guidelines and signage in the development. This 117.847 acre site is located adjacent to southbound U. S. Route 220 (Roanoke Road), between Route 675 (Glebe Road) and Route 779 (Catawba Road)

in Daleville, identified on the Real Property Identification Maps of Botetourt County as Section 88-33; 88(8)3A; 88(8)3B; 88(8)3C; 88(8)2; 88(8)1; 88(9)1; 88(9)SW; 88-33A; 88-33B; 101(21)1; 101(21)2; 101(21)3; 101(21)4; 101(21)5; 101(21) 5A; 101(21)6; 101(21)7; 101(21)8; 101(21)9; 101(21)10; 101(21)11; and 101(21)12, with the following conditions: (Resolution Number 16-03-21)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

1. The property will be developed in substantial conformance with the concept plan titled "Designated Use Plan" dated May 18, 2005, which is attached hereto and expressly incorporated herein as a proffered condition of approval of the rezoning, identifying the Core, Workplace, and Edge areas as defined in the Botetourt County zoning ordinance.
2. The property will developed to the exclusion of all other uses other than those indicated in this application for rezoning.
3. No more than 300 residential units and 400,000 square feet of commercial spaces shall be constructed in this project.
4. No more than 120 multi-family units shall be included in the 300 residential units.
5. A Master Property Owners Association (POA) shall be formed for the development, whose purpose shall be to provide for an organized structure to ensure the maintenance and enhancement of the intended structures and grounds throughout Daleville Town Center. Their responsibilities shall include, but not be limited to:
  - a. The creation of adequate budget(s) for the maintenance of all common areas, parks, trails, alleys, stormwater management facilities, signage, necessary insurance, management services, and the like.
  - b. To collect dues and other assessments to support the budgets.
  - c. To execute or contact to execute the work necessary for the maintenance and associated work.
  - d. The Association shall have the right to create classes of membership, or sub-associates, or both, to better facilitate the particulars of any section, type or group that may be developed within the property (i.e., commercial, office, residential).
  - e. The Association shall be bound by its Articles of Incorporation (to be developed) and by the laws of the State of Virginia.
6. Signage for all of the parcels within the development known as the Daleville Town Center, and zoned Traditional Neighborhood Development (TND) Use District, will be regulated by the document titled "Daleville Town Center Master Signage Plan & Guidelines," dated March 8, 2016, which is attached hereto and expressly incorporated herein as a proffered condition of approval of the rezoning. The signage plan will supersede the signage regulations in the zoning ordinance outlined in Chapter 25 Zoning, Sec. 25-461. – General Provisions, and Sec. 25-462. – Sign standards and regulations. These proffers are not meant to supersede the requirements in Sec. 25-463. Administration. An approved sign permit, and building and zoning permit, if applicable, and applicable fees, are required for the construction or installation of any and all proposed signage. Any violations of the standards and regulations will be considered a violation of the zoning ordinance and will be regulated by Sec. 25-522. – Enforcement and Penalties. When regulations for certain types of signage are not included in the attached Guidelines, the regulations of the zoning ordinance will apply. In addition to the proffered conditions submitted hereto, all other sections of the zoning ordinance will apply uniformly to all buildings, structures, land, water and uses within the development.
7. The developer will pay for all costs associated with the installation of a traffic signal at the mail entrance along U. S. Route 220 for the purposes of serving the DTC. The traffic signal will be installed as warranted and approved by the Virginia Department of Transportation.

A public hearing was then held on a request in the Fincastle Magisterial District from Teen Murti, LLC, dba Quickette, for a Special Exception Permit, with possible conditions, in the Business B-2 Use District on a 0.72 acre parcel to expand an existing fuel center to include a larger fuel canopy and additional gasoline pumps at the current convenience store, located at 725 Botetourt Road (U. S. Route 220 southbound), Fincastle, approximately 0.3 miles north of the Botetourt Road/North Roanoke Street (Route T1204) intersection, identified on the Real Property Identification Maps of Botetourt County as Section 60, Parcel 115.

It was noted that the Planning Commission had recommended conditional approval of this request.

Mr. Drew Pearson, Planner, stated that this property is currently zoned Business B-2 and the existing convenience store with fuel pumps is considered a non-conforming use. He noted that the applicant would like to increase the number of fuel pumps and extend the existing pump canopy which requires a Special Exceptions Permit under the Zoning Ordinance. Mr. Pearson noted that the surrounding properties are zoned Agricultural A-1 and Business B-2.

Mr. Pearson stated that the new pumps and canopy expansion would be added between the existing fuel pumps and the convenience store. He noted that a 24' driving aisle would be retained between the new pumps and the parking spaces located in front of the store.

After questioning by Mr. Williamson, Mr. Pearson stated that changes to the Zoning Ordinance since this convenience store was built resulted in this site being considered a non-conforming use.

Mr. Pearson stated that both the existing and new gasoline canopy would be "tied together" to appear to be one canopy and a new, red lighted band (fascia) would extend around the entire canopy which would include a lighted "Exxon" sign. He noted that the existing canopy structure would be painted to appear similar to the new canopy.

After discussion, Mr. Pearson stated that the Planning Office received a couple of letters--one from the Town of Fincastle and another from a citizen--expressing concerns about the proposed lighting for this project. Mr. Pearson stated that the Planning Commission took their concerns into consideration in drafting the request's recommended conditions.

Mr. Pearson then read the recommended conditions for this request ("The project shall be developed in substantial conformance with site plan dated January 7, 2016, and included in the application; the total number of fuel dispensers shall be limited to five (5); new fascia shall be installed around the existing and proposed canopies to give the appearance of one canopy; the columns supporting both the proposed and existing canopies must be painted to match in color; lighting underneath the proposed and existing canopies shall be flush-mounted and one-half of the number of canopy lights shall not be illuminated beyond one-half hour past the closing of the interior of the convenience store each evening, and shall not be illuminated more than one-half hour prior to the opening of the store each morning; if backlighting is installed in any portion of the canopy fascia, said backlighting shall not be illuminated beyond one-half hour past the closing of the interior of the store each evening nor more than one-half hour prior to the opening of the store each morning.").

Mr. Pearson noted that the existing, under-canopy lights spread their illumination outward and the new lighting would be flush-mounted and the lighting directed downward. He further noted that the applicant would have to submit a lighting plan to the County for review in order to bring all of the property's lighting into compliance with the existing ordinance requirements.

After questioning by Mr. Williamson, Mr. Pearson stated that the flush-mounted lights would be similar to canned lights.

Mr. Pearson then stated that the Town of Fincastle is concerned about the backlighting on the fascia area of the canopy and the potential impacts due to the business's proximity to the Town's historic district. Mr. Pearson stated that the convenience store's regular operating hours are from 5AM to 11PM; however, the fuel center will be open 24/7. He noted that, to alleviate some of the Town's concerns, the applicant has agreed that one-half of the under-canopy lighting would be on a timer which will turn them off ½ hour after the store closes and turn them on ½ hour before the store opens.

Mr. Pearson further stated that the staff is also proposing two additional conditions for the Board's consideration of this request. He noted that, if the Board would like to further control the fascia lighting, condition number 6 could be revised to say that there would be no back-lighting on the canopy or the fascia itself. Mr. Pearson noted that, if the applicant decided to operate the store 24/7, it would impact the lighting on the entire site.

He further noted that a proposed seventh condition could state that the interior store operations would be limited to hours between 5AM and 11PM and, in the future if the market changes and the owner would like to operate the business for longer hours, they would have to submit an application for a SEP to do so.

Mr. Leffel stated that most of the comments he has heard regarding this request pertain to the "outflow" of lighting beyond the property lines and the proposed lighting on the fascia/ outer band area of the canopy.

After questioning by Mr. Leffel, Mr. Pearson stated that, if in the future the owner would like to extend the convenience store's hours, they would have to submit an SEP to amend the conditions.

Mr. Pearson stated that there are existing lights for visibility and security on the canopy as customers can buy fuel at these pumps 24/7.

After questioning by Mr. Williamson, Mr. Pearson stated that the Planning Commission did recommend condition #6; however, he is proposing that the Board amend this condition to state that there would be no back-lighting on the canopy or fascia. Mr. Pearson stated that the Commission did not discuss/consider his proposed condition #7 which sets out the convenience store's hours of operation.

After questioning by Mr. Williamson, Mr. Pearson noted that the applicant, Mr. Dharmendra Patel, and his contractor were present at the meeting to answer questions about this proposal. After further questioning by Mr. Williamson, Mr. Pearson stated that this property is approximately 1/3 mile from the Fincastle corporate limits.

After questioning by Mr. Martin, Mr. Pearson stated that the applicant has been made aware that he will have to submit a lighting plan, which includes both the new lighting and existing lighting, for this property for review by County staff. After further discussion, Mr. Pearson noted that the County's lighting ordinance includes various lighting foot candle measurements that the applicant will have to comply with.

Mr. Patel then stated that he owns several businesses in southwest Virginia and purchased the Quickette store approximately two years ago. Mr. Patel stated that he wants to improve the facility and bring it up to the County's standards. He noted that improvements inside the store have already been made and, when the fuel canopy upgrade is completed, additional exterior/outside improvements are planned.

Mr. Patel then showed photographs of another store that has standard Exxon gas station lighting and canopy design. He noted that this proposal is for red lighting around the canopy and flush-mounted LED lights directed downward toward the fuel pump area. Mr. Patel noted that he is concerned about the safety and security of the store's customers and having appropriate lighting is necessary for this purpose. Mr. Patel stated that they want to be a good citizen in the community and obtain the best possible solution to these concerns.

After discussion, Mr. Patel stated that he has no plans to have the convenience store open 24/7 and has no objections to the proposed conditions. He noted that the under-canopy lighting will be directed downward and they plan to turn one-half of the lights off after 11:30 PM. Mr. Patel further stated that the intensity of the lighting on the fascia can be reduced/turned down; however, the "Exxon" name on the canopy is required to be lit at night.

After discussion, Mr. Patel stated that the lighting intensity can be experimented with and can be adjusted, if necessary. Mr. Patel stated that, if the red fascia lighting is not permitted, he would request that at least the "Exxon" sign be lighted.

Mr. Terry Kidman with Four-Star Petroleum Services stated that his company will be installing the new canopy and its lighting system. He noted that the proposed LED lights will be flush-mounted under the canopy and are more energy efficient than the halide bulbs that are currently in use. Mr. Kidman stated that his company provides lighting for many canopies of this type in the County and they are aware of the County's lighting requirements.

After questioning by Mr. Martin, Mr. Kidman stated that they can "tone down" the red lighting. He noted that different wattages can be used and there is also a "dimmer-type switch" that can be used to adjust the brightness.

Mr. Leffel stated that he wants Mr. Patel to have a very successful business and for Mr. Patel and the Town of Fincastle to both be satisfied with the results of this hearing. Mr. Leffel stated that he is also concerned about the safety factor of the business' employees and customers but would feel more comfortable if the fascia lighting is "toned down."

Mr. Patel stated that his current plan is to turn off the fascia lighting when the store is not open for business. He further stated that he also intends to submit a lighting plan for the parking lot lighting to bring it into compliance with the County's ordinance.

After questioning by Dr. Scothorn, Mr. Pearson stated that the County's lighting ordinance is concerned with the brightness of the lights and does provide for routine maintenance of the lighting equipment. He noted that, if the convenience store's lighting options change in the future, the property owner would be required to obtain County approval to make any changes.

After discussion, Mr. Kidman stated that each individual LED light contains 60 small, long-lasting bulbs.

Mr. Patel stated that LED lights have a longer life span and there are no heating issues with these types of bulbs as there are with the halide bulbs currently used on the canopy.

Mr. Williamson stated that Mr. Patel currently has no restrictions in place that would prohibit him from operating the convenience store 24/7 or turning off the fascia lighting after 11:30 PM.

Mr. Leffel stated that he understands that the applicant wants his business to be seen by passing traffic but he would prefer that the brightness of the fascia's red lighting be toned down during evening/overnight hours.

Mr. Kidman stated that that the brightness can be reduced but it requires someone to climb on top of the canopy to change the wattage. Mr. Kidman stated that the lighting's brightness can be adjusted when it is installed to the requested/preferred level.

After questioning by Mr. Leffel, it was noted that there was no one present to speak regarding this request. The public hearing was then closed.

After discussion regarding the proposed additional conditions for this request, Mr. Pearson stated that, if the Board has concerns about the canopy lighting and hours of operation of the convenience store, they could issue a temporary Special Exceptions Permit and have this matter brought back to the Board for review in six months.

After questioning, Mr. Lockaby stated that that the Board could include a condition that the lighting plan would be brought back to the Board for consideration in six months. He noted that this lighting plan review would not need to be readvertised for a public hearing.

Mr. Leffel stated that he would like to include representatives from the Town of Fincastle in the discussions held in six months on the site's lighting issues.

It was noted that the lighting plan submitted by the property owner would have to be in compliance with the County Code.

Mr. Dodson stated that the County needs to begin reviewing development and land use issues around the Town of Fincastle so that citizens/businesses submitting rezoning/SEP applications are aware up-front of what design elements are encouraged to reduce the impact on Fincastle's historic nature.

Mr. Williamson stated that this issue could be considered during the Comprehensive Plan update process.

Mr. Williamson stated that the Board does appreciate Mr. Patel's business operating near the Town of Fincastle.

There being no further discussion, on motion by Mr. Leffel, seconded by Mr. Dodson, and carried by the following recorded vote, the Board approved a request in the Fincastle Magisterial District from Teen Murti, LLC, dba Quickette, for a Special Exception Permit in the Business B-2 Use District on a 0.72 acre parcel to expand an existing fuel center to include a larger fuel canopy and additional gasoline pumps at the current convenience store, located at 725 Botetourt Road (U. S. Route 220 southbound), Fincastle, approximately 0.3 miles north of the Botetourt Road/North Roanoke Street (Route T1204) intersection, identified on the Real Property Identification Maps of Botetourt County as Section 60, Parcel 115, with the following conditions: (Resolution Number 16-03-22)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

1. The project shall be developed in substantial conformance with site plan dated January 7, 2016, and included in the application.
2. The total number of fuel dispensers shall be limited to five (5).
3. New fascia shall be installed around the existing and proposed canopies to give the appearance of one canopy.
4. The columns supporting both the proposed and existing canopies must be painted to match in color.
5. Lighting underneath the proposed and existing canopies shall be flush-mounted and one-half of the number of canopy lights shall not be illuminated beyond one-half hour past the closing of the interior of the convenience store each evening, and shall not

be illuminated more than one-half hour prior to the opening of the store each morning.

6. If backlighting is installed in any portion of the canopy fascia, said backlighting shall be minimized and not be illuminated beyond one-half hour past the closing of the interior of the store each evening nor more than one-half hour prior to the opening of the store each morning. This lighting cut-off requirement does not include the illumination of the "Exxon" logo.
7. The interior store operation hours will be limited to between 5AM and 11PM.
8. An as-built lighting survey shall be completed within 6 months and presented to the Board of Supervisors certifying that all lighting for the site complies with the lighting standards in Section 25-504 of the Zoning Ordinance.

A work session was then held on the proposed FY 16-17 County budget. Mr. Williamson stated that the Board as a whole has been designated as the General Fund Budget Committee and a Budget Subcommittee consisting of himself and Mr. Leffel has met with County staff to review the proposed FY 17 budget in detail.

Mr. Leffel thanked Mr. Zerrilla for all of his hard work in gathering information and preparing the proposed budget.

Mr. Tony Zerrilla, Director of Finance, then stated that this budget overview would include major budget considerations, major category revenues and expenditures, school budget review, items still under review, and proposed funding scenarios. He noted that there are several major budget considerations that are still in the review process and he and the staff budget committee have already reduced the departmental budget requests by \$869,000 and reduced the CIP by \$501,000.

Mr. Zerrilla stated that the FY 16-17 School budget public hearing is scheduled for Thursday evening. He noted that staff is anticipating no revenue increase from the 2016 reassessment of County real estate and Fund Balance monies have been used in the last few years to balance the budget.

Mr. Zerrilla noted that some highlights of the proposed General Fund budget include: expenditure increases due to previous deferral of funding/costs associated with technology update requirements, a newly created Economic Development budget, increased need for Community Development services/resources, new personnel requests, CIP requests for software, economic development, and building maintenance issues, and several high-impact items are still being considered/reviewed. Mr. Zerrilla stated that there are increased technology/telecommunications expenses for some departments due to required access of remote locations, e.g., libraries and fire/rescue stations, and increased needs for higher data speed capabilities. He noted that requests have been submitted for additional personnel in the Sheriff's, Community Development, and Fire/EMS department budgets.

Mr. Zerrilla stated that in FY 17 the local revenues are expected to increase by \$1.5 million (3.5%) due to some growth in the local economy; State revenues are anticipated to decrease by \$190,000 (1.7%); and federal revenues are expected to decrease by \$95,000 (9.7%). He noted that the General Assembly approved a 2% increase in the County's Transient Occupancy Tax which will be effective as of July 1, 2016. He further noted that no significant revenue impacts are anticipated in the proposed budget from the Gateway Crossing construction project at Exit 150.

Mr. Zerrilla further noted that State revenues for non-categorical aid and shared expenses (Compensation Board) are anticipated to be "level" in FY 17 (\$4.3 million). He noted that the

General Assembly approved funding for a 2% salary increase for State-supported departments as of December 1, 2016; however, this is not included in the draft budget at this time. Mr. Zerrilla stated that Personal Property Tax Relief Act (PPTRA) funds will remain fixed at \$3.4 million in FY 17 and welfare payments are budgeted to reflect closer to FY 15 actual payments.

Regarding federal revenues, Mr. Zerrilla stated that no commitment has yet been made by the federal government regarding allocation of Payment in Lieu of Taxes (PILT) monies; however, based on previous actions, these monies will be included in the budget. He further stated that federal welfare payments are budgeted to closer reflect FY 15 actual payments. He stated that, in summary, local revenues are anticipated to grow and budgeted State and federal revenues will decline with an overall 2.3% (\$1.2 million) increase in General Fund revenues being projected in FY 17.

Regarding expenditures, Mr. Zerrilla stated that economic development funding has been included in the Community Development function budget instead of General Government Administration, the Sheriff's budget is flat as of this time, the public safety budget is down approximately 2% from the current fiscal year, the reassessment will be complete as of July 1 so the Assessor/Equalization Board budgets will decrease, and the Registrar's budget will decrease significantly in the new fiscal year as the new voting machines were paid for this year (FY 16). He noted that the Technology Services budget is proposed to increase 13% due to higher telecommunications and software costs.

Mr. Zerrilla stated that the various Judicial Administration budgets (Circuit Court, Magistrate, Commonwealth's Attorney, etc.) and Public Safety budgets will be flat in FY 17 but there are some increases proposed in the Fire/EMS and Emergency Communications budgets. He noted that the draft budget includes \$400,000 for a new air truck for one of the volunteer fire departments, purchase of a new ambulance, an ambulance remount; increases in part-time salaries to offset full-time vacancies; and a request for a new 24/7 crew at the Troutville Fire Department (\$591,000). Mr. Zerrilla further noted that the Sheriff's proposed budget is flat at this time because two new personnel requests have not yet been included.

Mr. Zerrilla stated that the Public Works budget is proposed to increase less than 4% and some General Services' budgeted funds will be transferred from a vacant position to fund a requested Code Enforcement Officer position in the Community Development department. He noted that the Waste Management/Landfill budget is expected to see increased recycling, telecommunications, and equipment rental costs and funds are being requested to purchase a hoist for a roll-off truck and new groundwater pumps. Mr. Zerrilla further noted that the Maintenance budget will have increases in maintenance contract costs and needed funding for previously-delayed repairs and unforeseen costs. He noted that the County is trying to "right-size" the Maintenance department's budget.

Regarding health and welfare (Health Department, CSA, Van Program), Mr. Zerrilla noted that an overall 4% budget increase is proposed; with CSA specifically proposed to have a 5% increase due to additional case activity for youth services. He further noted that the Social Services budget is proposed to be \$1.4 million including a new State-funded administrative employee to investigate fraud. He noted that this position will require a 15% local subsidy plus 15% of new vehicle costs. Mr. Zerrilla stated that there is an overall budget reduction versus the prior year due to budgeting for shared costs versus the entire cost of programs.

Regarding Parks, Recreation, and Cultural programs, Mr. Zerrilla noted that the budget is proposed to increase 7% overall due in part to additional telephone expenses, FY 17 will be

the first full budget year for a new recreation maintenance hire in FY 16, increases in repairs/maintenance costs, vehicle replacement, and metal roof replacements at various fields. He noted that the Sports Complex is now 10 years old and there are some repairs needed including replacement of the backstops netting. Mr. Zerrilla noted that the Library is proposed to have a small budget increase for book purchases and a large increase in telecommunications costs due to providing access to remote locations.

Mr. Zerrilla stated that the Community Development function budget is proposed to increase 57.8% overall because of newly developed Economic Development budget, the new Code Enforcement position, and increased advertising costs in Planning/Zoning. He noted that the Cooperative Extension Office's budget is proposed to increase by 3.8% due to the filling of a State-supported position that has been vacant for several years. Regarding the Tourism budget, Mr. Zerrilla stated that it is proposed to increase 19.6% due to health insurance costs for a replacement hire and an increase in professional services for various consultant costs.

Mr. Zerrilla noted that non-departmental expenditures (wellness, revenue refunds, salary compression/adjustments) are proposed to decrease by 11.3%. He noted that the County is proposing to hire a consultant to conduct a wage study, there is \$277,000 in net costs required to implement a 2% raise on July 1 for all County and State supported employees, and \$30,000 is needed to implement phase 2 of the Sheriff Department's salary compression/adjustment effective January 2017. Mr. Zerrilla noted that the consultant costs for the wage study will be shared with Roanoke City and Roanoke County.

Mr. Zerrilla then noted that the debt service costs are estimated to decrease \$500,000 in FY 17 because the bonds issued to construct Read Mountain Middle School and renovate Central Academy Middle School will be paid off. He also noted that \$100,000 in contingency monies are proposed to be included in the budget.

Regarding miscellaneous organizations, Mr. Zerrilla stated that there is an approximate \$100,000 increase proposed for FY due to new funding for the Dabney S. Lancaster Community College's Promise Program, membership fees in the Roanoke Regional Chamber of Commerce and the Roanoke Valley Greenway Commission, and full membership in the Roanoke Valley Convention and Visitors Bureau which will be funded by the 2% increase in the Transient Occupancy Tax.

Mr. Zerrilla noted that the draft Capital Improvements Plan (CIP) is proposed to increase 14% (\$155,000) over the current fiscal year. He noted that expenditures include County infrastructure items, replacement of mobile radios (3 year process), Enterprise Software (Treasurer's and Commissioner's software) updates, and a Library strategic planning study.

Mr. Zerrilla then reviewed the proposed School budget based on March 10 information. He noted that school revenues (State and dual enrollment tuition) are projected to increase \$375,000 and school expenditures are proposed to decrease \$267,000. Mr. Zerrilla stated that staff raises are estimated to cost \$1.5 million, replacement of three buses are estimated to cost \$255,000, and several other items are proposed for a total expenditure increase of \$2.6 million. He further stated that the total increase requested from the school system is \$1.9 million.

Mr. Zerrilla then reviewed the school's draft CIP which totals \$3.1 million. He noted that the largest expenditure is a new roof for Lord Botetourt High School (\$1.1 million), HVAC, electrical, plumbing upgrades (\$481,000), interior building services (\$251,000), \$333,000 for pupil transportation; and \$245,000 for technology items.

Mr. Zerrilla stated that operational items still under review by the budget committee include review of department costs (committed/required vs. discretionary), two additional Sheriff's Department positions (road deputy and clerical/administrative support), additional 24/7 career staff at Troutville Fire Department, and review of fire and EMS apparatus needs. He noted that CIP requests still under review include community/economic development funding; infrastructure funding for General Services; and project funding for Technology Services. Mr. Zerrilla further stated that the County still needs to consider funding for the completion of two additional softball fields at the Sports Complex.

Mr. Zerrilla then reviewed various funding scenarios based on a current anticipated budget shortfall of \$902,000. He noted that if no employee raises are given, no real estate tax increases are proposed, the ambulance remount is not approved, and no other budget requests above the FY 15 funding level are approved, the FY 16 budget would have a shortfall of \$429,000 which would necessitate an appropriation from the Undesignated Fund Balance. Mr. Zerrilla stated that if 2% employee raises were approved as of July 1, one Sheriff's position was funded, partial funding allocated for a career crew at Troutville, 40% of the school budget increase was approved, the real estate tax rate was increased 6¢, and the personal property tax rate increased 5%, then it would result in a \$2.36 million imbalance. He further stated that if all of the above were implemented, with school funding of 50% approved and real estate taxes increased by 7¢ (79¢) and personal property taxes increased by 5% (\$2.76) then there would be an imbalance of \$2.7 million. He noted that if all of the above were approved including two Sheriff's positions, a full 24/7 crew at Troutville, 60% of the school budget request approved; real estate taxes increased to 80¢ and personal property taxes to \$2.76, it would result in a \$3.06 million budget imbalance. He stated that if all of the budget requests were approved as recommended at this time, including fully funding the school budget, increasing the real estate tax rate 10¢ (82¢) and the personal property tax rate to \$2.85, it would necessitate a \$3.9 million budget imbalance.

After discussion, Mr. Zerrilla stated that the last time the Board increased the personal property tax rate it was increased by 3%. He noted that the outlook for FY 16-17 indicates that the 2016 reassessment yielded no incremental revenues on the current base to be used for future funding, the AEP Cloverdale substation project comes on line in late 2016/early 2017, revenue impacts from the Exit 150/Gateway Crossing construction, continued business expansions and new economic development opportunities, and continued pressure to fill deferred general budget and CIP needs.

Mr. Zerrilla then reviewed the budget calendar from November 2015 when the budget call letters were sent to all departments/offices through April 2016 with the adoption of the budget. He reminded the Board that the Code of Virginia requires that the School budget be adopted by May 15.

Mr. Martin stated that he would like to meet with Mr. Williamson and Mr. Zerrilla for approximately 1½ hours to discuss his questions/concerns about the proposed budget.

Mr. Williamson stated that he would be willing to meet with Mr. Martin to discuss his questions prior to another budget work session being scheduled with the entire Board on Monday, March 28. He noted that discussion at that meeting would include discretionary items, funding scenarios, etc.

Mr. Williamson stated that County staff eliminated over \$1.5 million in requested budget expenditures prior to the Budget Subcommittee's meetings at which approximately \$500,000 in

additional expenditure reductions were made. He noted that funding scenario #1 will possibly reduce the proposed budget by another \$300,000 - \$400,000 but this does not address a long list of needs for the Sheriff, EMS, schools, or the State-mandated salary increases. Mr. Williamson further stated that he does not know how the Board cannot fund a 2% salary increase for County employees if the State employees are receiving a 2% increase.

He noted that scenario #2 is "something that we can live with" but the schools may not think so. Mr. Williamson stated that, during the development/approval of the current year's (FY 15-16) budget, some of the Board members did not want to implement a tax increase.

After discussion, Mr. Williamson thanked Mr. Sexton, Mr. Moorman, and Mr. Larrowe, along with Mr. Zerrilla, for their contributions during this budget preparation process.

Mr. Williamson also noted that the Budget Subcommittee discussed the number of increased calls received in the past year by the Fire/EMS departments. He noted that people die when these calls are not answered.

Mr. Dodson stated that he was told that there are times when no ambulance crews are available because they are already responding to calls.

Mr. Zerrilla stated that there are several factors in Fire/EMS "that are going the wrong way" including an increase in the number of calls, numerous trips to medical facilities in the County, an aging population, etc.

Discussion was then held on the target response time for the career and volunteer fire/EMS units.

Mr. Martin stated that there are a lot of requests in the proposed budget and he questioned if they are needed at this point. He also questioned if Fire/EMS needs 8 full time staff personnel at Troutville or could they get by with one-half of this number. Mr. Martin stated that there are numerous budget requests this year and he is concerned about this and believes that the Board should look at these requests closely.

Mr. Zerrilla stated that the staff committee and the Board's Budget Subcommittee vetted all of these requests prior to the budget book being completed and provided to the Board.

Dr. Scothorn stated that the County just announced Eldor's location in Greenfield and the location of the Community College System's shared service center in Daleville and these projects will result in a population influx. He noted that the Board needs to review the needs of Fire/EMS, Sheriff, and Schools to see if the County is ready to meet these needs.

Mr. Williamson noted that any tax revenues from these new business locations will not be received by the County for 18 months to 3 – 4 years. He noted that the County has been "living off of drawdowns from the General Fund" for the past 3 – 4 years and this cannot continue if the County is to remain financially viable. Mr. Williamson stated that he hopes that these additional revenues will cover the County's needs in the future and noted that there is no clear path yet on how school enrollment will be affected with these new industry locations.

Mr. John Busher, School Superintendent, stated that he needs families with kids living in the County to increase the school revenues received from the State.

Mr. Leffel stated that the County's cost of business is going up regardless of Eldor's location in the County and the County needs to be prepared for the "lag time" until those revenues are realized.

After further discussion, Mr. Leffel continued the meeting at 8:00 P. M. until March 28, at 6:00 P. M. at either the Greenfield Education and Training Center or the Circuit Courthouse's second floor conference room in Fincastle.

A continued meeting of the Botetourt County Board of Supervisors was held on Monday, March 28, 2016, in the Circuit Courthouse's second floor conference room in Fincastle, Virginia, beginning at 6:00 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman  
Mr. Todd L. Dodson, Vice-Chairman  
Mr. John B. Williamson, III  
Mr. Billy W. Martin, Sr.  
Dr. Donald M. Scothorn

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
Mr. David Moorman, Deputy County Administrator  
Mr. Tony Zerrilla, Director of Finance  
Mr. Cody Sexton, Information Specialist

The Chairman called the meeting to order at 6:00 P. M.

Mr. Leffel stated that he appreciated everyone's attendance at this budget work session and welcomed Mr. John Busher and Dr. Brian Austin with the Botetourt County Schools to the meeting.

Mr. Williamson then stated that a staff presentation on the proposed FY 17 County budget was given at last week's Supervisors' meeting. He noted that Mr. Zerrilla, Director of Finance, reviewed the proposed budget's revenues and expenditures and several funding scenarios were offered for the Board's review. Mr. Williamson further noted that he and Mr. Zerrilla met with Mr. Martin late last week to discuss questions and concerns that Mr. Martin had regarding the proposed budget.

Mr. Williamson stated that, since that time, Mr. Zerrilla has developed several potential funding scenarios for various budget priorities and he is present at this meeting to review those scenarios with the Board. Mr. Williamson stated that the Board needs to remove the potential budget deficit because, as currently proposed, there will be a \$900,000 drawdown from the Undesignated Fund Balance to balance the FY 17 budget.

Mr. Williamson stated that earlier this month the General Assembly approved a 2% salary increase for constitutional officers and teachers; however, there is some flexibility in the implementation of these raises on either July 1 or December 1, 2016. He further noted that the additional personnel request for a Code Enforcement Officer in the Building/Planning Department is included in the proposed budget; however, other personnel requests (additional Sheriff's Department road deputy and a clerical support position, Fire/EMS career staff at Troutville) have not been included at this time.

Mr. Williamson further noted that school facility improvements and purchase of three new school buses (\$1.8 million) have been included in the school budget request along with teacher salary increases.

After discussion, Mr. Zerrilla stated that County and School maintenance items have also been included in the respective entities' Capital Improvement Plans (CIP).

Mr. Williamson stated that the County has some flexibility in setting the tax rates depending on which items are included in the budget. He also noted that it has been requested that motor homes be taxed at a rate lower than the personal property tax rate (\$2.63).

He stated that a determination will also need to be made on the tax rate assessed on wind farms. Mr. Williamson stated that wind farms are assessed by the State Corporation Commission at the same rate as other utility operations. He stated that the County will need to determine the tax rate that will be assessed on wind farms—whether it is the current Machinery and Tools tax rate (\$1.80) or a specific rate between the real estate and personal property tax rates could be considered.

Mr. Larrowe stated that he is meeting with a representative of Apex Clean Energy later this week and will discuss the tax rate issue with them.

Mr. Zerrilla then reviewed five funding scenarios for the FY 17 budget. He noted that the proposed 5% increase in the personal property tax rate listed on the bottom of the chart should be \$2.76, not \$2.63.

Mr. Zerrilla stated that the proposed budget has a deficit of \$902,000 before any consideration is given to school funding needs. He then reviewed funding scenario #1 which includes a 2% County/Constitutional/Social Services staff raise as of July 1, funding for an additional Sheriff's deputy and clerical position, a part-time staff position in the Recreation Department, funding 40% of the proposed school budget (\$745,670), adding \$143,000 to the Fund Balance, increasing the real estate tax rate from 72¢ to 76¢, and increasing the personal property tax by 5% from \$2.63 to \$2.76.

Mr. Williamson stated that this scenario does not include funding for a new ambulance or for remounting an existing ambulance body on a new chassis.

Mr. Zerrilla stated that scenario #2 delays the implementation of salary increases until December 1, includes funding for the Sheriff's deputy, clerical, and Recreation Department positions, funds \$1.3 million for schools, increases the real estate tax rate to 77¢, and increases the personal property tax to \$2.76. He noted that scenario #3 implements the staff raises as of July 1, funds the Sheriff's road deputy position, allocates \$350,000 for partial funding for additional 24/7 career staff at Troutville; funds 50% of the school revenue request (\$932,000), increases the real estate tax rate to 77¢, and the personal property tax rate to \$2.76. Mr. Zerrilla stated that scenario #4 implements staff raises as of July 1, funds the Sheriff's road deputy position, allocates \$350,000 for partial funding for additional 24/7 career staff at Troutville; provides 60% of the school's requested allocation (\$1.11 million), increases the real estate tax rate to 77¢, and the personal property tax rate to \$2.76. Mr. Zerrilla stated that scenario #5 implements staff raises as of July 1, funds the Sheriff's road deputy and clerical positions, the Recreation Department's part-time position, and fully funds (\$579,000) a 24/7 career crew at Troutville, includes funding for both a new air truck and an ambulance remount, fully funds the school budget request (\$1.86 million), and increases the real estate tax rate to 82¢ and the personal property tax rate to \$2.76.

Mr. Zerrilla stated that all five funding scenarios project that the County's CIP would remain static and do not include any funding for school CIP projects.

After questioning by Mr. Martin, Mr. Zerrilla stated that the State-mandated 2% salary increase is for those Constitutional/Social Services/School positions that are funded by the State. After further questioning by Mr. Martin, Mr. Williamson stated that as of December 1, 2016, the General Assembly-mandated 2% salary increases would be assessed on all Standards of Quality (SoQ) formula positions.

Dr. Brian Austin stated that there is a local matching amount on the SoQ positions. He noted that these will exceed the SoQ positions because the County has more positions than SoQ provides.

Mr. Williamson noted that the County's composite index drives the County's share of the SoQ funding.

After further questioning by Mr. Martin, Mr. Zerrilla stated that the State provides budget monies for the constitutional officer positions including an amount of approximately 56% for the Sheriff's Department.

After questioning by Mr. Martin, Mr. Zerrilla stated that he has not made any adjustments to the proposed budget based on the meeting with himself, Mr. Martin, and Mr. Williamson on Friday but he has noted Mr. Martin's suggestions.

Mr. Williamson stated that a few items brought up by Mr. Martin in their budget meeting last week should be considered during the Board's final budget discussion.

Mr. Martin stated that it is hard for him to believe that the County needs these large budget increases (salaries, new positions, vehicles, etc.) in one year. Mr. Martin stated that he knows that some of these needs are justified and some are not. He questioned why the County needed \$182,000 in additional monies for professional services across all the departmental categories in the new fiscal year. Mr. Martin questioned if all of these new budget requests were needed now or if they could be postponed.

Mr. Martin further stated that \$258,000 in new monies is being requested for salaries in FY 17 and there are also proposed vehicle and staff position increases. He questioned why the County needs a Code Enforcement Officer when we are trying to make the County more business friendly. Mr. Martin stated that he is in favor of funding a new Sheriff's Department road deputy but not the clerical position.

After discussion, Mr. Martin stated that he does not think that the County needs to raise taxes to give employee raises; we need to look at our expenses and requests for funding; and use tax revenues from the new businesses coming to the County instead of raising taxes on older people and families. He noted that the Board needs to think about these individuals in deciding whether to raise taxes.

Mr. Leffel stated that he understands Mr. Martin's comments; however, the real problem in his opinion is that the County has to prepare for a long gap between receipt of the new economic development-generated revenues and "how we are going to live" until these new revenues are received.

Dr. Scothorn agreed and stated that he does not think that the Fire/EMS, Sheriff, and Schools are prepared for the influx of new people into the County when these new businesses become operational.

Mr. Williamson then stated that the Fire/EMS funding issues need to be discussed. He noted that this is a large number and is necessitated by expected call response levels that continue to decline and old equipment (apparatus, radios, vehicles) that need to be replaced.

After discussion, Mr. Williamson stated that the County had a \$1 million draw from the Undesignated Fund Balance last year to balance the budget and had to do the same in the previous two fiscal years. He noted that the General Assembly created a "salary trap" for localities with their approval of a mandated 2% salary increase for State-funded positions.

After discussion by Mr. Williamson on the potential deaths that could occur if Fire/EMS staff and equipment funding is not increased, Mr. Martin stated that he does not want to use this

type of scare tactics to justify funding for Fire/EMS. Mr. Martin stated that he questions if the County needs all of these budget increases at this time or if some of it could be postponed.

Mr. Larrowe stated that, with the reduction in fire and rescue volunteers, the call response times and the call volumes have increased on the career staff. He noted that it is estimated that \$350,000 would fund four new career staff and their needed equipment which would be based at the Troutville Fire Department.

Mr. Dodson stated that, whether there were four or eight new career staff members hired, the same amount of equipment would have to be purchased.

Mr. Williamson stated that, regarding the justification for a new Code Enforcement Officer, the Planning Office has a 9 month backlog of citizen complaints and County Code violations that need to be investigated and resolved.

Mr. Moorman noted that the County would still enforce Code violations on a call-in basis with the filling of this position. He noted that this position would be funded with money remaining in the Public Works budget.

Mr. Dodson stated that the County needs to fund fire and rescue and the Sheriff's salary compression issues need to be addressed as well. Mr. Dodson stated that "we have to take care of the people we have." He noted that the County needs good staff to respond to citizen-related issues and take advantage of all available opportunities. Mr. Dodson also stated that the County and school system have buildings that need repair work/maintenance.

Mr. Williamson stated that the proposed budget does not make much progress toward funding building improvements for either the County or the schools. He noted that the Schools are in the process of completing a facilities study and, once the results of this study are reviewed, the Board will need to decide whether to fund those projects through a bond issuance or budget financing.

After questioning by Mr. Leffel, Mr. Jason Ferguson, Deputy Chief, stated that during last year's development of the current (FY 16) budget, they requested a part-time truck for a 12 hour shift at Troutville. He noted that this was funded with a SAFER grant. He noted that the proposed FY 17 budget discussions included a "best case" and a "band-aid" career staff funding option (four new positions). He noted that four new staff would provide daylight response service while 8 new positions would provide 24/7 service plus funding for two flexible positions that would provide back-fill if the regular staff are on vacation/sick leave. Mr. Ferguson stated that the optimal number would be six full-time positions with a 24 hour, fourth additional ambulance.

He noted that Read Mountain Fire Station responded to over 600 calls for the County last year when our career/volunteer units were unavailable. Mr. Ferguson further stated that Roanoke County could decide at any time to relocate the Read Mountain ambulance elsewhere making it unavailable for Botetourt County response calls. He noted that there are probably only two days a week when all of the County's ambulances are not simultaneously responding to calls. Mr. Ferguson stated that "they do what they need to do to get the job done" including having qualified administrative/office personnel respond to calls when career staff are unavailable. He noted that, when this occurs, it takes time away from the Chief/Deputy Chief/administrative staff being able to do their jobs.

After questioning by Mr. Dodson regarding cost recovery fees, Mr. Ferguson stated that the County pays up to \$25,000 per year for ambulance calls and insurance recovery of those fees is obtained in the amount of approximately \$85,000.

Mr. Larrowe stated that he has a meeting scheduled with Roanoke County representatives next week on the ambulance issue at Read Mountain.

After questioning by Dr. Scothorn regarding the request for a new air truck, Mr. Ferguson stated that the current vehicle, which is used to refill the self-contained breathing apparatus, was purchased in 1997 and has a compressor system that was built in the late 1980s. He noted that this system is at its maximum capacity now and needs to be replaced to keep up with current air tank pounds per square inch (psi) capabilities. He noted that this system is a vital component of the County's emergency response units and while the truck is in reasonably sound condition, the compressor needs to be replaced. Mr. Ferguson also stated that the County needs "to get back on track" with an apparatus replacement schedule.

After questioning by Dr. Scothorn, Mr. Ferguson stated that the County is not violating any regulations by not upgrading the compressor; however, the new, carbon fiber air tanks can hold up to 6,000 psi while the old tanks hold a maximum of 4,500 psi. He noted that Buchanan is the only station that has a compressor for this purpose.

After questioning by Mr. Dodson as to whether purchasing a large number of reserve air tanks would be a solution to this problem, Mr. Ferguson stated that the County is participating in a regional grant application to obtain additional air tanks.

After questioning by Mr. Williamson regarding the ambulance rechassis request, Mr. Ferguson stated that seven years ago the County spread its ambulance workforce out among 15 ambulances and we now have a second ambulance at each volunteer unit. Mr. Ferguson stated that the ambulance boxes where the patient is placed are in good shape; however, the vehicle chassis have between 110,000 and 130,000 miles on the odometer. Mr. Ferguson stated that these ambulances accumulate between 26,000 and 33,000 miles per year and remounting the box unit onto a new chassis saves approximately \$50,000 - \$60,000.

After questioning by Mr. Leffel regarding the maximum mileage accumulated before a vehicle is taken out of service, Mr. Ferguson stated that the County should have a plan in place to replace an ambulance once the vehicle exceeds 100,000 miles.

Mr. Dodson stated that he believes that there are other options other than the County having to purchase a new ambulance at this time. After questioning by Mr. Dodson, Mr. Ferguson stated that the price to fund a new career unit at Troutville does not include a new ambulance.

After questioning by Dr. Scothorn, Mr. Ferguson stated that new carbon fiber air tanks cost \$1,200 - \$1,500 each.

After questioning by Mr. Williamson, Mr. Busher, Superintendent of Schools, stated that Spectrum Design is currently conducting a facilities study of all school buildings including the bus garage, BTEC, and their central office. He noted that the elementary school reviews have been completed and submitted to his office for review and the middle school reviews are underway. He noted that some of the projects are major repairs (roofs, water, and boilers) and some include only paint but the upgrade costs appear to be significant. He noted that the report recommendations will be divided into three priorities: 1 (need to be completed now); 2 (completed in 6 - 8 years); and 3 (completed in 9+ years).

Mr. Busher stated that he anticipates presenting this report to the School Board in April/May and will involve the Supervisors in this process. Mr. Busher noted that he would like both boards to walk the facilities to personally view all of the issues.

Mr. Busher stated that “schools are people” and the quality of the person in the classroom is what matters. He noted that they reviewed every employee’s salary and how long that those salaries had been frozen at their current level. He noted some of the teachers’ salaries have been frozen for 8 – 9 years and new hires are being brought in at a higher pay level. Mr. Busher stated that they also have issues with personnel leaving because they have obtained their highest three years of salary compensation under VRS guidelines and can retire.

Mr. Busher stated that the schools are considering a three-year cycle to increase the salary steps if adequate funding is received from the County. He noted that by their calculations 471 teachers’ salaries would need to be corrected in the first year, 91 in the second year, and the balance in the third year.

Mr. Busher stated that they compared the County’s teacher salary scale to other Roanoke Valley localities and similar-sized school systems in the State. He noted that the salary scale is adequate; however, the steps need to be adjusted. Mr. Busher stated that the first year budget impact to bring the teacher’s salaries up-to-date will be costly.

After discussion, Mr. Busher then stated that the system’s bus fleet is old and they are trying to keep on a replacement cycle of 2 – 4 new buses per year. He also noted that a new maintenance truck is needed to push snow at the various schools as schools cannot open if there is snow covering the parking lots. Mr. Busher stated that the majority of their FY 17 budget request is for salaries as they are seeing teachers leave for positions elsewhere with higher salaries.

After discussion by Mr. Dodson, Mr. Busher stated that Botetourt County is a great place to work, has a great community, and he does not receive many disgruntled calls from parents about teachers. Mr. Busher noted that some of their graduates have jobs before they “walk across the stage to receive their diploma.”

Mr. Busher stated that their needs include salaries, facility improvements as “patching only goes so far,” new boilers at Colonial Elementary and James River High, and a new roof at Lord Botetourt High. He questioned whether monies should be spent on new boilers at Colonial or in building a new elementary school in the Blue Ridge area. Mr. Busher stated that the schools are asking for the County’s help to fund teachers’ salaries to attract the best teachers and make these facility improvements.

After discussion, Mr. Busher stated that the southern end of the County is growing and the school system needs teachers. He also stated that they have Spanish-speaking students at Greenfield Elementary which necessitates an “English as a Second Language” teacher, school nurses are needed, and other new positions. Mr. Busher stated, however, that if the funding is not there, they will make do with what is received.

After discussion, Mr. Busher stated that if the Board “gives him (funding for) salaries and buses and they will talk facilities (improvements) in the future.”

Mr. Williamson stated that, based on comments received from the other Board members, he does not believe that the Board wants to increase the budget deficit in FY 17. He noted that the difference in funding 2% raises either as of July 1 or December 1 is \$130,000.

Mr. Martin stated that “anywhere we can save, we need to do so.”

After questioning by Mr. Williamson, Dr. Austin stated that the State funding for their portion of the teachers’ salary increases will be available as of December 1.

Mr. Williamson stated that if the 2% salary increases are delayed until December 1 then the County would be funding these increases for seven months instead of a full year.

After questioning by Mr. Williamson and Mr. Leffel, Mr. Busher stated that the school system will begin the process of signing teacher contracts for the next school year in May.

Mr. Williamson then stated that the Supervisors could have another full budget committee meeting to discuss the budget and review funding scenarios based on the amendments discussed at this meeting or the Board could direct the Budget Subcommittee to finalize the budget for advertisement of a public hearing based on tonight's comments.

After discussion, the Board agreed that the 2% salary increases would be funded effective December 1, 2016, include funding for the Code Enforcement Officer position and the Sheriff's requested road deputy position, and budget for 6 career Fire/EMS staff to be located at Troutville.

After questioning by Mr. Dodson, Mr. Ferguson stated that these new career staff could be hired within 60 days as these positions would probably be filled with current part-time staff who have already passed background and physical fitness tests. It was suggested that the filling of these positions be staggered. After further questioning by Mr. Dodson, Mr. Ferguson stated that it would cost \$366,000 in salaries and benefits to fund these six positions. He further noted that the County is "shoring up" where possible in call response with volunteer units.

Mr. Williamson suggested that \$350,000 be budgeted for the new Fire/EMS career staff.

After further discussion, the Board agreed to delay consideration of the air truck purchase until FY 18 and remove the ambulance chassis remount from the proposed budget request, delayed consideration of the part-time Parks and Recreation position for another year; and designated \$1.5 million in new funding for the Schools with the understanding that the amount could be reduced after the budget public hearing.

After questioning by Mr. Martin, the Board decided to advertise a real estate tax rate of 79¢ and \$2.76 for the personal property tax rate.

After discussion, on motion by Mr. Leffel, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized the Budget Subcommittee to review the draft advertised budget after incorporation by staff of the amendments discussed at this meeting and to finalize a budget and tax rates for advertisement. (Resolution Number 16-03-23)

AYES: Mr. Williamson, Mr. Dodson, Mr. Leffel, Dr. Scothorn

NAYS: Mr. Martin

ABSENT: None

ABSTAINING: None

After questioning by Mr. Williamson, Mr. Larowe stated that he will discuss what tax rate Apex Clean Energy included in their financial calculations for the new wind farm in northern Botetourt County. It was noted that the current Machinery and Tools tax rate is \$1.80.

Regarding a tax rate for motor homes, Mr. Zerrilla stated that the impact on the loss of revenue resulting in the reduction of the personal property tax rate for motor homes would be approximately \$300 per 1¢ decrease. He noted that reducing the personal property tax rate from \$2.63 to \$1.50 for motor homes would be an approximate \$35,000 loss of revenue.

After discussion, the Board, by consensus, stated that motor homes should be taxed at the personal property tax rate and if the Board decided to reduce this rate after the budget public hearing, they could do so.

After discussion, it was noted that the Budget Subcommittee would meet on April 7 or April 8 to review the revised budget which incorporates the changes discussed at this meeting. It was noted that the Supervisors have to approve a School budget allocation by May 15.

There being no further discussion, the meeting was adjourned at 7:45 P. M.

A special meeting of the Botetourt County Board of Supervisors and the Botetourt County Planning Commission was held on Monday, April 11, 2016, in Rooms 226-228 of the Greenfield Education and Training Center in Daleville, Virginia, beginning at 6:00 P. M.

PRESENT: Members: Mr. L. W. Leffel, Jr., Chairman, Board of Supervisors  
 Mr. Todd L. Dodson, Vice-Chairman, Board of Supervisors  
 Mr. John B. Williamson, III, Supervisors member  
 Mr. Billy W. Martin, Sr., Supervisors member  
 Dr. Donald M. Scothorn, Supervisors member  
 Mr. William Thurman, Chairman, Planning Commission  
 Mr. Steve Kidd, Vice-Chairman, Planning Commission  
 Mr. John Griffin, Planning Commission member  
 Mr. Hiawatha Nicely, Planning Commission member  
 Mr. Sam Foster, Planning Commission member

ABSENT: Members: None

Others present at the meeting:

Mr. Gary Larrowe, County Administrator  
 Mr. David Moorman, Deputy County Administrator  
 Mrs. Nicole Pendleton, Planning Manager  
 Ms. Amanda McGee, County Planner

Mr. Leffel called the Board of Supervisors meeting to order at 6:08 P. M.

Mr. Thurman called the Planning Commission meeting to order at 6:09 P. M.

Mrs. Nicole Pendleton, Planning Manager, stated that this meeting is to conduct a work session with the Board and Commission on proposed amendments to Chapter 25. Zoning of the Botetourt County Code regarding short-term rental establishments and other staff-proposed text amendments. She noted that a Vacation Rental and Homestay Advisory Committee was formed last fall and consisted of two Commission members (Mr. Nicely and Mr. Foster), two Supervisors members (Mr. Dodson and Mr. Leffel), and three citizen members (Mrs. Sherry Crumley, Mr. Mitchell Bowman, and Ms. Teresa Hayes).

Mrs. Pendleton stated that the staff would also like to review several other proposed ordinance amendments regarding timelines, RAM use district, enforcement provisions, and updates to the fee schedules with the Board/Commission at this meeting.

She stated that short-term rentals could either be permitted by right in certain districts, permitted by right through an administrative permitting process, through the Special Exceptions Permit (SEP) process, or prohibited in certain districts altogether. She noted that the current definitions of short-term rental uses are unclear and staff is proposing to amend those definitions.

Ms. McGee stated that the current Zoning Ordinance has 10 different short-term rental types of uses, not including hotels and motels. She noted that the current regulations require SEPs for all types of short-term rentals in the A-1, FC, and RR use districts and for tourist homes, rooming houses and boardinghouses that are permitted by right in the B-2 use district; however, there is no definition of a rooming house/boardinghouse in the ordinance.

Ms. McGee then reviewed the proposed regulatory structure for various short-term rental uses. She noted that staff is proposing that the districts in which these types of uses are allowed be expanded to allow cabins or cottages by right in the A-1, FC, and RR districts and by SEP in R-1, R-2, R-3, TND, and PUD districts. She noted that homestay uses would be permitted by right in A-1 and FC districts and through SEPs in the residential and TND districts and

bed and breakfast, boardinghouses, cabin or cottage resort, campground, etc., are proposed to be permitted in various districts by SEP only.

Mrs. Pendleton stated that staff is also proposing that some of these by right uses (cabin or cottage or homestay) be allowed through an administrative permit approval process similar to the home occupation permits currently issued by the Community Development Department. She noted that this permit application would require various data including 24 hour contact information for the owner/manager of the short term rental facility, number of rooms, whether the owner lives on the property, septic tank capacity, concept plan, parking, etc. Mrs. Pendleton stated that, unless information regarding septic capacity indicates otherwise, there is a proposed maximum capacity limit of two people over two years of age in each bedroom.

She stated that the County is proposing to regulate these short-term rentals where there is a need to do so but not to an extent that the requirements become burdensome. Mrs. Pendleton stated the proposed regulations would also allow homeowners to utilize the rental of their property without changing the character of the neighborhood.

After questioning by Mr. Williamson, Mrs. Pendleton stated that the number of vehicles is limited to two per each rented bedroom. Ms. McGee noted that all short-term rental parking is required to be on-site. After further questioning by Mr. Williamson, Mrs. Pendleton stated that, in the case where parking is shared in a complex or development, the owner would have to verify that there is parking available for the rental unit and this would be verified by staff during the SEP process.

Mrs. Pendleton stated that, for the more intense short-term rental uses, a SEP would be required to be obtained from the Commission and Board.

After discussion, she further noted that staff was concerned about overcrowding of units and this resulted in their suggestion of a limit of two people over two years of age allowed per bedroom. Mrs. Pendleton stated that these regulations are meant to provide "a level playing field" for everyone.

She further stated that staff was also concerned about language in the current ordinance requiring that rental establishments have "safe access" to and from a public road, while other uses require that the site have access from a VDoT maintained roadway. Mrs. Pendleton stated that the current Zoning Ordinance only allows private roads in R-3 districts; however, there are many private roads in the County, especially in the northern, rural areas.

After questioning by Mr. Williamson, Mrs. Pendleton stated that the current bed and breakfast provisions require "safe access to and from a public road" while the other short-term use provisions have language requiring access from VDoT-maintained roadways "or from a road designed and constructed so as to be accepted in the VDoT system."

Mrs. Pendleton stated that the ordinance proposes a 30 consecutive night maximum rental by a guest for short-term uses in one calendar year to ensure that someone is not residing in a short-term rental property. She also noted that the applicant/owner is required to keep a log of all guests which includes various information, e.g., guest name, address, length of stay, vehicle license plate number, etc., for review by County staff when requested.

After questioning by Mr. Williamson about a guest who has stayed at a short-term rental for 30 days and would like to stay an additional 3, 4, or 5 days, Mrs. Pendleton stated that the County would not become involved in investigating this issue unless a complaint is received.

Mr. Kidd then stated that the issue regarding access to these short-term rentals has not been resolved. He noted that according to the Zoning Ordinance each lot is supposed to have access off of a State-maintained road except for the planned developments (TND, PUD, etc.).

He noted that there are several areas that have private roads and properties that do not have access off of a VDOT roadway. Mr. Kidd questioned safe access to these properties by fire and EMS vehicles in the event of an emergency.

Mrs. Pendleton stated that private road access is a common issue in the County.

Mr. Foster stated that, if a SEP is submitted for a short-term rental use, then the issue of fire/EMS access could be discussed/considered during the public hearing process and/or conditions included requiring roadways that are adequate to handle these large vehicles.

Mr. Leffel noted that the development on Purgatory Mountain near Buchanan has private roads.

Mrs. Pendleton stated that the staff is reviewing other localities' short-term rental ordinances to determine how they handle the safe access issue on private roads. She noted that the VDOT-maintained roadway requirement is for multi-unit, short-term rental operations.

After discussion, Mr. Kidd stated that VDOT roadway access may not be needed for rental of cottages along Craig Creek, for example, but the larger-sized rental facilities should have VDOT-maintained access for a number of reasons including fire and rescue vehicle accessibility. He further stated that large numbers of renters using a private roadway would result in significant wear and tear on the road. Mr. Kidd noted that any short-term rental applicant should be made aware that the County will consider access to their property in the permit approval process.

Ms. McGee then reviewed the short-term rental permit application. She noted that this form would require the owner's contact information, number of dwellings, number of bedrooms, and other information about the property, septic system capabilities, concept plan, fee, parking availability, smoke detectors, fire extinguishers, trash collection, etc. It was noted that a copy of the approved permit would be distributed to various County departments, e.g., Commissioner of Revenue, Building Official, etc.

After questioning by Mr. Williamson, Ms. McGee stated that the Sheriff's Department would be added to this permit distribution list.

Mr. Foster suggested that the Department of Fire and EMS review the short-term rental's entrance road to ensure that fire/rescue squad vehicles could access the site.

Mrs. Pendleton then reviewed the proposed amended definitions for short-term rental uses. She noted that the current Zoning Ordinance does not include a definition of cabin or cottage, or cabin or cottage resort. Mrs. Pendleton further noted that definitions of tourist house and rooming house are proposed to be removed from the ordinance and the definition of boarding camp has been combined with campground.

After questioning by Mr. Martin, Ms. McGee stated that a rural resort is considered a tourist facility on a large scale while a rural retreat is a corporate-type facility for conferences or employee training.

After discussion, Mrs. Pendleton stated that Camp Bethel in Nace is considered a campground and an RV park as they have campground facilities and recently obtained a SEP to operate a RV park on part of the property.

Mrs. Pendleton further stated that staff is proposing other related ordinance amendments to Section 25-222 Permitted Uses under the B-1 use district to remove "(c) General stores, country including residence."

After questioning by Mr. Williamson, Mrs. Pendleton stated that this would remove the option of having a residence located above general/convenience-type stores. She noted that

allowing residences above a commercial use is incorporated in the various mixed-use districts, PUD, TND, etc.

She further stated that staff is also proposing to modify Section 25-473. Required off-street parking and loading spaces to include the short-term rental uses that were not previously included in the chart, and to change the definition of “dwelling, single family; single-family detached” to specify that this is a unit that can only be used as a permanent dwelling for a period longer than a month. Mrs. Pendleton stated that staff is also proposing amendments to the Zoning Ordinance’s enforcement provisions to clarify the procedures for revocation of a short-term rental permit as a by-right use, revocation of a SEP through the Board of Supervisors, and creation of civil penalties as an enforcement mechanism.

After questioning by Mr. Williamson, Mrs. Pendleton stated that currently the County can only implement criminal proceedings against Zoning Ordinance violations; there is no option for civil penalties, e.g., fines, tickets, fees, etc., to be assessed on violators.

She noted that the staff has reviewed other localities’ ordinances to obtain appropriate language for this type of enforcement situation. She noted that civil penalties cannot be implemented for violations relating to land development. Mrs. Pendleton stated that a courtesy notice would be mailed to the property owner and then, if the issue is not resolved, a summons is issued and the issue taken to District Court.

Mrs. Sherry Crumley, Committee member, stated that one of the largest challenges for short-term rentals is the rural versus town situation as they are totally different issues. Mrs. Crumley stated that she currently rents out a cabin on her property and, if a bad report is submitted to the Airbnb or Vacation Rentals by Owner (VRBO) organizations/websites, then it is a “bad mark” on her operation that other potential renters can read about on-line. Mrs. Crumley stated that, in her short-term rental situation, she is already doing what the County is proposing with these amendments, plus a lot more.

Mrs. Crumley then stated that later this summer she has a renter proposing to stay in her cabin for 31 nights and, under the proposed amendments, that would constitute an ordinance violation. Mrs. Crumley stated that she wants to do everything right and help the County by bringing visitors and their dollars into the County. She noted that people from all over the world treasure what the County has to offer and she has had people from Japan, Italy, etc., rent her property.

After discussion, Mrs. Crumley commended Mrs. Pendleton and her staff for addressing the Committee’s issues in drafting these amendments.

Discussion was then held on property owners vetting their proposed short-term renters.

Mr. Dodson stated that the ordinance has to be written “for those people who only want to put money in their pocket” through short-term rentals. He noted that the proposed ordinance was not meant to put a burden on property owners such as Mrs. Crumley.

After questioning by Mr. Dodson regarding the limit of two individuals per bedroom above the age of two, Mrs. Pendleton stated that this is a balance of regulation and oversight and was not intended to put an extra burden on the property owner. Mrs. Pendleton stated that the two year age limit was taken from other localities’ ordinances.

Discussion was then held on proposed amendments to the submittal timelines and staff review process for zoning map amendments, Comprehensive Plan amendments, property owner or Board/Commission initiated text amendments, and property owner or Board/Commission initiated rezoning and special exceptions permit requests.

Mrs. Pendleton stated that the current application and review timelines are not reasonable and need to be brought into compliance with the State Code. She noted that an applicant can withdraw a request up until the public hearing notice is published in the local newspaper.

After questioning by Mr. Williamson, Mrs. Pendleton stated that, if an applicant withdraws a request prior to action taken by the Commission/Board, then the request can be brought back before the Commission/Board within 90 days. She stated that, if the Commission/Board denies a request, it cannot be resubmitted to the Commission/Board for one year.

Mrs. Pendleton stated that a new item on which the staff is requesting consideration is for amendments to the Comprehensive Plan. She noted that requests have been received from owners of R-1 zoned properties to be allowed to place conservation easements on their land and this could require an amendment to the Comp Plan.

After discussion and questioning by Mr. Leffel, Ms. Pendleton stated that, under the Code of Virginia, conservation easements have to obtain certification from either the Planning/Zoning Office or through a decision of the Board of Supervisors before the easement can be considered by the State.

Mr. Moorman noted that the State Code requires that the locality say whether the proposed conservation easement is or is not in compliance with the locality's Comprehensive Plan.

Ms. McGee noted that the Virginia Outdoors Foundation recommended this approval process to the staff as it has been implemented in other localities.

Mrs. Pendleton stated that the staff would prefer to have input from the Commission/Board on any proposed conservation easements which were not clearly in conformance with the Comprehensive Plan rather than denying them administratively by her office.

After questioning by Mr. Williamson, Mrs. Pendleton stated that the County has a database containing the current conservation easement acreage and she will forward this information to Mr. Williamson.

Mr. Kidd questioned the process by which a rezoning or SEP request could be tabled indefinitely and whether any other type of use could occur on this parcel of land if there is an indefinite tabling on a proposed use.

Dr. Scothorn stated that there are two parts to this situation—the land and the proposed use of the land.

Mr. Kidd questioned whether the indefinite tabling issue would have to be cleared up/resolved before any new use request on that parcel could be considered by the Commission/Board.

Mr. Moorman stated that the indefinite tabling would pertain to the specific action brought before the Board for consideration.

After further discussion, it was determined that this issue should be discussed with the County Attorney to obtain a legal interpretation.

Mrs. Pendleton stated that the proposed amendments to the timelines for review of rezonings, SEPs, Comp Plan updates makes it clear that not only can the Board/Commission consider the 37 SEP categories but can also impose conditions.

She noted that staff is also proposing to clarify the SEP process to bring it into compliance with State and federal regulations. Mrs. Pendleton stated that these timelines include a 10 day completeness review by staff, action by the Commission within 100 days of the completeness review, and action by the Board within 12 months of the completion review. She noted that for SEP requests for new telecommunications towers staff have to complete their review

within 30 days, the Commission has to take action within 90 days of the completion review, and the Supervisors have to take action within 150 days of the completion review.

Ms. McGee stated that the staff has only one chance to get the completion review of new telecommunications towers finalized under the new State/federal regulations. She noted that staff cannot go back to the applicant after the initial review and request additional information.

Ms. Pendleton then noted that staff is proposing several amendments regarding the Research and Advanced Manufacturing (RAM) Use District to include this district in several Ordinance sections (Section 25-57. Districts Established; Section 25-462. Sign Standards and Regulations; Section 25-472. General Standards; and Section 25-573. Site Plan Review) to clarify the use's original intent in the parking, sign regulations, and site plan view requirements.

Mrs. Pendleton stated that the proposed amendments regarding enforcement and penalties would clarify procedures for criminal penalties for zoning violations and establishes procedures and fees for utilizing civil penalties in compliance with the State Code. She stated that these amendments would also allow the zoning administrator to revoke an administrative permit, e.g., home occupation, short-term rental, sign permit.

Mrs. Pendleton stated that the County would prefer to work out ordinance violation issues with the property owner instead of taking the issue to court. She noted that the County gives violators more time to bring their issues into compliance than is required. She further noted that the proposed "per day" civil fine amounts included in the proposed text amendments are the same as those listed in the State Code.

After questioning by Mr. Williamson, Mrs. Pendleton stated that, in the case of inoperable vehicles, the Sheriff's Department investigates complaints of one or two vehicles on a parcel, while the Planning/Zoning Office investigates complaints of more than four inoperable vehicles on the same lot.

She further noted that staff is drafting a proposed summons form for use in civil violations based on forms used by other localities in these enforcement matters.

Mrs. Pendleton then stated that the Board of Supervisors most recent update to the Zoning and Subdivision Fee Schedule was effective as of July 1, 2005. She noted that staff is recommending an increase in some of these fees and the addition of new fees for items such as short-term rental permits, Comp Plan amendment requests, plat/easement vacations, etc. Mrs. Pendleton stated that the proposed short-term rental permit fee would be \$50 per rental unit, the Comp Plan amendment fee is proposed to be \$500 as this entails a very staff-intensive review process, the text amendment fee is proposed to be \$200; the Zoning Administrator's determination is proposed to be \$100; the zoning verification fee, which the County does not currently assess, would be \$150; the Commission Permit fee would be \$150; the site plan/ordinance waiver request would have a fee of \$100; and a boundary line adjustment, plat, right-of-way, or easement vacation fee would be \$75.

She further stated that most of these proposed fees in almost all cases are less than what is charged by the adjacent localities. She noted that, as an example, Montgomery County charges \$125 for a zoning verification fee, while Roanoke City charges \$150.

Mrs. Pendleton stated that fees for mixed use developments (TND and PUD) are proposed to be increased from \$350 to \$1,000 plus \$30 per acre, and the fees for Shopping Center and POP requests would be increased from \$350 to \$600 plus \$30 per acre. She noted that the County previously charged a per acre fee for SEP requests and this is now proposed to be a flat

fee depending on the type of use; however, the SEP fee for telecommunications towers would be \$500.

After discussion, Mrs. Pendleton stated that the Planning/Zoning Office also charges the applicant for postage costs associated with notifying the adjacent property owners (\$6.75 each for certified mail) but does not charge the applicant for the public hearing advertisement. She stated that the cost of these advertisements usually exceeds the fee charged to the applicant.

Mr. Williamson stated that the County can either have the taxpayers fund these application, postage, etc., costs or the applicants making the specific rezoning, SEP, etc., request should do so.

There being no further discussion on these proposed amendments, Mr. Nicely stated that it was a great idea to bring the Board and Commission together to hear the staff's ordinance amendment proposals at the same time.

Mrs. Pendleton thanked the staff for their input and assistance in drafting these ordinance amendments and fees.

After discussion, Mr. Moorman stated that these amendments are being proposed for public hearing in May so that they can be adopted prior to the beginning of the summer vacation rental season.

After discussion, on motion by Mr. Leffel, seconded by Dr. Scothorn, and carried by the following recorded vote, the Board authorized staff to advertise the proposed amendments to Chapter 25. Zoning regarding short-term rental establishments and other text amendments regarding timelines and procedures, the Research and Advanced Manufacturing (RAM) Use District, enforcement and penalties for public hearing, and to consider a resolution regarding the revised Zoning and Subdivision Fee Schedule at the May 2016 Planning Commission and Board of Supervisors meetings. (Resolution Number 16-04-01)

AYES: Mr. Williamson, Mr. Dodson, Mr. Martin, Mr. Leffel, Dr. Scothorn

NAYS: None

ABSENT: None

ABSTAINING: None

Dr. Scothorn noted that portions of the Board's strategic plan pertain to zoning in certain areas of the County. He suggested that a joint Commission/Supervisors meeting be scheduled to discuss the zoning impacts of the strategic plan.

After discussion by Mr. Williamson, it was suggested that the Planning Commission receive the same strategic planning update that was presented to the School Board a few months ago.

Mr. Nicely stated that this would be a good idea as it would allow both groups to consider the overall development program for the County, projections for the future, and needed long-term planning efforts.

Mr. Kidd stated that "if it is not in the Zoning Ordinance or the Comprehensive Plan then the Planning Commission has no teeth in it."

Mr. Foster stated that it has been difficult for him to make decisions as a Commission member when he does not know what the County's long-term development strategy will be.

Mr. Leffel noted that the Commission is the "spear point" on development in the County. He noted that both groups should review the zoning in each section of the County versus the others.

Mr. Kidd stated that he believes that the County should have a highway corridor overlay along U. S. Route 220 from the Alleghany County line to Exit 150 included in the Comprehensive Plan.

Mr. Williamson stated that infill development was discussed during the strategic plan process and this should be communicated to the development community.

After discussion, Mr. Williamson agreed that the Board and Commission should have joint meetings on a yearly basis.

Mrs. Pendleton thanked the Board and Commission members for their participation in this work session and their input on these proposed ordinance amendments.

Mr. Williamson then thanked the Community Development staff for their professionalism and work in drafting these proposed amendments.

There being no further discussion, Mr. Leffel then adjourned the Board of Supervisors meeting and Mr. Thurman adjourned the Planning Commission meeting at 8:04 P. M.

**AGENDA ITEM: Requests for Transfers.**

The following transfers are needed for the reasons indicated. Unless the Board has questions or concerns, it is recommended that they be approved by a single resolution as follows:

1. Transfer \$1,644.92 to Sheriff's Department - Vehicle & Power Equipment Supplies, 100-4031200-6009, from various departments as follows for vehicle repairs at the County Garage:

\$132.99 General Svces. – Repair & Maint. – Vehicles, 100-4040000-3312  
\$132.80 Develop. Svces. – Repair & Maint. – Vehicles, 100-4034000-3312  
\$664.01 Animal Control - Veh. & Power Equip. Suppl., 100-4035100-6009  
\$ 48.02 Parks & Rec. – Veh. & Power Equip. Suppl., 100-4071000-6009  
\$ 43.03 Van Program – Repair & Maint. – Vehicles, 100-4071500-3312  
\$386.92 Tourism – Veh. & Power Equip. Supplies, 100-4081600-6009  
\$237.15 Fire & EMS – Repair & Maint. – Vehicles, 100-4035500-3312

2. Transfer \$70,000 of budgeted funds from Contingency, 100-4093000, to County Administrator, 100-4012110. These funds will cover certain extended and separation costs relating to the transition between County Administrators.

*Mary Lane* 4-21-16

**AGENDA ITEM:** Requests for Additional Appropriations.

The following supplemental appropriations are needed for the reasons indicated. Unless the Board has questions or concerns, it is recommended that they be approved by a single resolution as follows:

PASS-THRU APPROPRIATIONS:

1. Additional appropriation in the amount of \$1,000 to Parks & Recreation – Coaches Certification, 100-4071000-3181. These are sponsorship funds received from Shenandoah Baptist Church which will be divided between the County's seven athletic booster clubs.
2. Additional appropriation in the amount of \$3,000 to Sports Complex – Purchase of Services – Other Government Entities. 100-4071300-3800. These are NCCAA softball tournament sponsorship funds received from the Roanoke Valley Convention and Visitors Bureau.
3. Additional appropriation in the amount of \$7,500 to Emergency Services – Capital Outlay - Other Capital, 100-4035500-8012. These are LEMP (Local Emergency Management Preparedness) grant funds received from the State which will be used to offset applicable expenditures.
4. Additional appropriation in the amount of \$1,341.06 to Correction & Detention – Medical & Lab Supplies, 100-4033100-6004. These are reimbursement funds received from Craig County for their inmate medical expenses.
5. Additional appropriation in the amount of \$1,600.00 to Correction & Detention – Police Supplies, 100-4033100-6010. These are rebate funds received from Kenwood for police radio purchases.
6. Additional appropriation in the amount of \$3,750.92 to Sheriff's Department – Subsistence & Lodging, 100-4031200-5530. These are reimbursement funds received from the State for extradition expenses.
7. Additional appropriation in the amount of \$1,956.63 to the following Sheriff's Department accounts: \$1,817.58 to Overtime, 100-4031200-1200; and \$139.05 to FICA, 100-4031200-2100. These are recovered costs for providing police services for Valley Group (transformer escort).
8. Additional appropriation in the amount of \$4,609.50 to Sheriff's Department – RAID Patrol, 100-4031200-5830. This is a quarterly reimbursement of RAID program expenses for the Botetourt County Sheriff's Office Alternative Program.
9. Additional appropriation in the amount of \$1,000 to Maintenance – Repair & Maintenance – Buildings, 100-4043000-3313. These are insurance funds received for damage to a rock wall at the Circuit Courthouse.

**BOTETOURT COUNTY, VIRGINIA  
 ACCOUNTS PAYABLE SUMMARY  
 APRIL, 2016**

	<u>\$ Amount</u>
<b>Total Expenditures For the Month - Regular</b>	<b>\$ <u>811,451.36</u></b>
<b>Consisting of:</b>	
General Fund	\$ 811,451.36
Debt Service Fund	-
<b>Total</b>	<b>\$ <u>811,451.36</u></b>
<b>Short Accounts Payable</b>	<b>\$ <u>301,813.81</u></b>
<b>Consisting of:</b>	
General Fund	\$ 298,758.81
Debt Service Fund	3,055.00
<b>Total</b>	<b>\$ <u>301,813.81</u></b>

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4011010-3100	Board of Supervisors	Professional Services	GUYNN & WADDELL, PC	78.00
100-4011010-3100	Board of Supervisors	Professional Services	GUYNN & WADDELL, PC	8,246.83
100-4011010-3600	Board of Supervisors	Advertising	MONTGOMERY PUBLISHING, LL	1,186.25
100-4011010-5530	Board of Supervisors	Subsistence & Lodging	VISA	232.23
100-4011010-6014	Board of Supervisors	Other Operating Supplies	SPICKARD LLC	75.00
100-4011010-6014	Board of Supervisors	Other Operating Supplies	PETTY CASH, CO ADMIN	128.00
100-4011010-6014	Board of Supervisors	Other Operating Supplies	AZTEC RENTAL	104.00
Account 4011010 Total:				10,050.31
100-4012110-2300	County Administrator	Hospital/Medical Plan	CORVESTA SERVICES, INC	191.64
100-4012110-3311	County Administrator	Repairs & Maint - Equipment	VISA	40.80
100-4012110-3320	County Administrator	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	153.26
100-4012110-5230	County Administrator	Telecommunications	LARROWE, GARY	35.00
100-4012110-5230	County Administrator	Telecommunications	SEXTON, ADAM	35.00
100-4012110-5510	County Administrator	Mileage	VISA	258.27
100-4012110-5510	County Administrator	Mileage	FAIN, SUSAN	4.86
100-4012110-5530	County Administrator	Subsistence & Lodging	DOLLAR GENERAL	12.45
100-4012110-5530	County Administrator	Subsistence & Lodging	DOLLAR GENERAL	6.75
100-4012110-5530	County Administrator	Subsistence & Lodging	VISA	37.12
100-4012110-5530	County Administrator	Subsistence & Lodging	DOLLAR GENERAL	12.90
100-4012110-5530	County Administrator	Subsistence & Lodging	DOLLAR GENERAL	12.00
100-4012110-5530	County Administrator	Subsistence & Lodging	VISA	197.40
100-4012110-5840	County Administrator	Marketing	CARROT-TOP INDUSTRIES	65.58
100-4012110-6001	County Administrator	Office Supplies	CAHOON'S FLORIST	56.95
100-4012110-6001	County Administrator	Office Supplies	SUPPLY ROOM COMPANIE	20.91
100-4012110-6001	County Administrator	Office Supplies	VIRGINIA CORRECTIONAL ENT	109.15
100-4012110-6001	County Administrator	Office Supplies	SUPPLY ROOM COMPANIE	3.00
100-4012110-6001	County Administrator	Office Supplies	SUPPLY ROOM COMPANIE	13.51
100-4012110-6001	County Administrator	Office Supplies	VISA	175.13
100-4012110-8012	County Administrator	Cap Otly - Othr Capital	TOWN OF FINCASTLE	250.00
Account 4012110 Total:				1,691.68
100-4012121-2300	Deputy Administrators	Hospital/Medical Plan	CORVESTA SERVICES, INC	95.82
100-4012121-3100	Deputy Administrators	Professional Services	CAHOON'S FLORIST	480.65
100-4012121-3100	Deputy Administrators	Professional Services	VISA	45.00
100-4012121-3100	Deputy Administrators	Professional Services	SELECTION.COM	12.00
100-4012121-3312	Deputy Administrators	Repairs & Maint - Vehicles	VISA	10.00
100-4012121-3320	Deputy Administrators	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	313.49
100-4012121-3320	Deputy Administrators	Maint Service Contracts	VISA	99.00
100-4012121-5230	Deputy Administrators	Telecommunications	MOORMAN, DAVID	35.00
100-4012121-5510	Deputy Administrators	Mileage	VISA	25.14
100-4012121-5530	Deputy Administrators	Subsistence & Lodging	CORIANDEY CO	194.60
100-4012121-5530	Deputy Administrators	Subsistence & Lodging	VISA	34.51
100-4012121-5540	Deputy Administrators	Convention & Education	VISA	6.00
100-4012121-5810	Deputy Administrators	Dues & Assoc Memberships	ICMA DUES RENEWAL	832.00
100-4012121-5840	Deputy Administrators	Marketing	VISA	115.00
100-4012121-6001	Deputy Administrators	Office Supplies	DOLLAR GENERAL	5.90
100-4012121-6001	Deputy Administrators	Office Supplies	OFFICE DEPOT	34.32
100-4012121-6001	Deputy Administrators	Office Supplies	MOUNTAIN SPRINGS	8.60
100-4012121-6001	Deputy Administrators	Office Supplies	OFFICE DEPOT	16.11

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012121-6001	Deputy Administrators	Office Supplies	OFFICE DEPOT	32.62
Account 4012121 Total:				2,395.76
100-4012310-2300	Commissioner of Revenue	Hospital/Medical Plan	CORVESTA SERVICES, INC	287.46
100-4012310-2500	Commissioner of Revenue	Disability Insurance	VACO INSURANCE PROGRAMS	12.78
100-4012310-3100	Commissioner of Revenue	Professional Services	STURGIS WEB SERVICES	600.00
100-4012310-3320	Commissioner of Revenue	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	138.48
100-4012310-6001	Commissioner of Revenue	Office Supplies	DIGITAL IMAGE PRINTING	45.00
Account 4012310 Total:				1,083.72
100-4012330-1300	Equalization Board	Part-Time Wages - Reg	WAMPLER-EANES APPRAISAL	930.00
100-4012330-3600	Equalization Board	Advertising	MONTGOMERY PUBLISHING, LL	450.00
Account 4012330 Total:				1,380.00
100-4012410-2300	Treasurer	Hospital/Medical Plan	CORVESTA SERVICES, INC	239.55
100-4012410-2500	Treasurer	Disability Insurance	VACO INSURANCE PROGRAMS	28.82
100-4012410-3160	Treasurer	Pymt for Collection Ser	DEPARTMENT OF MOTOR VEHIC	9,360.00
100-4012410-3160	Treasurer	Pymt for Collection Ser	TAXING AUTHORITY CONSULTI	572.88
100-4012410-3160	Treasurer	Pymt for Collection Ser	STURGIS WEB SERVICES	1,275.00
100-4012410-3160	Treasurer	Pymt for Collection Ser	TAXING AUTHORITY CONSULTI	84.00
100-4012410-3500	Treasurer	Printing & Binding	M & W PRINTERS	169.04
100-4012410-3600	Treasurer	Advertising	TAXING AUTHORITY CONSULTI	382.50
100-4012410-5530	Treasurer	Subsistence & Lodging	CAMPER, SANDRA	206.92
100-4012410-5540	Treasurer	Convention & Education	PETTY CASH, TREASURER	80.00
100-4012410-5540	Treasurer	Convention & Education	PETTY CASH, TREASURER	225.00
Account 4012410 Total:				12,623.71
100-4012430-2300	Financial Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	95.82
100-4012430-2500	Financial Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.55
100-4012430-3320	Financial Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	113.79
100-4012430-5540	Financial Services	Convention & Education	VISA	169.00
100-4012430-6001	Financial Services	Office Supplies	OFFICE DEPOT	14.23
100-4012430-6001	Financial Services	Office Supplies	MOUNTAIN SPRINGS	13.00
100-4012430-6001	Financial Services	Office Supplies	BANK OF AMERICA	167.71
100-4012430-6012	Financial Services	Books & Subscriptions	WOLTERS KLUWER LAW & BUSI	545.00
Account 4012430 Total:				1,135.10
100-4012510-2300	Technology Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	287.46
100-4012510-2500	Technology Services	Disability Insurance	VACO INSURANCE PROGRAMS	14.46
100-4012510-3311	Technology Services	Repairs & Maint - Equipment	STATE ELECTRIC SUPPLY	161.44
100-4012510-3311	Technology Services	Repairs & Maint - Equipment	BANK OF AMERICA	1,504.24
100-4012510-3320	Technology Services	Maint Service Contracts	INTERACTIVEGIS, INC	500.00
100-4012510-3320	Technology Services	Maint Service Contracts	EGTS	4,225.73
100-4012510-3320	Technology Services	Maint Service Contracts	EGTS	4,225.73
100-4012510-3320	Technology Services	Maint Service Contracts	INTERACTIVEGIS, INC	500.00
100-4012510-3320	Technology Services	Maint Service Contracts	EGTS	4,225.73
100-4012510-3320	Technology Services	Maint Service Contracts	SITEVISION	60.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012510-5230	Technology Services	Telecommunications	SHENTEL	225.77
100-4012510-5230	Technology Services	Telecommunications	SHENTEL	219.47
100-4012510-5230	Technology Services	Telecommunications	COMCAST	45.81
100-4012510-5230	Technology Services	Telecommunications	COMCAST	252.77
100-4012510-6001	Technology Services	Office Supplies	MOUNTAIN SPRINGS	26.00
100-4012510-6001	Technology Services	Office Supplies	LOWE'S HOME CENTERS	48.48
100-4012510-6014	Technology Services	Other Operating Supplies	VISA	9.32
100-4012510-8002	Technology Services	Cap Otly - Furn & Fixt	VIRGINIA OFFICE SUPP	241.49
Account 4012510 Total:				16,773.90
100-4012530-2300	Central Purchasing	Hospital/Medical Plan	CORVESTA SERVICES, INC	47.91
100-4012530-3320	Central Purchasing	Maint Service Contracts	CANON FINANCIAL SERVICES	111.90
100-4012530-6001	Central Purchasing	Office Supplies	MOUNTAIN SPRINGS	29.85
Account 4012530 Total:				189.66
100-4012560-2300	Central Garage	Hospital/Medical Plan	CORVESTA SERVICES, INC	47.91
100-4012560-3100	Central Garage	Professional Services	DEPARTMENT OF STATE POLIC	116.50
100-4012560-6011	Central Garage	Uniforms & Wearing Apparel	ALSCO	37.04
Account 4012560 Total:				201.45
100-4013300-2300	Electoral Bd/Registrar	Hospital/Medical Plan	CORVESTA SERVICES, INC	47.91
100-4013300-2500	Electoral Bd/Registrar	Disability Insurance	VACO INSURANCE PROGRAMS	26.53
100-4013300-3100	Electoral Bd/Registrar	Professional Services	ELECTION SYSTEMS & SOFTWA	110.33
100-4013300-3100	Electoral Bd/Registrar	Professional Services	ELECTION SYSTEMS & SOFTWA	536.05
100-4013300-3100	Electoral Bd/Registrar	Professional Services	ELECTION SYSTEMS & SOFTWA	1,154.21
100-4013300-3100	Electoral Bd/Registrar	Professional Services	ELECTION SYSTEMS & SOFTWA	1,561.23
100-4013300-3311	Electoral Bd/Registrar	Repairs & Maint - Equipment	CANON FINANCIAL SERVICES	164.66
100-4013300-3311	Electoral Bd/Registrar	Repairs & Maint - Equipment	LEONARD'S COPY SYSTEMS	227.36
100-4013300-3320	Electoral Bd/Registrar	Maint Service Contracts	MOUNTAIN SPRINGS	64.03
100-4013300-5210	Electoral Bd/Registrar	Postal Services	UNITED PARCEL SERVICE	28.42
100-4013300-5420	Electoral Bd/Registrar	Lease/Rent of Buildings	SPICKARD LLC	1,010.04
100-4013300-5510	Electoral Bd/Registrar	Mileage	HEARTWELL, WILLIAM	74.52
100-4013300-5530	Electoral Bd/Registrar	Subsistence & Lodging	VISA	535.58
100-4013300-5530	Electoral Bd/Registrar	Subsistence & Lodging	HEARTWELL, WILLIAM	608.04
100-4013300-5530	Electoral Bd/Registrar	Subsistence & Lodging	CLARK, TRACI	31.53
100-4013300-5540	Electoral Bd/Registrar	Convention & Education	VISA	396.00
100-4013300-5540	Electoral Bd/Registrar	Convention & Education	HEARTWELL, WILLIAM	85.00
100-4013300-6008	Electoral Bd/Registrar	Vehicle & Pwr Equip Fuels	EXXON/GECC	14.89
100-4013300-6014	Electoral Bd/Registrar	Other Operating Supplies	OWEN G DUNN CO, INC	682.80
100-4013300-6014	Electoral Bd/Registrar	Other Operating Supplies	GLOBAL EQUIPMENT	245.68
100-4013300-6014	Electoral Bd/Registrar	Other Operating Supplies	RACLARK ENTERPRISES	269.80
100-4013300-8012	Electoral Bd/Registrar	Cap Otly - Othr Capital	HARRIS OFFICE FURNITURE	805.68
Account 4013300 Total:				8,680.29
100-4021100-2300	Circuit Court	Hospital/Medical Plan	CORVESTA SERVICES, INC	47.91
100-4021100-5210	Circuit Court	Postal Services	POSTMASTER	98.00
100-4021100-5210	Circuit Court	Postal Services	POSTMASTER	110.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
			Account 4021100 Total:	255.91
100-4021200-3100	General District Court	Professional Services	COCKFIELD, JOSEPH T	216.80
100-4021200-3320	General District Court	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	197.65
100-4021200-6001	General District Court	Office Supplies	SUPPLY ROOM COMPANIE	25.92
100-4021200-6012	General District Court	Books & Subscriptions	THOMSON REUTERS-WEST	210.50
			Account 4021200 Total:	650.87
100-4021600-2300	Clerk of Circuit Court	Hospital/Medical Plan	CORVESTA SERVICES, INC	287.46
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	51.84
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	63.54
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	304.10
100-4021600-5210	Clerk of Circuit Court	Postal Services	PETTY CASH, CLERK OF COUR	129.00
100-4021600-6001	Clerk of Circuit Court	Office Supplies	ART PRINTING COMPANY	110.00
100-4021600-6001	Clerk of Circuit Court	Office Supplies	OFFICE DEPOT	3.99
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	LBM OFFICE SOLUTIONS	1,200.00
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	MOUNTAIN VIEW LEASING, IN	178.60
100-4021600-6012	Clerk of Circuit Court	Books & Subscriptions	MOUNTAIN VIEW LEASING, IN	241.38
			Account 4021600 Total:	2,569.91
100-4022100-2300	Commonwealth's Attorney	Hospital/Medical Plan	CORVESTA SERVICES, INC	335.37
100-4022100-3320	Commonwealth's Attorney	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	208.43
100-4022100-3320	Commonwealth's Attorney	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	194.25
100-4022100-5130	Commonwealth's Attorney	Water and Sewer	WESTERN VIRGINIA WATER AU	52.72
100-4022100-5420	Commonwealth's Attorney	Lease/Rent of Buildings	BANK OF FINCASTLE	1,834.00
100-4022100-5510	Commonwealth's Attorney	Mileage	DEEGAN, GILLIAN	310.50
100-4022100-5530	Commonwealth's Attorney	Subsistence & Lodging	DEEGAN, GILLIAN	100.00
100-4022100-5530	Commonwealth's Attorney	Subsistence & Lodging	DEEGAN, GILLIAN	354.90
100-4022100-5810	Commonwealth's Attorney	Dues & Assoc Memberships	VIRGINIA ASSOCIATION OF C	1,400.00
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	77.93
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	37.20
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	9.50
100-4022100-6001	Commonwealth's Attorney	Office Supplies	VIRGINIA OFFICE SUPP	14.58
100-4022100-8002	Commonwealth's Attorney	Cap Otly - Furn & Fixt	VIRGINIA OFFICE SUPP	244.59
			Account 4022100 Total:	5,173.97
100-4031200-2300	Sheriff	Hospital/Medical Plan	CORVESTA SERVICES, INC	2,155.95
100-4031200-2500	Sheriff	Disability Insurance	VACO INSURANCE PROGRAMS	13.21
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	VISA	24.96
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	PROFESSIONAL COMMUNICATIO	5.95
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	COMSONICS	176.05
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	INSTRUMENT CALIBRATION &	24.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	B & D LOCK	10.00
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	PETTY CASH, RONALD N SPRI	94.98
100-4031200-3320	Sheriff	Maint Service Contracts	SOUTHERN SOFTWARE	4,943.00
100-4031200-3320	Sheriff	Maint Service Contracts	WEED CONTROL	1,060.00
100-4031200-3320	Sheriff	Maint Service Contracts	AUTOMOTIVE WIRING AND INS	200.00
100-4031200-3320	Sheriff	Maint Service Contracts	AUTOMOTIVE WIRING AND INS	200.00
100-4031200-3320	Sheriff	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.62

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4031200-3320	Sheriff	Maint Service Contracts	US BANCORP EQUIPMENT FINA	142.25
100-4031200-5210	Sheriff	Postal Services	PETTY CASH, RONALD N SPRI	44.30
100-4031200-5530	Sheriff	Subsistence & Lodging	VISA	3,570.58
100-4031200-5530	Sheriff	Subsistence & Lodging	VISA	131.86
100-4031200-5530	Sheriff	Subsistence & Lodging	PETTY CASH, RONALD N SPRI	96.59
100-4031200-5540	Sheriff	Convention & Education	VISA	550.00
100-4031200-5540	Sheriff	Convention & Education	VISA	450.00
100-4031200-5540	Sheriff	Convention & Education	INFOSEC INSTITUTE, INC	3,998.00
100-4031200-5810	Sheriff	Dues & Assoc Memberships	EASTERN STATES VICE INVES	225.00
100-4031200-5810	Sheriff	Dues & Assoc Memberships	EASTERN STATES VICE INVES	225.00
100-4031200-5830	Sheriff	RAID Patrol	CANON SOLUTIONS AMERICA,	26.62
100-4031200-5850	Sheriff	Crime Prevention	PROJECT LIFESAVER INTERNA	102.74
100-4031200-5870	Sheriff	Emergency Response	SIGN DESIGN	390.41
100-4031200-5880	Sheriff	Special Law Enforce	IMPREST FUND	8,000.00
100-4031200-6001	Sheriff	Office Supplies	VISA	396.06
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	7.86
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	60.06
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	33.43
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	75.41
100-4031200-6001	Sheriff	Office Supplies	DIGITAL IMAGE PRINTING	193.10
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	22.00
100-4031200-6001	Sheriff	Office Supplies	SUPPLY ROOM COMPANIE	90.82
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	SHELL OIL COMPANY	50.09
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	PETTY CASH, RONALD N SPRI	110.88
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	ZIMRI HOLDINGS, LLC	16.43
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	THOMPSON TIRE	1,627.56
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	AUTOMOTIVE WIRING AND INS	1,400.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	36.18
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.80
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.80
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	10.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	302.53
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	40.60
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	INTERSTATE BATTERY SYSTEM	111.95
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	CARVER'S AUTO CENTER	153.95
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.15
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	100.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	16.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	572.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	100.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	64.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	39.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	125.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	100.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	125.00
100-4031200-6009	Sheriff	Vehicle & Pwr Equip Supplies	LOVELL'S	39.00
100-4031200-6010	Sheriff	Police Supplies	VISA	279.30
100-4031200-6010	Sheriff	Police Supplies	GALL'S LLC	155.00
100-4031200-6010	Sheriff	Police Supplies	WALMART COMMUNITY BRC	90.70

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	BKT UNIFORMS	163.96
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	BKT UNIFORMS	171.96
100-4031200-6011	Sheriff	Uniforms & Wearing Apparel	BKT UNIFORMS	188.97
100-4031200-6012	Sheriff	Books & Subscriptions	MATTHEW BENDER & CO	95.08
100-4031200-6014	Sheriff	Other Operating Supplies	LEXISNEXIS	50.00
100-4031200-6014	Sheriff	Other Operating Supplies	SAFETY & COMPLIANCE SERVI	150.00
100-4031200-6014	Sheriff	Other Operating Supplies	EQUIFAX CREDIT INFORMATIO	81.52
100-4031200-6014	Sheriff	Other Operating Supplies	B & D LOCK	22.05
100-4031200-6015	Sheriff	Firing Range Expenses	TIDY SERVICES	60.00
100-4031200-8007	Sheriff	Cap Otlly - EDP Equipmt	VISA	49.04
Account 4031200 Total:				34,700.91
100-4031700-2300	Dispatch	Hospital/Medical Plan	CORVESTA SERVICES, INC	527.01
100-4031700-2500	Dispatch	Disability Insurance	VACO INSURANCE PROGRAMS	70.96
100-4031700-3320	Dispatch	Maint Service Contracts	SOUTHERN SOFTWARE	8,582.00
100-4031700-3320	Dispatch	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	160.48
100-4031700-5230	Dispatch	Telecommunications	COMCAST	152.92
100-4031700-5530	Dispatch	Subsistence & Lodging	VISA	161.28
100-4031700-5540	Dispatch	Convention & Education	GILLIAM, AVA	120.52
100-4031700-5540	Dispatch	Convention & Education	PETTY CASH, RONALD N SPRI	60.00
100-4031700-6001	Dispatch	Office Supplies	SUPPLY ROOM COMPANIE	31.46
100-4031700-6001	Dispatch	Office Supplies	SUPPLY ROOM COMPANIE	125.79
100-4031700-6011	Dispatch	Uniforms & Wearing Apparel	CHALAINE	56.70
100-4031700-8001	Dispatch	Cap Otlly - Mach & Equip	BLUE RIDGE VOICE AND DATA	18,342.00
Account 4031700 Total:				28,391.12
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	VISA	34.04
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	LOWE'S HOME CENTERS	164.68
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	WALMART COMMUNITY BRC	88.25
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	ANTHONY, DOUGLAS	13.07
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	JEFFERSON COLLEGE OF HEAL	1,200.00
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	CENTRAL SHENANDOAH EMS CO	76.50
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	HILL, CATHERINE	50.00
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	VIRGINIA OFFICE SUPP	506.16
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	AMAZON.COM CREDIT	37.87
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	CENTRAL SHENANDOAH EMS CO	62.50
100-4032200-3180	Volunteer Fire & Rescue	Instruction/Training	ADORAMA	2,210.00
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	JACKSON, LEATA	480.00
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	33.29
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	43.38
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	20.30
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	71.67
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	29.89
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	35.89
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	63.87
100-4032200-3320	Volunteer Fire & Rescue	Maint Service Contracts	AIRGAS MID AMERICA	7.60
100-4032200-5302	Volunteer Fire & Rescue	Fire Insurance	SAFETY & COMPLIANCE SERVI	182.00
100-4032200-5302	Volunteer Fire & Rescue	Fire Insurance	ANDERSON GARAGE DOOR	2,607.00
100-4032200-5302	Volunteer Fire & Rescue	Fire Insurance	SAFETY & COMPLIANCE SERVI	228.00
100-4032200-5540	Volunteer Fire & Rescue	Convention & Education	BANK OF AMERICA	1,377.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	SURE-FLO	339.74
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	SURE-FLO	1,320.00
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	SURE-FLO	2,106.20
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	MUNICIPAL EMERGENCY SERVI	497.00
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	MUNICIPAL EMERGENCY SERVI	153.00
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	BOTETOURT COUNTY FIRE & E	15,000.00
100-4032200-5649	Volunteer Fire & Rescue	Read Mountain VFD	MOUNTAIN SPRINGS	84.50
100-4032200-5649	Volunteer Fire & Rescue	Read Mountain VFD	MOUNTAIN SPRINGS	29.85
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	64.80
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	1,398.21
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	12.19
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	1,196.67
100-4032200-6004	Volunteer Fire & Rescue	Medical & Laboratory Supplies	BOUND TREE MEDICAL	61.14
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	229.92
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	84.78
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	BKT UNIFORMS	180.96
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	BKT UNIFORMS	110.00
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	BKT UNIFORMS	110.00
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	WITMER ASSOCIATES	39.99
100-4032200-6011	Volunteer Fire & Rescue	Uniforms & Wearing Apparel	WITMER ASSOCIATES	208.99
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	CAHOON'S FLORIST	45.00
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	WALMART COMMUNITY BRC	446.30
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	BANK OF AMERICA	208.89
100-4032200-8012	Volunteer Fire & Rescue	Cap Otly - Othr Capital	FINCASTLE VOLUNTEER FIRE	300.00
Account 4032200 Total:				33,851.09
100-4033100-2300	Correction and Detention	Hospital/Medical Plan	CORVESTA SERVICES, INC	2,154.20
100-4033100-2500	Correction and Detention	Disability Insurance	VACO INSURANCE PROGRAMS	12.25
100-4033100-3100	Correction and Detention	Professional Services	CENTER FOR EMOTIONAL WELL	3,562.50
100-4033100-3100	Correction and Detention	Professional Services	VESS JR, DR FREMONT	1,306.00
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	LEONARD'S COPY SYSTEMS	139.95
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	SOUTHERN AIR	3,137.07
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	MARK'S	27.70
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	WAGNER FOOD EQUIPMENT	407.30
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	BANK OF AMERICA	209.95
100-4033100-3311	Correction and Detention	Repairs & Maint - Equipment	ROCKINGHAM COOPERATIVE	890.74
100-4033100-3320	Correction and Detention	Maint Service Contracts	WATER CHEMISTRY	145.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	SOUTHERN SOFTWARE	5,766.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	FIRE & LIFE SAFETY AMERIC	1,971.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	ESITECH	2,590.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.62
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	47.90
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	21.75
100-4033100-3320	Correction and Detention	Maint Service Contracts	CANON SOLUTIONS AMERICA,	51.70
100-4033100-3320	Correction and Detention	Maint Service Contracts	BOTETOURT PEST CONTROL	168.00
100-4033100-3320	Correction and Detention	Maint Service Contracts	ID NETWORKS	1,034.00
100-4033100-6001	Correction and Detention	Office Supplies	VISA	640.27
100-4033100-6001	Correction and Detention	Office Supplies	SUPPLY ROOM COMPANIE	175.18
100-4033100-6001	Correction and Detention	Office Supplies	SUPPLY ROOM COMPANIE	41.60
100-4033100-6001	Correction and Detention	Office Supplies	SUPPLY ROOM COMPANIE	309.90
100-4033100-6001	Correction and Detention	Office Supplies	SUPPLY ROOM COMPANIE	140.52

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	123.50
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	126.85
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	153.75
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	184.80
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	171.00
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	75.54
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	97.32
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	989.46
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	3,730.37
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	3,198.17
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	4,514.58
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	4,097.53
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	135.85
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	90.96
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	WALMART COMMUNITY BRC	48.04
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	US FOOD SERVICE	4,055.15
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	114.10
100-4033100-6002	Correction and Detention	Food Supplies & Fd Serv Supplies	DEPARTMENT OF CORRECTIONS	519.40
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	MOBILE MEDICAL DIAGNOSTIC	80.00
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	LABCORP	2,313.50
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	DOWNHOME PHARMACY	496.24
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	DOLLAR GENERAL	3.00
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	WESTWOOD PHARMACY CLINICA	5,736.44
100-4033100-6004	Correction and Detention	Medical & Laboratory Supplies	MOORE MEDICAL CORP	223.63
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	HAMCO	460.75
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	HAMCO	25.10
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	234.22
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	54.99
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	390.68
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	390.36
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	921.15
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	509.70
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	434.60
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	95.73
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	535.16
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	45.24
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	167.92
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	306.17
100-4033100-6005	Correction and Detention	Laundry, Hskpg, Janitor Supplies	BRAME SPECIALTY COMPANY	660.10
100-4033100-6010	Correction and Detention	Police Supplies	ATLANTIC TACTICAL	158.18
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	VISA	69.43
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	DOLLAR GENERAL	33.00
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	DOLLAR GENERAL	60.00
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	BKT UNIFORMS	159.98
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	BKT UNIFORMS	844.34
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	GUNTER, CAROL	12.00
100-4033100-6011	Correction and Detention	Uniforms & Wearing Apparel	BKT UNIFORMS	125.97
100-4033100-6014	Correction and Detention	Other Operating Supplies	B & D LOCK	29.40

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4033100-8001	Correction and Detention	Cap Otly - Mach & Equip	S3 INTEGRATION, LLC	11,550.00
100-4033100-8001	Correction and Detention	Cap Otly - Mach & Equip	INNOVATIVE SYSTEMS & SOLU	798.13
Account 4033100 Total:				77,406.18
100-4033200-3800	Juvenile Detention Center	Prch of Serv frm Othr Gov Entities	ROANOKE VALLEY JUVENILE D	5,950.00
Account 4033200 Total:				5,950.00
100-4033300-6001	Probation Office	Office Supplies	MOUNTAIN SPRINGS	6.50
Account 4033300 Total:				6.50
100-4034000-2300	Dept of Community Development	Hospital/Medical Plan	CORVESTA SERVICES, INC	431.19
100-4034000-2500	Dept of Community Development	Disability Insurance	VACO INSURANCE PROGRAMS	64.86
100-4034000-3194	Dept of Community Development	Stormwater Management	DEPARTMENT OF ENVIRONMENT	1,260.00
100-4034000-3312	Dept of Community Development	Repairs & Maint - Vehicles	ZIMRI HOLDINGS, LLC	0.37
100-4034000-3320	Dept of Community Development	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	233.94
100-4034000-3600	Dept of Community Development	Advertising	MONTGOMERY PUBLISHING, LL	450.00
100-4034000-5530	Dept of Community Development	Subsistence & Lodging	DOLLAR GENERAL	15.45
100-4034000-5810	Dept of Community Development	Dues & Assoc Memberships	VISA	422.00
100-4034000-5810	Dept of Community Development	Dues & Assoc Memberships	ROANOKE REGIONAL HOME BUI	519.00
100-4034000-6001	Dept of Community Development	Office Supplies	MOUNTAIN SPRINGS	17.40
100-4034000-6001	Dept of Community Development	Office Supplies	VIRGINIA OFFICE SUPP	126.43
100-4034000-6001	Dept of Community Development	Office Supplies	OFFICE DEPOT	15.31
100-4034000-6009	Dept of Community Development	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	55.38
Account 4034000 Total:				3,611.33
100-4035100-2300	Animal Control	Hospital/Medical Plan	CORVESTA SERVICES, INC	143.73
100-4035100-3100	Animal Control	Professional Services	COUNTY OF ROANOKE	14,637.67
100-4035100-5810	Animal Control	Dues & Assoc Memberships	PETTY CASH, RONALD N SPRI	60.00
100-4035100-6004	Animal Control	Medical & Laboratory Supplies	CLOVER CREEK ANIMAL HEALT	121.00
100-4035100-6004	Animal Control	Medical & Laboratory Supplies	CLOVER CREEK ANIMAL HEALT	312.00
100-4035100-6004	Animal Control	Medical & Laboratory Supplies	ROANOKE CITY HEALTH DEPAR	280.12
100-4035100-6004	Animal Control	Medical & Laboratory Supplies	EMERGENCY VETERINARY SERV	183.48
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	ZIMRI HOLDINGS, LLC	1.83
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	ZIMRI HOLDINGS, LLC	0.73
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	SPRINKEL'S TOWING, LLC	39.15
100-4035100-6009	Animal Control	Vehicle & Pwr Equip Supplies	LOVELL'S	12.00
Account 4035100 Total:				15,791.71
100-4035500-2300	Fire & EMS	Hospital/Medical Plan	CORVESTA SERVICES, INC	1,533.12
100-4035500-3100	Fire & EMS	Professional Services	SAFETY & COMPLIANCE SERVI	308.00
100-4035500-3100	Fire & EMS	Professional Services	SAFETY & COMPLIANCE SERVI	63.00
100-4035500-3100	Fire & EMS	Professional Services	SAFETY & COMPLIANCE SERVI	38.00
100-4035500-3160	Fire & EMS	Pymt for Collection Ser	EMS MANAGEMENT & CONSULTA	3,938.69
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	VISA	6.31
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	GRAINGER	63.47
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	BATTERIES PLUS	24.00
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	BATTERIES PLUS	147.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	FIRST DUE GEAR	114.00
100-4035500-3311	Fire & EMS	Repairs & Maint - Equipment	AMAZON.COM CREDIT	227.63
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	HUMBERT, HELEN	15.20
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	ADVANCE AUTO PARTS	4.19
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	YURICKS, J	1,714.36
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	HUGH'S TRANSPORT	283.16
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	VISA	39.87
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	ADVANCE AUTO PARTS	137.90
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	HUGH'S BODY SHOP	1,107.20
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	ANCHOR	33.90
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	49.30
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	16.00
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	16.00
100-4035500-3312	Fire & EMS	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	16.00
100-4035500-3320	Fire & EMS	Maint Service Contracts	MOUNTAIN SPRINGS	19.50
100-4035500-3320	Fire & EMS	Maint Service Contracts	ETHOS TECHNOLOGIES	79.00
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	618.10
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	532.80
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	612.00
100-4035500-3800	Fire & EMS	Prch of Serv frm Othr Gov Entities	ROANOKE COUNTY FIRE AND R	275.00
100-4035500-5210	Fire & EMS	Postal Services	VISA	2.90
100-4035500-5210	Fire & EMS	Postal Services	UPS STORE	10.69
100-4035500-5210	Fire & EMS	Postal Services	BANK OF AMERICA	2.84
100-4035500-5230	Fire & EMS	Telecommunications	HERLOCKER, NATHAN	30.00
100-4035500-5230	Fire & EMS	Telecommunications	VERIZON WIRELESS	40.01
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	381.96
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	74.57
100-4035500-5530	Fire & EMS	Subsistence & Lodging	VISA	8.49
100-4035500-5530	Fire & EMS	Subsistence & Lodging	LOWE'S HOME CENTERS	180.32
100-4035500-5540	Fire & EMS	Convention & Education	GOLLA, GORDY L	11.00
100-4035500-5540	Fire & EMS	Convention & Education	VIRGINIA FIRE CHIEF'S ASS	395.00
100-4035500-5540	Fire & EMS	Convention & Education	HERLOCKER, NATHAN	40.00
100-4035500-5810	Fire & EMS	Dues & Assoc Memberships	INTERNATIONAL ASSOCIATION	319.00
100-4035500-5810	Fire & EMS	Dues & Assoc Memberships	RODGERS, JON	20.00
100-4035500-5999	Fire & EMS	Refunds	ACCENT	734.77
100-4035500-5999	Fire & EMS	Refunds	AETNA US HEALTHCARE	338.26
100-4035500-5999	Fire & EMS	Refunds	ANTHEM BCBS VA RECOVERY	0.01
100-4035500-6001	Fire & EMS	Office Supplies	DIGITAL IMAGE PRINTING	292.62
100-4035500-6001	Fire & EMS	Office Supplies	H&R CONTRACTORS INC	39.00
100-4035500-6001	Fire & EMS	Office Supplies	ETHOS TECHNOLOGIES	5.99
100-4035500-6001	Fire & EMS	Office Supplies	AAA TROPHIES	16.50
100-4035500-6001	Fire & EMS	Office Supplies	BANK OF AMERICA	18.11
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	VISA	41.37
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	VISA	46.17
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	BANK OF AMERICA	55.02
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	11.23
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	7,670.16
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	SUPER SHOE STORES	74.68
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	WITMER ASSOCIATES	53.00
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	37.99
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	259.98
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	289.50

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	417.95
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	43.99
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	274.99
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	31.00
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	152.37
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	FIRST DUE GEAR	120.00
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	MUNICIPAL EMERGENCY SERVI	725.85
100-4035500-6011	Fire & EMS	Uniforms & Wearing Apparel	BKT UNIFORMS	52.00
100-4035500-6014	Fire & EMS	Other Operating Supplies	VIRGINIA OFFICE SUPP	972.33
100-4035500-6014	Fire & EMS	Other Operating Supplies	LOWE'S HOME CENTERS	9.42
100-4035500-6014	Fire & EMS	Other Operating Supplies	DELL MARKETING	456.24
100-4035500-6014	Fire & EMS	Other Operating Supplies	DELL MARKETING	441.50
100-4035500-6014	Fire & EMS	Other Operating Supplies	DELL MARKETING	441.50
100-4035500-6014	Fire & EMS	Other Operating Supplies	DELL MARKETING	456.24
100-4035500-8005	Fire & EMS	Cap Otly - Mtr Veh/Eqp	VISA	5.00
Account 4035500 Total:				28,134.22
100-4035600-3311	Emergency Communications	Repairs & Maint - Equipment	PROFESSIONAL COMMUNICATIO	987.00
100-4035600-3320	Emergency Communications	Maint Service Contracts	PROFESSIONAL COMMUNICATIO	5,783.50
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	TOWN OF FINCASTLE	1,451.88
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	BOTETOURT LAND HOLDING II	2,733.81
100-4035600-5410	Emergency Communications	Lease/Rent of Equipment	BOTETOURT LAND HOLDING II	1,398.22
100-4035600-5420	Emergency Communications	Lease/Rent of Buildings	BOTETOURT LAND HOLDING II	216.00
Account 4035600 Total:				12,570.41
100-4040000-2300	General Services	Hospital/Medical Plan	CORVESTA SERVICES, INC	143.73
100-4040000-2500	General Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.23
100-4040000-3312	General Services	Repairs & Maint - Vehicles	VISA	5.00
100-4040000-3312	General Services	Repairs & Maint - Vehicles	ZIMRI HOLDINGS, LLC	0.73
100-4040000-3320	General Services	Maint Service Contracts	SOUTHERN GRAPHICS & SUPPL	210.00
100-4040000-3320	General Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	115.71
100-4040000-3320	General Services	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	270.36
100-4040000-6001	General Services	Office Supplies	MOUNTAIN SPRINGS	26.00
100-4040000-6001	General Services	Office Supplies	VIRGINIA OFFICE SUPP	61.34
100-4040000-8012	General Services	Cap Otly - Othr Capital	KORMAN SIGNS	223.86
Account 4040000 Total:				1,072.96
100-4042400-2300	Waste Management	Hospital/Medical Plan	CORVESTA SERVICES, INC	191.64
100-4042400-3100	Waste Management	Professional Services	ECS MID-ATLANTIC,LLC	5,460.50
100-4042400-3100	Waste Management	Professional Services	ECS MID-ATLANTIC,LLC	5,018.50
100-4042400-3100	Waste Management	Professional Services	ECS MID-ATLANTIC,LLC	787.50
100-4042400-3191	Waste Management	Refuse Disposal	CITY OF SALEM	8,687.76
100-4042400-3192	Waste Management	Recycling	SPIRIT SERVICES, INC	125.00
100-4042400-3192	Waste Management	Recycling	GRAINGER	18.82
100-4042400-3192	Waste Management	Recycling	ADVANCED DISPOSAL	20,257.82
100-4042400-3192	Waste Management	Recycling	SPIRIT SERVICES, INC	125.00
100-4042400-3192	Waste Management	Recycling	ADVANCED DISPOSAL	467.50
100-4042400-3192	Waste Management	Recycling	ADVANCED DISPOSAL	467.50
100-4042400-3311	Waste Management	Repairs & Maint - Equipment	GRAINGER	112.26

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4042400-3311	Waste Management	Repairs & Maint - Equipment	RHEA, GARY L	125.00
100-4042400-3311	Waste Management	Repairs & Maint - Equipment	GRAINGER	43.37
100-4042400-3312	Waste Management	Repairs & Maint - Vehicles	GCR TIRE & SERVICE	173.16
100-4042400-3320	Waste Management	Maint Service Contracts	LEONARD'S COPY SYSTEMS	165.00
100-4042400-3320	Waste Management	Maint Service Contracts	VISA	6.80
100-4042400-3320	Waste Management	Maint Service Contracts	CAROLINA SOFTWARE	400.00
100-4042400-3320	Waste Management	Maint Service Contracts	BEST CLEANING ENTERPRISE	175.00
100-4042400-3320	Waste Management	Maint Service Contracts	BOTETOURT PEST CONTROL	90.00
100-4042400-6001	Waste Management	Office Supplies	GRAINGER	52.50
100-4042400-6008	Waste Management	Vehicle & Pwr Equip Fuels	ROCKINGHAM COOPERATIVE	1,032.60
100-4042400-6014	Waste Management	Other Operating Supplies	GRAINGER	57.28
100-4042400-8012	Waste Management	Cap Otly - Othr Capital	BOXLEY AGGREGATES	128.84
100-4042400-8012	Waste Management	Cap Otly - Othr Capital	STURGIS WEB SERVICES	90.00
			Account 4042400 Total:	44,259.35
100-4043000-2300	Maint of Gen Bldg & Grounds	Hospital/Medical Plan	CORVESTA SERVICES, INC	335.37
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	303.65
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	130.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	TRANE COMPANY	363.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MORGAN, JOHN T SHEET META	523.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	1,173.01
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	65.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	130.00
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MECHANICAL MAINTENAN	157.24
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	MORGAN, JOHN T SHEET META	644.63
100-4043000-3311	Maint of Gen Bldg & Grounds	Repairs & Maint - Equipment	CURTIS DEACON CONTRACTING	660.00
100-4043000-3313	Maint of Gen Bldg & Grounds	Repair & Maint - Bldgs	MCNEIL ROOFING	1,670.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	VISA	6.80
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	FSI MID STATE DIV, INC	376.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	BOTETOURT PEST CONTROL	126.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	BOTETOURT PEST CONTROL	90.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	ELEVATING EQUIPMENT INSPE	100.00
100-4043000-3320	Maint of Gen Bldg & Grounds	Maint Service Contracts	SCRUBZ PROCLEANING	472.00
100-4043000-3321	Maint of Gen Bldg & Grounds	Maint Serv Contr - ETC	SAUL, BILL	1,350.00
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	ROANOKE GAS COMPANY	54.47
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	219.98
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	395.35
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	54.13
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	96.74
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	48.29
100-4043000-5130	Maint of Gen Bldg & Grounds	Water and Sewer	WESTERN VIRGINIA WATER AU	53.37
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	631.57
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	294.99
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	ALSCO	193.36
100-4043000-6005	Maint of Gen Bldg & Grounds	Laundry, Hskpg, Janitor Supplies	DIAMOND PAPER CO	516.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	89.21
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	BANK OF AMERICA	134.98
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	CMC SUPPLY	108.34
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	363.90
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	264.00
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	ROANOKE ELECTRIC ZUPPLY	1,300.10

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	23.68
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	57.38
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	28.73
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	69.66
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	26.55
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	17.02
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	23.59
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	38.73
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	40.73
100-4043000-6007	Maint of Gen Bldg & Grounds	Repair & Maint Supplies	LOWE'S HOME CENTERS	17.83
100-4043000-6011	Maint of Gen Bldg & Grounds	Uniforms & Wearing Apparel	CROSSROADS SHOE REPAIR	99.00
100-4043000-6011	Maint of Gen Bldg & Grounds	Uniforms & Wearing Apparel	WALMART COMMUNITY BRC	19.97
100-4043000-8001	Maint of Gen Bldg & Grounds	Cap Otly - Mach & Equip	DEPARTMENT OF LABOR AND I	120.00
100-4043000-8001	Maint of Gen Bldg & Grounds	Cap Otly - Mach & Equip	SUNBELT RENTALS	1,074.12
100-4043000-8005	Maint of Gen Bldg & Grounds	Cap Otly - Mtr Veh/Equip	BOTETOURT TRUCK & TRAILER	30.00
100-4043000-8012	Maint of Gen Bldg & Grounds	Cap Otly - Othr Capital	BANK OF AMERICA	1,269.32
Account 4043000 Total:				16,450.79
100-4051100-3800	Local Health Dept	Prch of Serv frm Othr Gov Entities	BOTETOURT CO HEALTH	66,837.40
100-4051100-3800	Local Health Dept	Prch of Serv frm Othr Gov Entities	BOTETOURT CO HEALTH	66,837.41
Account 4051100 Total:				133,674.81
100-4053500-2300	Children's Services (CSA)	Hospital/Medical Plan	CORVESTA SERVICES, INC	47.91
100-4053500-2500	Children's Services (CSA)	Disability Insurance	VACO INSURANCE PROGRAMS	15.49
100-4053500-3100	Children's Services (CSA)	Professional Services	FISHER, MAURICE	90.00
100-4053500-3100	Children's Services (CSA)	Professional Services	YOUTH ADVOCATE PROGRAMS	2,300.00
100-4053500-3100	Children's Services (CSA)	Professional Services	UNITED METHODIST FAMILY S	3,528.00
100-4053500-3100	Children's Services (CSA)	Professional Services	UNITED METHODIST FAMILY S	4,356.00
100-4053500-3100	Children's Services (CSA)	Professional Services	HOPE TREE FAMILY SERVICES	4,069.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	DISCOVERY SCHOOL OF VIRGI	5,580.00
100-4053500-3100	Children's Services (CSA)	Professional Services	PROFESSIONAL THERAPIES	3,276.04
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	913.00
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	1,230.00
100-4053500-3100	Children's Services (CSA)	Professional Services	INTERCEPT YOUTH SERVICES	2,550.00
100-4053500-3100	Children's Services (CSA)	Professional Services	DISCOVERY SCHOOL OF VIRGI	5,580.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	1,000.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE BEHAVIORAL HEA	800.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	3,060.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	3,060.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	5,270.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	1,530.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	5,270.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	4,860.00
100-4053500-3100	Children's Services (CSA)	Professional Services	LUTHERAN FAMILY SERVICES	4,991.00
100-4053500-3100	Children's Services (CSA)	Professional Services	GIFT OF HOPE	4,991.00
100-4053500-3100	Children's Services (CSA)	Professional Services	FAMILY INSIGHT, PC	2,280.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,515.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,515.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,515.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,515.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,515.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	2,720.00
100-4053500-3100	Children's Services (CSA)	Professional Services	CENTRA HEALTH	3,230.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	BLUE RIDGE AUTISM & ACHIE	4,640.00
100-4053500-3100	Children's Services (CSA)	Professional Services	RICKMAN, RYAN	644.00
100-4053500-3100	Children's Services (CSA)	Professional Services	HALL COMMUNITY SERVICES	822.50
Account 4053500 Total:				125,127.94
100-4053775	Botetourt Resource Center		BOTETOURT RESOURCE CENTER	6,500.00
Account 4053775 Total:				6,500.00
100-4071000-2300	Parks & Recreation	Hospital/Medical Plan	CORVESTA SERVICES, INC	431.19
100-4071000-2500	Parks & Recreation	Disability Insurance	VACO INSURANCE PROGRAMS	26.48
100-4071000-3100	Parks & Recreation	Professional Services	SELECTION.COM	36.00
100-4071000-3100	Parks & Recreation	Professional Services	SAFETY & COMPLIANCE SERVI	58.00
100-4071000-3100	Parks & Recreation	Professional Services	SAFETY & COMPLIANCE SERVI	78.00
100-4071000-3180	Parks & Recreation	Instruction/Training	VISA	185.05
100-4071000-3180	Parks & Recreation	Instruction/Training	NYSCA	80.00
100-4071000-3181	Parks & Recreation	Coaches Certification	SOUTHEASTERN SECURITY CON	135.00
100-4071000-3181	Parks & Recreation	Coaches Certification	TROUTVILLE DALEVILLE BOOS	285.72
100-4071000-3181	Parks & Recreation	Coaches Certification	GREENFIELD BOOSTER CLUB	285.72
100-4071000-3181	Parks & Recreation	Coaches Certification	FINCASTLE BOOSTER CLUB	285.71
100-4071000-3181	Parks & Recreation	Coaches Certification	EAGLE ROCK BOOSTER CLUB	285.72
100-4071000-3181	Parks & Recreation	Coaches Certification	CLOVERDALE ATHLETIC CLUB	285.71
100-4071000-3181	Parks & Recreation	Coaches Certification	BUCHANAN BOOSTER CLUB	285.71
100-4071000-3181	Parks & Recreation	Coaches Certification	BLUE RIDGE BOOSTERS	285.71
100-4071000-3181	Parks & Recreation	Coaches Certification	SOUTHEASTERN SECURITY CON	120.00
100-4071000-3181	Parks & Recreation	Coaches Certification	SOUTHEASTERN SECURITY CON	240.00
100-4071000-3181	Parks & Recreation	Coaches Certification	SOUTHEASTERN SECURITY CON	45.00
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	ADVANCE AUTO PARTS	37.51
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LOWE'S HOME CENTERS	127.89
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	223.11
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	117.14
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	292.80
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	PIONEER MANUFACTURING COM	221.95
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	MAGNA-MATIC	39.07
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LOWE'S HOME CENTERS	10.43
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	MID-STATE EQUIP CO	14.99
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	254.41
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	172.25
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	68.90
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	172.47
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	ADVANCE AUTO PARTS	15.60

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	MID-STATE EQUIP CO	14.99
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	246.23
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BANK OF AMERICA	367.61
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	ADVANCE AUTO PARTS	20.40
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LOWE'S HOME CENTERS	56.97
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	MID-STATE EQUIP CO	59.12
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	OUTDOOR POWER EQUIPMENT	348.68
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	148.62
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	5.41
100-4071000-3311	Parks & Recreation	Repairs & Maint - Equipment	LANDSCAPE SUPPLY	99.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	14.11
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	B & D LOCK	10.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	88.64
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	132.80
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	121.15
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	55.60
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	54.26
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	104.08
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	B & D LOCK	22.80
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	14.93
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	MID-STATE EQUIP CO	7.96
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	B & D LOCK	64.95
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	CWC CHEMICAL	267.40
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LANDSCAPE STORE	60.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	SIGN DESIGN	205.92
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	28.46
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	CWC CHEMICAL	133.70
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LANDSCAPE SUPPLY	180.00
100-4071000-3313	Parks & Recreation	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	54.20
100-4071000-3320	Parks & Recreation	Maint Service Contracts	VISA	17.70
100-4071000-3320	Parks & Recreation	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	270.99
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	2,420.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	450.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	32.50
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	48.75
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	48.75
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	21.45
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	108.55
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	21.45
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	118.95
100-4071000-3320	Parks & Recreation	Maint Service Contracts	THOMPSON LANDSCAPING	4,920.00
100-4071000-3320	Parks & Recreation	Maint Service Contracts	BOTETOURT PEST CONTROL	125.00
100-4071000-5110	Parks & Recreation	Electrical Services	DOMINION VIRGINIA POWER	17.32
100-4071000-5110	Parks & Recreation	Electrical Services	DOMINION VIRGINIA POWER	6.89
100-4071000-5130	Parks & Recreation	Water and Sewer	MOUNTAIN SPRINGS	26.00
100-4071000-5130	Parks & Recreation	Water and Sewer	MOUNTAIN SPRINGS	13.50
100-4071000-5130	Parks & Recreation	Water and Sewer	BLUE RIDGE WATER	24.00
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	166.01
100-4071000-5130	Parks & Recreation	Water and Sewer	AQUA VA	22.18
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	78.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	65.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	195.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	78.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	130.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	68.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	74.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	68.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	215.00
100-4071000-5410	Parks & Recreation	Lease/Rent of Equipment	TIDY SERVICES	68.00
100-4071000-5420	Parks & Recreation	Lease/Rent of Buildings	BRAVO PROPERTIES, LLC	1,500.00
100-4071000-5840	Parks & Recreation	Marketing	ROANOKE VALLEY CONVENTION	650.00
100-4071000-5840	Parks & Recreation	Marketing	ROANOKE TIMES	558.40
100-4071000-5840	Parks & Recreation	Marketing	BLUE RIDGE BOOSTERS	200.00
100-4071000-5840	Parks & Recreation	Marketing	BUCHANAN BOOSTER CLUB	200.00
100-4071000-5840	Parks & Recreation	Marketing	CLOVERDALE ATHLETIC CLUB	200.00
100-4071000-5840	Parks & Recreation	Marketing	EAGLE ROCK BOOSTER CLUB	200.00
100-4071000-5840	Parks & Recreation	Marketing	FINCASTLE BOOSTER CLUB	200.00
100-4071000-5840	Parks & Recreation	Marketing	GREENFIELD BOOSTER CLUB	200.00
100-4071000-5840	Parks & Recreation	Marketing	TROUTVILLE DALEVILLE BOOS	200.00
100-4071000-6001	Parks & Recreation	Office Supplies	MONTGOMERY PUBLISHING, LL	35.00
100-4071000-6001	Parks & Recreation	Office Supplies	BANK OF AMERICA	101.17
100-4071000-6001	Parks & Recreation	Office Supplies	WALMART COMMUNITY BRC	108.00
100-4071000-6003	Parks & Recreation	Agricultural Supplies	LANDSCAPE SUPPLY	837.31
100-4071000-6003	Parks & Recreation	Agricultural Supplies	LANDSCAPE SUPPLY	769.42
100-4071000-6003	Parks & Recreation	Agricultural Supplies	BULLDOG FIELD EQUIPMENT,	981.54
100-4071000-6005	Parks & Recreation	Laundry, Hskpg, Janitor Supplies	HAMCO	244.47
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	503.50
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	ADVANCE AUTO PARTS	50.05
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	482.79
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	ZIMRI HOLDINGS, LLC	0.73
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	742.03
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	16.00
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	129.82
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	BOTETOURE TRUCK & TRAILER	890.48
100-4071000-6009	Parks & Recreation	Vehicle & Pwr Equip Supplies	ADVANCE AUTO PARTS	9.97
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	45.14
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6011	Parks & Recreation	Uniforms & Wearing Apparel	CINTAS CORPORATION-#524	76.29
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	16.11
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	159.11
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	1,467.90
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	456.52
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	546.33
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	147.49
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	427.36
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BANK OF AMERICA	118.51
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BULLDOG FIELD EQUIPMENT,	900.00
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	BSN SPORTS	244.00
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	WOOLDRIDGE, BETH	50.00
100-4071000-6013	Parks & Recreation	Educ & Rec Supplies	SCHOLARSHIP CALENDARS	500.00
100-4071000-6014	Parks & Recreation	Other Operating Supplies	ROCKINGHAM COOPERATIVE	40.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-8005	Parks & Recreation	Cap Otly - Mtr Veh/Eqp	COLONIAL FORD TRUCK SALES	28,502.90
Account 4071000 Total:				62,123.72
100-4071300-2300	Botetourt Sports Complex	Hospital/Medical Plan	CORVESTA SERVICES, INC	143.73
100-4071300-2500	Botetourt Sports Complex	Disability Insurance	VACO INSURANCE PROGRAMS	12.91
100-4071300-3100	Botetourt Sports Complex	Professional Services	SELECTION.COM	48.00
100-4071300-3100	Botetourt Sports Complex	Professional Services	SELECTION.COM	48.00
100-4071300-3100	Botetourt Sports Complex	Professional Services	EXPRESS FAMILY CARE	118.00
100-4071300-3100	Botetourt Sports Complex	Professional Services	SAFETY & COMPLIANCE SERVI	58.00
100-4071300-3100	Botetourt Sports Complex	Professional Services	SELECTION.COM	60.00
100-4071300-3311	Botetourt Sports Complex	Repairs & Maint - Equipment	COVERALL GROUNDS MAINTANE	334.25
100-4071300-3311	Botetourt Sports Complex	Repairs & Maint - Equipment	BLUERIDGE FARM CENTER	98.88
100-4071300-3312	Botetourt Sports Complex	Repairs & Maint - Vehicles	BANK OF AMERICA	104.75
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	LOWE'S HOME CENTERS	88.73
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	SIGN DESIGN	445.73
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	DEVINE BUILDING SERVICES	618.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	FITZGERALD ELECTRIC	297.50
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	CCI DOOR & HARDWARE	209.50
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	MCCLURE WATER TREATMENT	90.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	ROANOKE ELECTRIC ZUPPLY	39.45
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	TIME TECHNOLOGIES	165.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	VISA	66.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	HAMCO	212.41
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	A & D FENCE CO	175.00
100-4071300-3313	Botetourt Sports Complex	Repair & Maint - Bldgs	SIGN DESIGN	262.39
100-4071300-3320	Botetourt Sports Complex	Maint Service Contracts	VISA	87.70
100-4071300-3320	Botetourt Sports Complex	Maint Service Contracts	CANON SOLUTIONS AMERICA,	66.56
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	FINCASLE BAPTIST CHURCH	400.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	OTT, JOHN	200.00
100-4071300-3800	Botetourt Sports Complex	Prch of Serv frm Othr Gov Entities	MILL CREEK BAPTIST C	3,000.00
100-4071300-5810	Botetourt Sports Complex	Dues & Assoc Memberships	NATIONAL FASTPITCH COACHE	60.00
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	117.60
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	SAM'S CLUB	437.91
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	BANK OF AMERICA	37.80
100-4071300-6003	Botetourt Sports Complex	Agricultural Supplies	LANDSCAPE SUPPLY	1,528.58
100-4071300-6003	Botetourt Sports Complex	Agricultural Supplies	LANDSCAPE SUPPLY	3,221.00
100-4071300-6003	Botetourt Sports Complex	Agricultural Supplies	LOWE'S HOME CENTERS	32.24
100-4071300-6005	Botetourt Sports Complex	Laundry, Hskpg, Janitor Supplies	STATE INDUSTRIAL PRODUCTS	116.79
100-4071300-6005	Botetourt Sports Complex	Laundry, Hskpg, Janitor Supplies	CINTAS CORPORATION-#524	577.58
100-4071300-6005	Botetourt Sports Complex	Laundry, Hskpg, Janitor Supplies	FLOWERS BAKING CO	36.00
100-4071300-6009	Botetourt Sports Complex	Vehicle & Pwr Equip Supplies	LOWE'S HOME CENTERS	104.39
100-4071300-6009	Botetourt Sports Complex	Vehicle & Pwr Equip Supplies	LOWE'S HOME CENTERS	24.69
100-4071300-6011	Botetourt Sports Complex	Uniforms & Wearing Apparel	MOJO SPORTSWEAR	226.00
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	DIGITAL IMAGE PRINTING	64.00
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	DIGITAL IMAGE PRINTING	12.50
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	BANK OF AMERICA	144.08
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	LOWE'S HOME CENTERS	123.19
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	TELVENT DTN INC	249.75
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	BOTETOURT PEST CONTROL	110.00
Account 4071300 Total:				14,674.59

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071500-3312	Van Program	Repairs & Maint - Vehicles	BOTETOURT TRUCK & TRAILER	99.84
100-4071500-3312	Van Program	Repairs & Maint - Vehicles	SPRINKEL'S TOWING, LLC	12.76
100-4071500-6009	Van Program	Vehicle & Pwr Equip Supplies	SIGN DESIGN	146.35
100-4071500-6009	Van Program	Vehicle & Pwr Equip Supplies	ZIMRI HOLDINGS, LLC	0.37
Account 4071500 Total:				259.32
100-4073100-2300	Library	Hospital/Medical Plan	CORVESTA SERVICES, INC	527.01
100-4073100-2500	Library	Disability Insurance	VACO INSURANCE PROGRAMS	10.71
100-4073100-3100	Library	Professional Services	SELECTION.COM	12.00
100-4073100-3100	Library	Professional Services	SELECTION.COM	12.00
100-4073100-3100	Library	Professional Services	OCLC, INC	1,024.39
100-4073100-3312	Library	Repairs & Maint - Vehicles	ZIMRI HOLDINGS, LLC	0.73
100-4073100-3312	Library	Repairs & Maint - Vehicles	CARVER'S AUTO CENTER	63.12
100-4073100-3313	Library	Repair & Maint - Bldgs	SUNNYSIDE AWNING COMPANY	300.00
100-4073100-3320	Library	Maint Service Contracts	ALSCO	10.08
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BROWN EXTERMINATING	25.00
100-4073100-3320	Library	Maint Service Contracts	BRYANT'S CLEANING	800.00
100-4073100-3320	Library	Maint Service Contracts	CANON SOLUTIONS AMERICA,	26.10
100-4073100-3320	Library	Maint Service Contracts	IDS SECURITY	917.40
100-4073100-3320	Library	Maint Service Contracts	RYDER CLEANING	40.00
100-4073100-3320	Library	Maint Service Contracts	VIRGINIA BUSINESS SYSTEMS	169.51
100-4073100-3320	Library	Maint Service Contracts	ALSCO	20.16
100-4073100-3320	Library	Maint Service Contracts	SCRUBZ PROCLEANING	700.00
100-4073100-3320	Library	Maint Service Contracts	DE LAGE LANDEN	212.69
100-4073100-3800	Library	Prch of Serv frm Othr Gov Entities	COUNTY OF ROANOKE	792.44
100-4073100-3800	Library	Prch of Serv frm Othr Gov Entities	CITY OF ROANOKE	57.40
100-4073100-5110	Library	Electrical Services	DOMINION VIRGINIA POWER	552.88
100-4073100-5110	Library	Electrical Services	DOMINION VIRGINIA POWER	885.45
100-4073100-5110	Library	Electrical Services	DOMINION VIRGINIA POWER	772.69
100-4073100-5120	Library	Heating Services	ROANOKE GAS COMPANY	156.79
100-4073100-5130	Library	Water and Sewer	MOUNTAIN SPRINGS	6.50
100-4073100-5130	Library	Water and Sewer	TOWN OF BUCHANAN	95.50
100-4073100-5130	Library	Water and Sewer	WESTERN VIRGINIA WATER AU	233.75
100-4073100-5130	Library	Water and Sewer	WESTERN VIRGINIA WATER AU	114.99
100-4073100-5230	Library	Telecommunications	COMCAST	145.64
100-4073100-5230	Library	Telecommunications	COX COMMUNICATIONS INC.	334.37
100-4073100-5230	Library	Telecommunications	VERIZON WIRELESS	80.02
100-4073100-5230	Library	Telecommunications	VERIZON	141.90
100-4073100-5230	Library	Telecommunications	VERIZON	150.18
100-4073100-5230	Library	Telecommunications	COX COMMUNICATIONS INC.	335.74
100-4073100-6001	Library	Office Supplies	DEMCO	3.06
100-4073100-6001	Library	Office Supplies	DISCOUNT PAPER PRODUCTS	77.56
100-4073100-6001	Library	Office Supplies	OFFICE DEPOT	8.79
100-4073100-6001	Library	Office Supplies	OFFICE DEPOT	118.94
100-4073100-6001	Library	Office Supplies	OFFICE DEPOT	78.40
100-4073100-6001	Library	Office Supplies	STAPLES ADVANTAGE	40.49

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4073100-6001	Library	Office Supplies	STAPLES ADVANTAGE	12.99
100-4073100-6001	Library	Office Supplies	SUNRISE PACKAGING	117.76
100-4073100-6001	Library	Office Supplies	SUNRISE PACKAGING	92.75
100-4073100-6001	Library	Office Supplies	WATSON LABEL PRODUCTS	1,231.06
100-4073100-6001	Library	Office Supplies	BANK OF AMERICA	155.93
100-4073100-6001	Library	Office Supplies	AMAZON.COM CREDIT	14.32
100-4073100-6005	Library	Laundry, Hskpg, Janitor Supplies	HAMCO	60.98
100-4073100-6005	Library	Laundry, Hskpg, Janitor Supplies	AMAZON.COM CREDIT	51.92
100-4073100-6012	Library	Books & Subscriptions	MIDWEST TAPE	155.53
100-4073100-6012	Library	Books & Subscriptions	MICROMARKETING	354.84
100-4073100-6012	Library	Books & Subscriptions	CENTER POINT PUBLISHING	911.64
100-4073100-6012	Library	Books & Subscriptions	GALE GROUP	244.95
100-4073100-6012	Library	Books & Subscriptions	BAKER & TAYLOR	449.99
100-4073100-6012	Library	Books & Subscriptions	INGRAM	3,442.98
100-4073100-6012	Library	Books & Subscriptions	MONTGOMERY PUBLISHING, LL	35.00
100-4073100-6012	Library	Books & Subscriptions	MONTGOMERY PUBLISHING, LL	35.00
100-4073100-6012	Library	Books & Subscriptions	OVERDRIVE	150.41
100-4073100-6012	Library	Books & Subscriptions	RECORDED BOOKS	99.00
100-4073100-6012	Library	Books & Subscriptions	SPORTS ILLUSTRATED	89.04
100-4073100-6012	Library	Books & Subscriptions	TEI LANDMARK AUDIO	186.75
100-4073100-6012	Library	Books & Subscriptions	TEI LANDMARK AUDIO	161.75
100-4073100-6012	Library	Books & Subscriptions	TRAVEL & LEISURE	45.00
100-4073100-6012	Library	Books & Subscriptions	ULVERSCROFT	94.44
100-4073100-6012	Library	Books & Subscriptions	VOGUE	58.00
100-4073100-6012	Library	Books & Subscriptions	BETTER HOMES AND GARDENS	37.81
100-4073100-6012	Library	Books & Subscriptions	MEN'S HEALTH	29.97
100-4073100-6012	Library	Books & Subscriptions	COOKING LIGHT	24.00
100-4073100-6012	Library	Books & Subscriptions	COUNTRY GARDENS	19.97
100-4073100-6012	Library	Books & Subscriptions	ENTERTAINMENT	20.00
100-4073100-6012	Library	Books & Subscriptions	GOLDEN HORSE LTD	13.92
100-4073100-6012	Library	Books & Subscriptions	HORTICULTURE MAGAZINE	27.95
100-4073100-6012	Library	Books & Subscriptions	INGRAM, BRUCE	55.80
100-4073100-6012	Library	Books & Subscriptions	AMERICAN LIBRARY	47.00
100-4073100-6012	Library	Books & Subscriptions	BANK OF AMERICA	76.34
100-4073100-6012	Library	Books & Subscriptions	AMAZON.COM CREDIT	475.50
Account 4073100 Total:				19,234.67
100-4081600-2300	Tourism	Hospital/Medical Plan	CORVESTA SERVICES, INC	95.82
100-4081600-2500	Tourism	Disability Insurance	VACO INSURANCE PROGRAMS	19.67
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	18.47
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	23.97
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	31.92
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	26.83
100-4081600-5210	Tourism	Postal Services	BANK OF AMERICA	22.95
100-4081600-5210	Tourism	Postal Services	UNITED PARCEL SERVICE	15.09
100-4081600-5540	Tourism	Convention & Education	BANK OF AMERICA	1,070.00
100-4081600-5840	Tourism	Marketing	LEISURE MEDIA 360	1,075.00
100-4081600-5840	Tourism	Marketing	ROANOKE VALLEY CONVENTION	100.00
100-4081600-5840	Tourism	Marketing	RECREATIONNEWS	350.00
100-4081600-5840	Tourism	Marketing	ENROUTE COMMUNICATION,LLC	750.00
100-4081600-5840	Tourism	Marketing	SOUTHERN GRAPHICS & SUPPL	63.51

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4081600-5840	Tourism	Marketing	BANK OF AMERICA	219.77
100-4081600-5840	Tourism	Marketing	BLUE RIDGE PARKWAY ASSOCI	420.00
100-4081600-6001	Tourism	Office Supplies	BANK OF AMERICA	88.61
100-4081600-6009	Tourism	Vehicle & Pwr Equip Supplies	MOORMAN, LISA	5.00
Account 4081600 Total:				4,396.61
100-4083000-1100	Cooperative Extension Program	Salaries & Wages - Regular	VIRGINIA POLYTECHNIC INST	8,015.14
100-4083000-2200	Cooperative Extension Program	Retirement	VIRGINIA POLYTECHNIC INST	2,624.96
Account 4083000 Total:				10,640.10
100-4091502	Unemployment Claims		VIRGINIA EMPLOYMENT COMMI	2,275.16
Account 4091502 Total:				2,275.16
100-4092000-5999	Revenue Refunds	Refunds	HILL, PRESTON	29.68
100-4092000-5999	Revenue Refunds	Refunds	KNIGHT, PAUL DANIEL	61.26
100-4092000-5999	Revenue Refunds	Refunds	NIDAY, JIMMY LEE & DIANA	8.04
100-4092000-5999	Revenue Refunds	Refunds	JOHNSON, FULTON CALHOUN	42.96
100-4092000-5999	Revenue Refunds	Refunds	STALEY, GARY MICHAEL	55.99
100-4092000-5999	Revenue Refunds	Refunds	BRATTON, CHRISTOPHER NEIL	6.23
100-4092000-5999	Revenue Refunds	Refunds	RATLIFF, STEVEN & CHERYL	8.64
100-4092000-5999	Revenue Refunds	Refunds	CLEMENT, AMBER DANIELLE	5.48
100-4092000-5999	Revenue Refunds	Refunds	NIDAY, NICOLE RENEAE	26.36
100-4092000-5999	Revenue Refunds	Refunds	VICTORINE, KATHERINE A	33.68
100-4092000-5999	Revenue Refunds	Refunds	WRIGHT, DAVID H	7.89
100-4092000-5999	Revenue Refunds	Refunds	CUSTER, DEBBIE L	16.68
100-4092000-5999	Revenue Refunds	Refunds	FINLEY, KIMBERLY ROSE	27.20
100-4092000-5999	Revenue Refunds	Refunds	SCHWALLENBERG, JESHUA MAT	85.48
100-4092000-5999	Revenue Refunds	Refunds	ODELL, DAVID	50.00
100-4092000-5999	Revenue Refunds	Refunds	VIRGINIA DEPARTMENT OF HO	1,087.82
100-4092000-5999	Revenue Refunds	Refunds	HYUNDAI LEASE TITLING TR	377.39
100-4092000-5999	Revenue Refunds	Refunds	CARILION FAMILY MEDICINE	6,717.21
100-4092000-5999	Revenue Refunds	Refunds	HENDERSON, GERALD DERWIN	147.68
100-4092000-5999	Revenue Refunds	Refunds	THOMAS, TIFANIE PARDUE	5.66
100-4092000-5999	Revenue Refunds	Refunds	SIMMONS, CAMERON TYLER	80.36
100-4092000-5999	Revenue Refunds	Refunds	MAYO, WILLIAM JR	102.89
Account 4092000 Total:				8,984.58
100-4094101-0000-00	Enterprise-Wide Software	0000	VISA	1,128.77
100-4094101-0000-00	Enterprise-Wide Software	0000	HARRIS COMPUTER SYSTEMS	27,562.50
Account 4094101 Total:				28,691.27
100-4094111-0000-00	PC / Laptop Replacements	0000	DELL MARKETING	232.88
Account 4094111 Total:				232.88
100-4094301-0000-00	E911 System	0000	DELL MARKETING	203.00
100-4094301-0000-00	E911 System	0000	DELL MARKETING	4,182.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
			Account 4094301 Total:	4,385.00
100-4094423-0000-00	Dale Ct. Water Line Extension	0000	COFFEY A R & SONS	16,435.00
			Account 4094423 Total:	16,435.00
100-4094723-0000-00	Commun Rec Incntv Prgrm	0000	FRANCIS, NICHOLAS	188.40
			Account 4094723 Total:	188.40
100-4094733-0000-00	Greenfield Historic Resources	0000	DOVETAIL CULTURAL RESOURC	2,890.15
100-4094733-0000-00	Greenfield Historic Resources	0000	SUNBELT RENTALS	216.35
			Account 4094733 Total:	3,106.50
100-4094808-0000-00	Indust Site Infrastruct	0000	HUGH'S TRANSPORT	400.00
100-4094808-0000-00	Indust Site Infrastruct	0000	ENGINEERING CONCEPTS	3,068.00
			Account 4094808 Total:	3,468.00
			Fund 100 Total:	811,451.36
			Grand Total:	811,451.36

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012110-2300	County Administrator	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	3,022.00
100-4012110-5230	County Administrator	Telecommunications	VIRGINIA INFORMATION TECH	0.12
100-4012110-5230	County Administrator	Telecommunications	LUMOS NETWORKS	171.21
100-4012110-5230	County Administrator	Telecommunications	VIRGINIA INFORMATION TECH	0.08
100-4012110-5510	County Administrator	Mileage	FAIN, SUSAN	19.39
100-4012110-5510	County Administrator	Mileage	FAIN, SUSAN	12.42
Account 4012110 Total:				3,225.22
100-4012121-2300	Deputy Administrators	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,511.00
100-4012121-5230	Deputy Administrators	Telecommunications	VERIZON WIRELESS	40.01
100-4012121-5230	Deputy Administrators	Telecommunications	VIRGINIA INFORMATION TECH	0.07
100-4012121-5230	Deputy Administrators	Telecommunications	LUMOS NETWORKS	77.00
100-4012121-5230	Deputy Administrators	Telecommunications	VIRGINIA INFORMATION TECH	0.22
100-4012121-5840	Deputy Administrators	Marketing	MOORMAN, DAVID	993.84
100-4012121-6008	Deputy Administrators	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	127.18
Account 4012121 Total:				2,749.32
100-4012310-2300	Commissioner of Revenue	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,533.00
100-4012310-2500	Commissioner of Revenue	Disability Insurance	VACO INSURANCE PROGRAMS	12.78
100-4012310-5230	Commissioner of Revenue	Telecommunications	VIRGINIA INFORMATION TECH	15.19
100-4012310-5230	Commissioner of Revenue	Telecommunications	LUMOS NETWORKS	49.18
100-4012310-5530	Commissioner of Revenue	Subsistence & Lodging	SPICKARD, RODNEY	55.72
Account 4012310 Total:				4,665.87
100-4012330-5510	Equalization Board	Mileage	KAPPESSER, GARY	78.30
Account 4012330 Total:				78.30
100-4012410-2300	Treasurer	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	3,777.50
100-4012410-2500	Treasurer	Disability Insurance	VACO INSURANCE PROGRAMS	28.82
100-4012410-5230	Treasurer	Telecommunications	VIRGINIA INFORMATION TECH	4.68
100-4012410-5230	Treasurer	Telecommunications	LUMOS NETWORKS	65.18
100-4012410-5510	Treasurer	Mileage	BRITT, AMY	205.20
100-4012410-6008	Treasurer	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	15.05
Account 4012410 Total:				4,096.43
100-4012430-2300	Financial Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,511.00
100-4012430-2500	Financial Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.55
100-4012430-5230	Financial Services	Telecommunications	VIRGINIA INFORMATION TECH	0.27
100-4012430-5230	Financial Services	Telecommunications	LUMOS NETWORKS	49.67
100-4012430-5230	Financial Services	Telecommunications	VIRGINIA INFORMATION TECH	0.22
Account 4012430 Total:				1,577.71
100-4012510-2300	Technology Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,533.00
100-4012510-2500	Technology Services	Disability Insurance	VACO INSURANCE PROGRAMS	14.46
100-4012510-5230	Technology Services	Telecommunications	COMCAST	265.41
100-4012510-5230	Technology Services	Telecommunications	VERIZON WIRELESS	297.89

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4012510-5230	Technology Services	Telecommunications	LUMOS NETWORKS	3,443.06
100-4012510-5230	Technology Services	Telecommunications	VIRGINIA INFORMATION TECH	0.31
100-4012510-5230	Technology Services	Telecommunications	COMCAST	152.92
Account 4012510 Total:				8,707.05
100-4012530-2300	Central Purchasing	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	755.50
100-4012530-5230	Central Purchasing	Telecommunications	LUMOS NETWORKS	40.02
100-4012530-5230	Central Purchasing	Telecommunications	VIRGINIA INFORMATION TECH	0.08
Account 4012530 Total:				795.60
100-4012560-2300	Central Garage	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	755.50
100-4012560-5230	Central Garage	Telecommunications	LUMOS NETWORKS	799.00
Account 4012560 Total:				1,554.50
100-4013300-1400	Electoral Bd/Registrar	PT Wages - Elec Officers	WILSON, RICHARD W	55.00
100-4013300-2300	Electoral Bd/Registrar	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	755.50
100-4013300-2500	Electoral Bd/Registrar	Disability Insurance	VACO INSURANCE PROGRAMS	26.53
100-4013300-5230	Electoral Bd/Registrar	Telecommunications	VIRGINIA INFORMATION TECH	0.02
100-4013300-5230	Electoral Bd/Registrar	Telecommunications	LUMOS NETWORKS	49.86
100-4013300-5230	Electoral Bd/Registrar	Telecommunications	VIRGINIA INFORMATION TECH	0.22
Account 4013300 Total:				887.13
100-4021100-2300	Circuit Court	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	755.50
100-4021100-5230	Circuit Court	Telecommunications	VIRGINIA INFORMATION TECH	12.39
100-4021100-5230	Circuit Court	Telecommunications	LUMOS NETWORKS	122.83
Account 4021100 Total:				890.72
100-4021200-5230	General District Court	Telecommunications	VIRGINIA INFORMATION TECH	14.97
100-4021200-5230	General District Court	Telecommunications	LUMOS NETWORKS	409.91
100-4021200-5510	General District Court	Mileage	SIMMONS, BONNIE D	143.10
100-4021200-5540	General District Court	Convention & Education	SIMMONS, BONNIE D	120.23
100-4021200-5540	General District Court	Convention & Education	SIMMONS, BONNIE D	25.18
Account 4021200 Total:				713.39
100-4021300-5230	Magistrate	Telecommunications	LUMOS NETWORKS	14.45
100-4021300-5230	Magistrate	Telecommunications	VIRGINIA INFORMATION TECH	0.15
Account 4021300 Total:				14.60
100-4021600-2300	Clerk of Circuit Court	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	4,533.00
100-4021600-5230	Clerk of Circuit Court	Telecommunications	VIRGINIA INFORMATION TECH	12.57
100-4021600-5230	Clerk of Circuit Court	Telecommunications	LUMOS NETWORKS	241.21
Account 4021600 Total:				4,786.78
100-4022100-2300	Commonwealth's Attorney	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	5,288.50

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4022100-5110	Commonwealth's Attorney	Electrical Services	AMERICAN ELECTRIC PO	96.13
100-4022100-5120	Commonwealth's Attorney	Heating Services	ROANOKE GAS COMPANY	79.29
100-4022100-5210	Commonwealth's Attorney	Postal Services	GILLILAND, HEATHER	14.47
100-4022100-5230	Commonwealth's Attorney	Telecommunications	VIRGINIA INFORMATION TECH	0.35
100-4022100-5230	Commonwealth's Attorney	Telecommunications	LUMOS NETWORKS	102.11
100-4022100-8007	Commonwealth's Attorney	Cap Otlly - EDP Equipmt	VERIZON WIRELESS	80.02
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Account 4022100 Total:				5,660.87
100-4031200-2300	Sheriff	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	33,997.50
100-4031200-2500	Sheriff	Disability Insurance	VACO INSURANCE PROGRAMS	13.22
100-4031200-3311	Sheriff	Repairs & Maint - Equipment	NOAKES, CODY	96.36
100-4031200-5230	Sheriff	Telecommunications	LUMOS NETWORKS	496.49
100-4031200-5230	Sheriff	Telecommunications	LUMOS NETWORKS	46.20
100-4031200-5230	Sheriff	Telecommunications	VERIZON WIRELESS	1,551.95
100-4031200-5230	Sheriff	Telecommunications	VIRGINIA INFORMATION TECH	2.91
100-4031200-5530	Sheriff	Subsistence & Lodging	ANDERSON, ROGER D	560.40
100-4031200-5530	Sheriff	Subsistence & Lodging	JOHNSON, LANDON K	676.50
100-4031200-5530	Sheriff	Subsistence & Lodging	NOAKES, CODY	290.23
100-4031200-5830	Sheriff	RAID Patrol	LUMOS NETWORKS	25.81
100-4031200-5830	Sheriff	RAID Patrol	VERIZON WIRELESS	82.46
100-4031200-5830	Sheriff	RAID Patrol	VIRGINIA INFORMATION TECH	0.31
100-4031200-5850	Sheriff	Crime Prevention	LUMOS NETWORKS	6.45
100-4031200-5850	Sheriff	Crime Prevention	VERIZON WIRELESS	109.53
100-4031200-5850	Sheriff	Crime Prevention	VIRGINIA INFORMATION TECH	0.08
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	FOSTER FUEL	6,058.85
100-4031200-6008	Sheriff	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	5,133.19
100-4031200-6015	Sheriff	Firing Range Expenses	CRAIG-BOTETOURT ELECTRIC	102.61
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Account 4031200 Total:				49,251.05
100-4031700-2300	Dispatch	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	8,311.50
100-4031700-2500	Dispatch	Disability Insurance	VACO INSURANCE PROGRAMS	56.39
100-4031700-5230	Dispatch	Telecommunications	LUMOS NETWORKS	274.31
100-4031700-5230	Dispatch	Telecommunications	VERIZON WIRELESS	30.44
100-4031700-5230	Dispatch	Telecommunications	VIRGINIA INFORMATION TECH	1,002.90
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Account 4031700 Total:				9,675.54
100-4032200-5641	Volunteer Fire & Rescue	County Volunteer FDs	WEBB'S OIL CORPORATION	740.50
100-4032200-5651	Volunteer Fire & Rescue	County Vol Resc Squads	CRAIG-BOTETOURT ELECTRIC	29.35
100-4032200-5651	Volunteer Fire & Rescue	County Vol Resc Squads	WEBB'S OIL CORPORATION	1,221.52
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Account 4032200 Total:				1,991.37
100-4033100-2300	Correction and Detention	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	33,995.33
100-4033100-2500	Correction and Detention	Disability Insurance	VACO INSURANCE PROGRAMS	12.25
100-4033100-5110	Correction and Detention	Electrical Services	AMERICAN ELECTRIC PO	10,415.77
100-4033100-5120	Correction and Detention	Heating Services	ROANOKE GAS COMPANY	1,472.74
100-4033100-5130	Correction and Detention	Water and Sewer	WESTERN VIRGINIA WATER AU	6,162.80
100-4033100-5230	Correction and Detention	Telecommunications	LUMOS NETWORKS	292.67
100-4033100-5230	Correction and Detention	Telecommunications	VERIZON WIRELESS	101.38

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4033100-5230	Correction and Detention	Telecommunications	VIRGINIA INFORMATION TECH	1.45
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Account 4033100 Total:				52,454.39
100-4033300-5230	Probation Office	Telecommunications	VIRGINIA INFORMATION TECH	9.89
100-4033300-5230	Probation Office	Telecommunications	LUMOS NETWORKS	111.54
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Account 4033300 Total:				121.43
100-4034000-2300	Dept of Community Development	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	6,799.50
100-4034000-2500	Dept of Community Development	Disability Insurance	VACO INSURANCE PROGRAMS	64.86
100-4034000-5230	Dept of Community Development	Telecommunications	VERIZON WIRELESS	110.47
100-4034000-5230	Dept of Community Development	Telecommunications	VIRGINIA INFORMATION TECH	0.12
100-4034000-5230	Dept of Community Development	Telecommunications	LUMOS NETWORKS	127.87
100-4034000-5230	Dept of Community Development	Telecommunications	VIRGINIA INFORMATION TECH	0.69
100-4034000-6008	Dept of Community Development	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	821.56
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Account 4034000 Total:				7,925.07
100-4035100-2300	Animal Control	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	1,511.00
100-4035100-5230	Animal Control	Telecommunications	LUMOS NETWORKS	25.81
100-4035100-5230	Animal Control	Telecommunications	VERIZON WIRELESS	128.06
100-4035100-5230	Animal Control	Telecommunications	VIRGINIA INFORMATION TECH	0.31
100-4035100-6008	Animal Control	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	678.40
				-----
Account 4035100 Total:				2,343.58
100-4035500-2300	Fire & EMS	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	24,176.00
100-4035500-5230	Fire & EMS	Telecommunications	VERIZON WIRELESS	523.64
100-4035500-5230	Fire & EMS	Telecommunications	VIRGINIA INFORMATION TECH	3.29
100-4035500-5230	Fire & EMS	Telecommunications	LUMOS NETWORKS	65.43
100-4035500-5230	Fire & EMS	Telecommunications	VIRGINIA INFORMATION TECH	0.54
100-4035500-6008	Fire & EMS	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	2,576.82
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Account 4035500 Total:				27,345.72
100-4035600-5231	Emergency Communications	Wireless E911 Communications	LUMOS NETWORKS	515.77
100-4035600-5231	Emergency Communications	Wireless E911 Communications	LUMOS NETWORKS	437.71
100-4035600-5232	Emergency Communications	E911 Landline Communications	VERIZON	2,668.96
100-4035600-5232	Emergency Communications	E911 Landline Communications	LUMOS NETWORKS	846.27
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Account 4035600 Total:				4,468.71
100-4040000-2300	General Services	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	2,266.50
100-4040000-2500	General Services	Disability Insurance	VACO INSURANCE PROGRAMS	16.23
100-4040000-5230	General Services	Telecommunications	VERIZON WIRELESS	102.95
100-4040000-5230	General Services	Telecommunications	LUMOS NETWORKS	75.65
100-4040000-6008	General Services	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	209.76
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Account 4040000 Total:				2,671.09
100-4042400-2300	Waste Management	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	3,022.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4042400-3191	Waste Management	Refuse Disposal	COUNTY WASTE	2,137.75
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURELECTRIC	148.68
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURELECTRIC	124.11
100-4042400-5110	Waste Management	Electrical Services	CRAIG-BOTETOURELECTRIC	66.46
100-4042400-5230	Waste Management	Telecommunications	VIRGINIA INFORMATION TECH	0.64
100-4042400-5230	Waste Management	Telecommunications	LUMOS NETWORKS	134.48
Account 4042400 Total:				5,634.12
100-4043000-2300	Maint of Gen Bldg & Grounds	Hospital/Medical Plan	BOTETOURECOUNTY EMPLOYEE	5,288.50
100-4043000-3191	Maint of Gen Bldg & Grounds	Refuse Disposal	COUNTY WASTE	991.30
100-4043000-3191	Maint of Gen Bldg & Grounds	Refuse Disposal	ADVANCED DISPOSAL	192.50
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	CRAIG-BOTETOURELECTRIC	149.37
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	CRAIG-BOTETOURELECTRIC	142.63
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	DOMINION VIRGINIA POWER	239.40
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	56.93
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	277.01
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	260.41
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	1,941.08
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	117.91
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	216.33
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	209.67
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	395.39
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.25
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	17.76
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	3,263.63
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.63
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	158.43
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	236.30
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	10.25
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	132.46
100-4043000-5110	Maint of Gen Bldg & Grounds	Electrical Services	AMERICAN ELECTRIC PO	987.06
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	35.07
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	256.95
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	755.06
100-4043000-5120	Maint of Gen Bldg & Grounds	Heating Services	ROANOKE GAS COMPANY	19.83
100-4043000-5230	Maint of Gen Bldg & Grounds	Telecommunications	VERIZON WIRELESS	49.94
100-4043000-5230	Maint of Gen Bldg & Grounds	Telecommunications	LUMOS NETWORKS	314.65
100-4043000-6008	Maint of Gen Bldg & Grounds	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	427.67
100-4043000-8001	Maint of Gen Bldg & Grounds	Cap Otly - Mach & Equip	OTIS ELEVATOR COMPANY	16,987.72
Account 4043000 Total:				34,152.09
100-4053500-2300	Children's Services (CSA)	Hospital/Medical Plan	BOTETOURECOUNTY EMPLOYEE	755.50
100-4053500-2500	Children's Services (CSA)	Disability Insurance	VACO INSURANCE PROGRAMS	15.49
100-4053500-5230	Children's Services (CSA)	Telecommunications	VIRGINIA INFORMATION TECH	0.04
100-4053500-5230	Children's Services (CSA)	Telecommunications	LUMOS NETWORKS	35.92
100-4053500-5230	Children's Services (CSA)	Telecommunications	VIRGINIA INFORMATION TECH	0.08
100-4053500-6008	Children's Services (CSA)	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	13.17
Account 4053500 Total:				820.20

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071000-2300	Parks & Recreation	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	6,799.50
100-4071000-2500	Parks & Recreation	Disability Insurance	VACO INSURANCE PROGRAMS	15.24
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	15.00
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	23.06
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	118.57
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	53.61
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	28.68
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	46.39
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	38.61
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	45.43
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	28.79
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	17.00
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	122.39
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	35.46
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	24.08
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	79.02
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	10.49
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	236.46
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	42.46
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	29.64
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	28.30
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	26.79
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	141.35
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	85.86
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	47.35
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	19.23
100-4071000-5110	Parks & Recreation	Electrical Services	AMERICAN ELECTRIC PO	333.14
100-4071000-5120	Parks & Recreation	Heating Services	ROANOKE GAS COMPANY	87.99
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	65.15
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	39.15
100-4071000-5130	Parks & Recreation	Water and Sewer	WESTERN VIRGINIA WATER AU	40.12
100-4071000-5230	Parks & Recreation	Telecommunications	VERIZON WIRELESS	50.07
100-4071000-5230	Parks & Recreation	Telecommunications	VIRGINIA INFORMATION TECH	0.07
100-4071000-5230	Parks & Recreation	Telecommunications	LUMOS NETWORKS	191.05
100-4071000-6008	Parks & Recreation	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	2,434.74
100-4071000-8005	Parks & Recreation	Cap Otlly - Mtr Veh/Eqp	R K CHEVROLET	27,771.00
			Account 4071000 Total:	39,171.24
100-4071300-2300	Botetourt Sports Complex	Hospital/Medical Plan	BOTETOURT COUNTY EMPLOYEE	2,266.50
100-4071300-2500	Botetourt Sports Complex	Disability Insurance	VACO INSURANCE PROGRAMS	12.91
100-4071300-5110	Botetourt Sports Complex	Electrical Services	AMERICAN ELECTRIC PO	698.97
100-4071300-5130	Botetourt Sports Complex	Water and Sewer	WESTERN VIRGINIA WATER AU	73.65
100-4071300-5230	Botetourt Sports Complex	Telecommunications	LUMOS NETWORKS	893.02
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	FLOWERS BAKING CO	74.40
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	COCA-COLA BOTTLING	262.75
100-4071300-6002	Botetourt Sports Complex	Food Supplies & Fd Serv Supplies	SAM'S CLUB	216.92
100-4071300-6008	Botetourt Sports Complex	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	202.24
100-4071300-6014	Botetourt Sports Complex	Other Operating Supplies	TELVENT DTN INC	249.75
			Account 4071300 Total:	4,951.11

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
100-4071500-5230	Van Program	Telecommunications	VERIZON WIRELESS	15.94
100-4071500-6008	Van Program	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	230.84
Account 4071500 Total:				246.78
100-4073100-2300	Library	Hospital/Medical Plan	BOTETOURE COUNTY EMPLOYEE	8,311.50
100-4073100-5110	Library	Electrical Services	DOMINION VIRGINIA POWER	988.60
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	671.67
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	17.18
100-4073100-5110	Library	Electrical Services	AMERICAN ELECTRIC PO	478.74
100-4073100-5230	Library	Telecommunications	VIRGINIA INFORMATION TECH	6.25
100-4073100-5230	Library	Telecommunications	LUMOS NETWORKS	1,780.51
100-4073100-6008	Library	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	414.64
Account 4073100 Total:				12,669.09
100-4081600-2300	Tourism	Hospital/Medical Plan	BOTETOURE COUNTY EMPLOYEE	1,511.00
100-4081600-2500	Tourism	Disability Insurance	VACO INSURANCE PROGRAMS	19.67
100-4081600-5230	Tourism	Telecommunications	LUMOS NETWORKS	19.74
100-4081600-6008	Tourism	Vehicle & Pwr Equip Fuels	WEBB'S OIL CORPORATION	117.20
Account 4081600 Total:				1,667.61
100-4083000-5230	Cooperative Extension Program	Telecommunications	VIRGINIA INFORMATION TECH	6.89
100-4083000-5230	Cooperative Extension Program	Telecommunications	LUMOS NETWORKS	176.82
Account 4083000 Total:				183.71
100-4092000-5999	Revenue Refunds	Refunds	MALLOW, PATRICIA L	20.48
100-4092000-5999	Revenue Refunds	Refunds	RODRIGUEZ-LEDESMA, JUAN MA	36.83
100-4092000-5999	Revenue Refunds	Refunds	SMITH, OLIVIA J	35.72
100-4092000-5999	Revenue Refunds	Refunds	WILLIAMS, TROY	227.45
100-4092000-5999	Revenue Refunds	Refunds	IZATT, DAVID C & KIMBERLEY	42.49
100-4092000-5999	Revenue Refunds	Refunds	RATERINK, JASON A	58.79
100-4092000-5999	Revenue Refunds	Refunds	WRIGHT, CAROL JEAN	10.30
100-4092000-5999	Revenue Refunds	Refunds	WRIGHT, MICHAEL DAVID	13.51
100-4092000-5999	Revenue Refunds	Refunds	DENNIS, EDWIN	128.02
100-4092000-5999	Revenue Refunds	Refunds	BROGAN, ADDISON	37.83
Account 4092000 Total:				611.42
Fund 100 Total:				298,758.81
400-4095112-9100	Buchanan Fire Truck	Debt Service	BANK OF BOTETOURE	3,055.00
Account 4095112 Total:				3,055.00
Fund 400 Total:				3,055.00

GL Account	LI Acct Description	LI Object Description	Vendor Sort Name	Total
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Grand Total: 301,813.81  
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**AGENDA ITEM:** Consideration of adoption of resolution designating the Roanoke Valley region as Virginia's Blue Ridge.

Administrator's Comments:

Botetourt County is now a full member of the Roanoke Valley Convention and Visitors Bureau (CVB). The CVB has expressed its desire to work with the regional governments and private businesses to promote a positive and attractive image by creating a regional brand name—"Virginia's Blue Ridge."

This brand would be used by the CVB and its member partners to extend the appeal, reach, and impact of the area regionally, nationally, and globally. This designation would be used on the CVB's and the County's marketing and promotional materials to encourage and sustain the growth of travel and tourism within the Roanoke Valley region. A resolution to this effect has been attached for the Board's consideration.

Mr. Jim Farmer, Parks, Recreation, and Tourism Department Director, and Mr. Landon Howard, Executive Director of the CVB, will be present at the meeting to answer any questions.

Recommendation:

1. Allow Mr. Farmer and Mr. Howard to give their presentation and ask any questions as necessary.
2. Adopt the attached resolution designating the Roanoke Valley region as "Virginia's Blue Ridge."

Attachment



4-6-16

A RESOLUTION supporting the designation of the Roanoke Valley region as Virginia's Blue Ridge and directing the use of the Virginia's Blue Ridge brand by the County on promotional and marketing materials in support of expanded destination travel and tourism.

**WHEREAS**, travel in Virginia's Blue Ridge generates nearly \$784 million in travel expenditures annually by visitors and supports over 7,600 jobs; and provides more than \$55 million in direct state and local tax revenue;

**WHEREAS**, leisure travel, which accounts for more than three-quarters of all trips taken in the United States, supports our region's arts, entertainment, and recreation sectors of tourism and spurs local job creation;

**WHEREAS**, traveler spending in our region enhances the lives of local residents through sales taxes paid by out-of-town guests, thereby decreasing residents' taxes to cover services enjoyed by all;

**WHEREAS**, travel and tourism are vital components of Virginia's diverse economy, a cornerstone of our vibrant quality of life, and a catalyst for entrepreneurship, cultural enrichment, historic preservation, community revitalization and economic growth.

**WHEREAS**, the goal of the Roanoke Valley Convention & Visitors Bureau is to promote the travel and tourism industry in our region, direct the development of local tourism marketing programs, and increase the prosperity and welfare of the people of Botetourt County and our region;

**WHEREAS**, in an effort to market Virginia's Blue Ridge as a premier travel destination, the Roanoke Valley Convention & Visitors Bureau works in partnership with localities, businesses and non-profit institutions to extend the appeal, reach and impact of the "Virginia's Blue Ridge" brand;

**WHEREAS**, the Virginia's Blue Ridge brand promotes a positive and attractive image, regionally, nationally and globally;

**WHEREAS**, Botetourt County desires to work with other regional governments and private businesses to unite under one regional brand, Virginia's Blue Ridge; and

**WHEREAS**, Botetourt County, in cooperation with other localities within our region, desires to cooperate, collaborate, develop and maintain a consistent message that supports the Virginia's Blue Ridge brand.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Supervisors of Botetourt County, Virginia as follows:

1. Botetourt County joins its regional partners in designating our region as Virginia's Blue Ridge.
2. The Board directs that Botetourt marketing and promotional materials support the Virginia's Blue Ridge brand, to promote, encourage and sustain the growth of destination travel and tourism within the greater Roanoke Valley Region.
3. The Board directs the Clerk to provide an attested copy of this Resolution to the Roanoke Valley Convention & Visitors Bureau, the City of Roanoke Council, the Roanoke County Board of Supervisors, the Vinton Town Council, and the Salem City Council.

**AGENDA ITEM:** Consideration of resolution declaring the week of May 15 - 21, 2016, as Emergency Medical Services Week.

Administrator's Comments:

The week of May 15 – 21, 2016 has been designated as Emergency Medical Services Week. The week's theme this year is "EMS Strong: Called to Care."

Recommendation:

Adopt the following resolution:

**WHEREAS**, emergency medical services are a vital public service; and,

**WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need twenty-four (24) hours a day, seven (7) days a week; and,

**WHEREAS**, access to quality, emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

**WHEREAS**, the emergency medical services system consists of emergency physicians, nurses, medical technicians, paramedics, firefighters, educators, administrators, 911 telecommunications officers, and others; and,

**WHEREAS**, the members of emergency medical service teams, both career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week,

**NOW, THEREFORE**, we, the Board of Supervisors of Botetourt County, Virginia, do hereby proclaim the week of May 15 through 21, 2016, as **EMERGENCY MEDICAL SERVICES WEEK** in the County of Botetourt; and,

**FURTHER**, with the theme "*EMS Strong: Called to Care*," we encourage the community to observe this week with appropriate programs, ceremonies, and activities.

 4-12-16

**AGENDA ITEM:** Consideration of Noise Ordinance variance for a Relay for Life of Botetourt County event at Daleville Town Center.

Administrator's Comments:

Relay for Life of Botetourt County will be holding an event at Daleville Town Center on Saturday, May 7 from 11:00 AM to 11:00 PM. The County's Noise Ordinance prohibits the production of music from any device after 10:00 PM "in such a manner as to be plainly audible across property boundaries ...or plainly audible at fifty (50) feet from such device."

Attached is a request from Relay for Life of Botetourt County for a hardship variance to allow it to play music for event participants until 11:00 PM.

Section 15-59 of the County Code authorizes the Board to grant a variance if it finds that:

1. The noise does not endanger the public health, safety or welfare; or
2. Compliance with the provisions of the ordinance would produce "serious hardship without producing equal or greater benefit to the public.

The County's Noise Ordinance further provides that, in determining whether to grant a variance, the Board of Supervisors shall consider:

- the time of day the noise will occur
- the duration of the noise
- whether the noise is intermittent or continuous
- its extensiveness
- the technical and economic feasibility of bringing the noise into conformance with the ordinance
- other matters as are reasonably related to the impact of the noise on the health, safety, and welfare of the community and the degree of hardship which may result from the enforcement of the provisions of the ordinance.

Representatives from Relay for Life have been invited to attend the Board's meeting and address any questions Board members may have.

Recommendation:

Review and consider Relay for Life's request for a variance to the Noise Ordinance for their event at Daleville Town Center scheduled for Saturday, May 7 from 11:00 AM to 11:00 PM.

Attachment

*Gay Laine* 4-21-16

March 23, 2016

David Moorman  
Deputy County Administrator  
5 West Main Street  
Suite 200  
Fincastle, VA 24090

Dear Mr. Moorman,

The Relay for Life of Botetourt County, a fundraiser for the American Cancer Society held in Botetourt County, will be holding its annual Relay for Life event at the Daleville Town Center for the Town of Daleville, Botetourt County, and the general public on Saturday, May 7, 2016 from 11:00 AM to 11:00 PM.

Relay for Life is held at night to represent the journey of a cancer patient, and stress that cancer continues to exist even when the sun has set. In order to accommodate this atmosphere and bring the community together in the fight against cancer, the Relay for Life of Botetourt County is requesting a waiver, variance or partial variance to section 15-59 with regard to Botetourt County's noise ordinance for one hour from 10:00 PM to 11:00 PM, Saturday, May 7, 2016. It would pose an undue hardship to shut down the music early as this time frame is the most critical in keeping individual walkers motivated. We have the capacity to control the volume of the music and announcements; however we would greatly appreciate not having to turn them off completely. The music and announcements keep the participants engaged at the event, and help to discourage them from leaving early.

The money raised through Relay for Life is making a difference in the lives of cancer patients everywhere. Thanks in part to donations collected all across the United States of America, the American Cancer Society has helped to save 11 million cancer patients. Locally, the money raised helps fund patient services such as free wigs, free rides to and from treatment, free breast cancer and prostate cancer support groups, and to help keep our free 1-800 number available all day, every day.

Thank you for your consideration.

Sincerely,

**Molly Henry**

Molly Henry  
Fralin & Waldron

cc: Courtney Baker  
American Cancer Society  
Community Manager

**AGENDA ITEM:** Consideration of request to advertise for a public hearing on proposed amendments to the Transient Occupancy Tax Ordinance.

Administrator's Comments:

The general statutory cap on the Transient Occupancy Tax by State law is five (5) percent but some localities, such as Roanoke County in 2013, have petitioned the Virginia General Assembly for authorization to increase the rate for a particular purpose. An increase of Botetourt's levy was noted in the Board's 2014 strategic vision as a means of supporting continued tourism and economic development.

In November 2015, the Board unanimously adopted a resolution requesting authorization from the General Assembly to increase the County's transient occupancy tax to as much as seven (7) percent. The resolution further provided that additional revenues generated by the increase be dedicated to tourism and tourism-related activities, specifically tourism programming, sports marketing, and the destination marketing efforts of the Roanoke Valley Convention and Visitors Bureau.

Delegate Terry Austin, in response to the Board's request, sponsored legislation in the 2016 General Assembly that was approved and signed into law effective July 1, 2016. The legislation permits the Board of Supervisors to increase the rate by ordinance following a public hearing. Draft ordinance amendments increasing the rate effective July 1, 2016 are attached.

Recommendation:

Based on past and anticipated future investments in tourism-related activities, staff requests authorization to advertise for a public hearing at the Board's May 24 regular meeting to consider proposed amendments to Chapter 23. Taxation, Article X. Transient Occupancy Tax to increase the tax rate from five (5) to seven (7) percent.

Attachment:

Proposed Transient Occupancy Tax Amendments

*Gay Lane 4-21-16*

BOTETOURT COUNTY CODE

\* \* \*

CHAPTER 23. TAXATION

\* \* \*

ARTICLE X. - TRANSIENT OCCUPANCY TAX<sup>[11]</sup>

Footnotes:

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**Editor's note**—An ordinance of July 15, 1985, §§ 1—4, did not specifically amend the Code; therefore, inclusion as Art. X, §§ 23-281—23-284 was at the discretion of the editor. The effective date of these provisions is July 1, 1985.

Sec. 23-281. - Levied; amount.

There is hereby imposed and levied by the County of Botetourt a transient occupancy tax on all hotels, motels, boarding houses, ~~and~~ travel campgrounds, **and other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days**, operating within the boundaries of Botetourt County. Said tax shall be in amount of **five seven (5 7)** per centum of the charge for the occupancy of any room or space occupied, said tax to be collected from the persons occupying said rooms or spaces. The revenues collected from that portion of the tax over two (2) percent **but not more than five (5) percent** shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the county. **The revenues collected from that portion of the tax over five (5) percent shall be designated and expended solely for advertising the Roanoke metropolitan area as an overnight tourist destination by members of the Roanoke Valley Convention and Visitors Bureau.**

(Ord. of 7-15-85, § 1; Res. No. 02-04-20, 4-25-02)

Sec. 23-282. - Collection and payment.

All taxes collected pursuant to this article shall be collected by the operators of the aforementioned hotels, motels, boarding houses, ~~and~~ travel campgrounds, **and other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days**, and shall be paid by those operators to the County of Botetourt as herein prescribed. All taxes collected pursuant to this article shall be reported and remitted to the County of Botetourt on or before the last day of the first calendar month thereafter. The required reports shall be in the form prescribed by the County of Botetourt.

(Ord. of 7-15-85, § 2)

Sec. 23-283. - Records.

Each and every operator of a hotel, motel, boarding house, or travel campground, or other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days, shall keep complete records showing all occupancies for hire at their business, which records shall show the price charged for the occupancy of a room or space, the date thereof, the date of the payment thereof, and the amount of tax imposed hereunder. All such records shall be kept open for inspection by the duly authorized agents of the County of Botetourt at reasonable times, and the duly authorized agents of the County of Botetourt shall have the right, power and authority to make such transcripts thereof during such times as they may desire.

(Ord. of 7-15-85, § 3)

Sec. 23-284. - Commission; exception.

Where the tax here levied is collected by the operator of a hotel, motel, boarding house, or travel campground, or other facilities offering guest rooms rented for continuous occupancy for fewer than thirty (30) consecutive days, as the tax collecting medium or agency for the County of Botetourt and remitted to the County of Botetourt such operator shall be allowed as a commission for the collection and remission of taxes, three (3) per centum of the amount of the tax collected. Said commission shall be in the form of a deduction for the amounts remitted. No commission shall be allowed on delinquent payments. Payments shall be considered delinquent if payment shall not be paid to the proper authority within five (5) days of the day said payments should have been made.

(Ord. of 7-15-85, § 4)

Secs. 23-285—23-299. - Reserved.

**AGENDA ITEM:** Consideration of Guidelines for the Library Incentive Fund.

Administrator's Comments:

Botetourt County created a Library Incentive Fund in FY16 similar to the incentive fund for Parks, Recreation and Tourism, with an initial allocation amount of \$5,000.

This fund provides organizations the opportunity to develop projects for the benefit of the library system and request matching funds up to 50% of the cost from Botetourt County. Sponsoring organizations would be responsible for at least 50% of the cost of any project. Guidelines that define the purpose and uses of the fund and methods of application have been developed and need to be adopted before future projects can be considered (attached).

Recommendation:

Adopt the proposed guidelines for the Library Incentive Fund and authorize the Evaluation Committee and Library Director to accept project requests.

Attachment

*Betsy Lawrence* 4-21-16



BOTETOVRT COUNTY LIBRARIES  
Discover. Connect. Inspire.

## Incentive Fund Program

**Purpose:** To match non-profit organization, citizen, or business financial donations to support capital improvements of the Botetourt County Libraries.

**Program Funding:** Subject to annual appropriation by Botetourt County. Contact the Library Director or Director of Finance for current available program funding.

**Match Limits:** County matching funds shall not exceed fifty percent (50%) of the total actual cost of a project.

**Application procedure:** An original program application form with supporting documents may be submitted to the Library Director. Forms are available at all County library branches as well as at the Office of the County Administrator.

### GENERAL POLICIES AND ELIGIBILITY:

- A. Proposed projects will be for the benefit of existing and planned library facilities and the Bookmobile. Projects may also include any site owned by Botetourt County and designated as a future library location.
- B. Projects must benefit the general public.
- C. The Program and all funded projects shall be administered in compliance with all governing laws, rules and regulations including Botetourt County Procurement Policies, all applicable building codes, zoning and development regulations and any other terms and conditions imposed by the Botetourt County Board of Supervisors.
- D. Program funds may be used for capital assets and improvements only. Funds may not be used to supplant or supplement library operating funds or in any manner that would create an on-going financial obligation on the part of any party.
- E. Applicants may submit more than one (1) application per fiscal year. An applicant may identify its preferred priorities among more than one application, but the County reserves the right to select among applications regardless of an applicant's priority preferences. Project selection and funding shall be at the sole discretion of the County and contingent upon the availability of funding.

#### PROJECT EVALUATION CRITERIA:

- A. Leveraging of Public Funding. The Program seeks to leverage as many non-County funds for projects as possible. Therefore, the greater the proportion of non-County funding for a project, the more competitively the project will be evaluated. **At the time of application, the applicant must demonstrate sufficient funding to complete the project including up to a 20% cost overrun. Documentation may include a letter from organization's treasurer, bank statement, or other written verification of resources acceptable to the County. Applicant must have sufficient resources to fund all project costs pending reimbursement by the County upon completion and acceptance.**
- B. Programs and services impact. Projects should offer a clear, measurable, and significant benefit that improves access to or facilitates the expansion of existing public library programs and services or that facilitates the introduction of planned public library programs and services in Botetourt County.
- C. Service population. Projects that serve the greatest number of people or which provide particular benefits to underserved or unserved populations will receive more favorable consideration.
- D. Previous project experience. The County's experience with the applicant on previous projects, if any, will be considered.

#### EXAMPLES OF ELIGIBLE PROJECTS:

- A. Renovation of existing spaces including painting and remodeling.
- B. Purchase of new equipment such as a microfilm reader/printer, early learning stations for children.
- C. Purchase of major collection updates including selected books, audiobooks, DVDs, video games, etc.
- D. Replacement of old furniture such as chairs for meeting rooms, computer workstations, etc.
- E. Funds to assist with special events for children and adults.

#### SELECTION PROCESS:

- A. The Director of the Library serves as an advisor to the Evaluation Committee and will perform initial reviews of projects.
- B. The Botetourt County Library Board of Trustees will serve as the Evaluation Committee. Other County staff will assist as needed. Applications will be reviewed at regularly scheduled meetings of the Library Board of Trustees on the fourth Monday of each

month. Applicants are encouraged to attend meetings to provide additional information or answer questions.

- C. The Committee shall make a recommendation to the Botetourt County Administrator based on the merits of each project as related to selection criteria.
- D. The County Administrator shall review the recommendation to assess impacts on general County operations and services, facilities, infrastructure, and support services as well as general project compatibility with County operations, programs and plans. The County Administrator shall prepare his findings and share them with the Evaluation Committee and applicant before presenting the Evaluation Committee's recommendation and his finding to the Botetourt County Board of Supervisors for its consideration.
- E. The Botetourt County Board of Supervisors will consider all project applications and determine which, if any, applications to award matching funds. The applicant will be notified in writing of the Board's action. Unsuccessful projects may be re-submitted for future consideration.
- F. All Program-funded projects must be completed within one year of the date of approval by the Board of Supervisors.

#### PROJECT ADMINISTRATION

- A. Each applicant is responsible for participating in the overall planning and management of its project in collaboration with the County's designated project manager. Work must be scheduled so as not to interfere with the daily activities or special programs of the Libraries.
- B. Applicants are responsible to obtain any and all permits and approvals prior to the start of any construction work. Failure to do so may result in the termination of the project and the withdrawal of County funding.
- C. Any organization receiving a grant shall appoint a representative to serve as the project coordinator or liaison.
- D. Any project must be completed within a year of the date of approval.
- E. The County must inspect, approve and accept all work related to a project before reimbursement.
- F. Status reports will be submitted to the County's project manager by all successful applicants. Reports are due every two months from the time that a project is approved. Status report forms will be provided by the County. Reports will address the progress on a project and percentage of completion. Cost overruns and work change orders are the sole responsibility of the applicant. No work change order may be made without the written approval of the County project manager.

**BOTETOURT COUNTY PROCUREMENT PROCEDURES:**

- A. For purchases under \$2,500, a receipt or invoice is required for reimbursement.
- B. For purchases from \$2,501 to \$15,000, a receipt or invoice is required for reimbursement. A minimum of three (3) competitive quotes must be received and documented by the applicant's project coordinator. The low bidder must be awarded the contract unless justification is provided and County approval to select another vendor is received.



**BOTETOURT COUNTY LIBRARIES**  
Discover. Connect. Inspire.

**Botetourt County Library Incentive Fund  
Project Application**

To be completed and submitted to:

Library Director  
Botetourt County Library  
28 Avery Row  
Roanoke, VA 24012

Date of Submission: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_  
(Name of library branch location)

Name and Address of Applicant:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Project Coordinator: \_\_\_\_\_

Project Coordinator's Phone Number: \_\_\_\_\_

Project Coordinator's E-Mail Address: \_\_\_\_\_

Project Description: (include additional pages or documents if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this project benefit the library and the public it serves?

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Applicant's Financial Commitment:

Please indicate your organization's financial commitment to the project and how the commitment will be met. Proof of sufficient funds must accompany this application. **Applicant must be able to fund 50% of the entire project and be prepared to fund cost overruns should they occur.**

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Estimated project start date: \_\_\_\_\_

Required completion date: \_\_\_\_\_  
(one year from date of Board of Supervisors approval)

Estimated Cost: \_\_\_\_\_

Matching Fund Request: \_\_\_\_\_

*This signed application will constitute the applicant's commitment to fulfill all of its obligations, financial and other, under terms of this program, and will confirm that the organization or individual has the financial resources available to complete the project. The above named project manager shall have full authority to act on behalf of the requesting organization.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**AGENDA ITEM:** Consideration of policy regarding procedures to allow the County Administrator to sign Treasurer's financial warrants.

Administrator's Comments:

The Virginia Code sets out detailed procedures to be followed by county administration, the treasurer, and the procurement officer for the entry of lawful contracts, the issuance of lawful warrants, and the conversion of the warrants into negotiable instruments by the Treasurer. The Code allows the Board of Supervisors to delegate these powers to the County Administrator by resolution.

Staff has been unable to locate a copy of the resolution where this procedure was set out. Because failure to follow the statutory procedures can result in liability for the Administrator, Treasurer, Board of Supervisors, or all three, staff began developing a policy (attached) that would set out our current procedures in writing for everyone's protection. In the process, staff undertook a thorough review of our processes for compliance with the Virginia Code, as well as best practices of localities in our peer group for both size and budget.

The changes in this policy from current practices are minimal. Contracts are required to be entered in accordance with the Public Procurement Act, unless otherwise authorized by law. The Procurement Officer has responsibility for coordinating contracts and purchasing on behalf of the County Administrator. Department heads are authorized to make small purchases under the Procurement Manual. Large purchases and long-term contracts must be approved by the County Administrator as to substance and the County Attorney as to form. The County Administrator, at his option, may submit the contract to the Board for final approval.

Warrants for payment of lawful debts may be issued on the authority of the County Administrator, Deputy County Administrator, or Finance Director, provided they confirm: (1) that a lawful contract exists, (2) that there is a valid appropriation, and (3) there are sufficient unencumbered funds on hand to satisfy the debt. The Treasurer may double-check the facts behind the warrant and convert the warrant into a check. If there is a doubt as to the legality of a claim for payment, the issue is referred to the County Attorney for a recommendation and the Board of Supervisors for a final decision. At the end of each month, the Board of Supervisors is presented the final warrant list (accounts payable lists) for its review. If it disapproves any warrants, the County Attorney seeks return of the payment.

Recommendation:

1. Allow the County Attorney to review this policy and ask any questions as necessary.
2. Adopt the attached "Finance Policies and Procedures" as submitted.

Attachment

Mary Leland 4-20-16

# Finance Policies & Procedures

## *Botetourt County, Virginia*



Adopted \_\_\_\_\_

## 1. Intent & Officers.

- 1.1. *Intent.* The intent of this Policy is to give general guidelines for the entry of contracts and payment of bills. It is meant to be implemented flexibly and should be read liberally to accomplish the spirit of these guidelines and the intent of the Board of Supervisors.
- 1.2. *Signatures & Processes.* Signatures and processes may be carried out electronically. Except where required by law, paper copies of documents and signatures are not necessary.
- 1.3. *Traditional County Form of Government.* Botetourt County is a political subdivision of the Commonwealth of Virginia. It operates under the traditional county form of government.
- 1.4. *Board of Supervisors.* The Board of Supervisors is composed of five members elected from electoral districts within the County and has the responsibility for passing ordinances, setting and levying county fees and taxes, and appropriating all county funds.<sup>1</sup> Botetourt County also has a full complement of constitutional officers. The constitutional officers are the sheriff, treasurer, commissioner of the revenue, commonwealth's attorney, and the clerk of the circuit court.<sup>2</sup>
- 1.5. *Treasurer.* The Treasurer is a constitutional officer.<sup>3</sup> The Treasurer collects all taxes and fees laid by the Board of Supervisors, keeps all accounts, and ensures faithful payment of all debts and warrants drawn by the Board of Supervisors or its designees by converting warrants into negotiable checks.<sup>4</sup>
- 1.6. *Clerk to the Board of Supervisors.* The Clerk to the Board of Supervisors is appointed by the Board.<sup>5</sup> The clerk records the actions of the Board of Supervisors, make entries of all ordinances, appropriations, and levies, and ensures that the records of the Board are properly kept.<sup>6</sup> In Botetourt County, the Clerk of the Board of Supervisors is also the County Administrator.
- 1.7. *County Administrator.* The County Administrator is responsible to the Board of Supervisors for the proper management of all affairs of the County and to ensure that all laws, directives, and orders of the Board of Supervisors are properly executed.<sup>7</sup> The County Administrator also has general oversight of all County finances and property and appoints all employees and officers of the Board of Supervisors except the Clerk and the County Attorney. The County Administrator is also designated as the central purchasing agent.<sup>8</sup> Many of the duties of the County Administrator may also be carried out by a Deputy County Administrator.
- 1.8. *County Director of Finance.* The County Finance Director is also a designated deputy to the County Administrator for certain purposes relating to the financial affairs of the County.<sup>9</sup> The Finance Director works together with the County Administrator, the Treasurer, and the Commissioner of the Revenue to ensure

that the County properly budgets and appropriates its funds, enters proper contracts, and ensures that all bills are paid on time and in full.

- 1.9. *Procurement Officer.* The County Procurement Officer administers all County purchasing on behalf of the County Administrator. The Procurement Officer administers the Public Procurement Act, the Public-Private Education Facilities and Infrastructure Act, and assists County staff in entering contracts in accordance with the Botetourt County Procurement Manual.
- 1.10. *County Attorney.* It is the responsibility of the County Attorney to review all contracts, audit disputed claims, and seek return of all funds not properly disbursed.<sup>10</sup>

## 2 County Contracts.

- 2.1 *Oversight.* The County Administrator, as central purchasing agent, has ultimate authority for entering contracts on behalf of the County. The County Administrator's authority for procurement is delegated as follows:
  - 2.1.1 *Small purchases by department heads.* Small purchases, as that term is defined in the Botetourt County Procurement Manual, may be made on the authority of a department head designated by the County Administrator. Such purchases must be coordinated with the Procurement Officer to ensure compliance with the Manual.
  - 2.1.2 *Large purchases by County Administrator.* Purchases other than small purchases must be made on the authority of the County Administrator or Deputy County Administrator, but are managed by the Procurement Officer in accordance with the Manual.
- 2.2 *Contracts with Private Entities.* The County's contracts with private entities are governed by the Virginia Public Procurement Act (VPPA),<sup>11</sup> the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA),<sup>12</sup> or other provisions of law, as set forth in the Botetourt County Procurement Manual and PPEA Guidelines.
- 2.3 *Contracts with Other Governmental Agencies.* The County's contracts with other governmental agencies are managed, as appropriate, by the County Administrator in accordance with the law relating to such contract.
- 2.4 *Certification of Sufficient Funds Prior to Purchase.* Except in an emergency, no open market order or other contractual payment is valid unless the person making the purchase has confirmed with the Finance Director that a sufficient unencumbered balance exists in the appropriation concerned.<sup>13</sup>
- 2.5 *Small Purchases.* The Manual provides for small purchases in order to increase efficiency when full bidding is not required.<sup>14</sup> Small purchases may be made on the authority of a department head or other designated person. All small purchases should be documented to show compliance with the Botetourt County Procurement Manual.
- 2.6 *Large Purchases.* Department heads should coordinate with the Procurement Officer on large purchases and understand that, depending on the complexity of the procurement, large purchases may take 20 to 45 days to complete, or more with particularly complex and difficult procurements.
- 2.7 *Emergency Procurements & Use of Competitive Negotiation for Goods and Non-professional Services.* The County Administrator may authorize emergency procurements and procurement of goods and non-professional services by approving a

memorandum setting forth the reasons for the decision, and otherwise advertising and taking action in accordance with VPPA.<sup>15</sup>

- 2.8 *Approval of Large Contracts as to Substance.* All large contracts entered under VPPA may be approved as to substance by the County Administrator. Contracts with other governmental entities and entered under the PPEA must be approved by the Board of Supervisors. At the discretion of the County Administrator, large contracts may be approved by the Board of Supervisors in lieu of his approval.
- 2.9 *Approval of Large Contracts as to Form.* All large contracts, PPEA contracts, and contracts with other governmental entities must be approved by the County Attorney as to their form and legality.<sup>16</sup> A contract not approved by the County Attorney as to form may be repudiated by the County and become a personal debt of the department head or other officer that authorized the contract.
- 2.10 *Filing of Contracts.* Copies of all large contracts, PPEA contracts, and contracts with other governmental entities must be filed with the Procurement Officer as the custodian for the Treasurer and Finance Director.<sup>17</sup> Purchase orders are kept on file in the Procurement Officer's records for the reference of the Treasurer and Finance Director.

### 3 Approval of Warrants & Claims.

- 3.1 *County Administrator, Deputy County Administrator, and Finance Director.* Whenever the term "County Administrator" is used in this section, the term should be understood also to encompass the Deputy County Administrator and the Finance Director, who are full deputies of the County Administrator for the purpose of administration of this section with full authority to act as authorized on behalf of their principal.
- 3.2 *Issuance of Warrant by County Administrator.* The County Administrator is authorized to issue warrants in settlement of any claim founded upon a written contract or contract of employment validly entered under § 2, for which funds are budgeted and appropriated and for which there are funds on hand.<sup>18</sup>
  - 3.2.1 *Finance Director.* Every purchase order for which a warrant is issued must be drawn against a valid appropriation and there must be funds on hand to settle the account.
  - 3.2.2 *Department Head.* If appropriate, the County Administrator may require the department head to certify that the goods or services for which payment is claimed have been or are in the process of being rendered in accordance with the contract.
- 3.3 *Payroll Warrants.* The County enters a contract, either written or at-will, with each person it employs. The County Administrator may issue a payroll warrant in the same manner as all other warrants are issued.
- 3.4 *Approval of All Warrants by Board of Supervisors.* All warrants must be presented to the Board of Supervisors for approval at the next meeting following their issuance.
- 3.5 *Doubtful Claims or Warrants.* If the County Administrator is in doubt of a claim, or the Board of Supervisors is in doubt of a warrant, either may request an audit of the claim by the County Attorney. The County Attorney advises the County Administrator or the Board of Supervisors of the legality of the claim and the Board of Supervisors makes a final decision by resolution on whether the claim or warrant should be allowed.
  - 3.5.1 *Disallowed Claims.* If a claim is disallowed, appeal may be taken to the circuit court in accordance with law.
  - 3.5.2 *Disallowed Warrants.* Any warrant disallowed by the Board of Supervisors is null and void. The County Attorney shall take appropriate action to recover any funds paid out under a void warrant from the person to whom it was paid.

3.6 *Conversion of Warrant to Check.* The Treasurer has the responsibility to convert warrants to negotiable checks. The Treasurer's process is as follows:

3.6.1 *Appropriation & Funds on Hand.* The Treasurer confirms that there is a valid appropriation and funds on hand.

3.6.2 *Contract.* If the warrant is drawn in fulfillment of a claim on a written contract, the Treasurer confirms that a written contract and/or a purchase order exists.

3.6.3 *Check.* The check is written and the warrant is put into the warrant book in the Treasurer's keeping.

## Endnotes:

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<sup>1</sup> Va. Code § 15.2-1401.

<sup>2</sup> Va. Code § 15.2-1600.

<sup>3</sup> Va. Code § 15.2-1608.

<sup>4</sup> See Va. Code §§ 58.1-3123 *et seq.*

<sup>5</sup> Va. Code §§ 15.2-1536, -1538.

<sup>6</sup> Va. Code § 15.2-1539.

<sup>7</sup> Va. Code § 15.2-1541.

<sup>8</sup> Va. Code § 15.2-1543.

<sup>9</sup> Va. Code § 15.2-1537.

<sup>10</sup> Va. Code §§ 15.2-1542, -1237, -1245.

<sup>11</sup> Va. Code §§ 2.2-4300 *et seq.*

<sup>12</sup> Va. Code §§ 56-575.1 *et seq.*

<sup>13</sup> Va. Code § 15.2-1238.

<sup>14</sup> See Va. Code § 2.2-4303(G).

<sup>15</sup> See Va. Code § 2.2-4303(F).

<sup>16</sup> Va. Code § 15.2-1237.

<sup>17</sup> Va. Code § 15.2-1237.

<sup>18</sup> Va. Code § 15.2-1243(A).

**AGENDA ITEM:** Appointments.

Administrator's Comments:

The following appointment-related items are listed on this month's agenda:

**A. The term of Erin Henderson as the County's citizen representative on the RVARC Board of Directors expires on June 30, 2016. This is a three-year term.**

See the attached letter from Wayne Strickland. Ms. Henderson has contacted the County and she is willing to be reappointed.

**B. There is a vacancy on the RVARC Board of Directors for a non-elected representative. This term expires on June 30, 2017.**

See the attached letter from Wayne Strickland.

**C. The County's representative on the Western Virginia Water Authority Board of Directors has resigned. This term expires on June 30, 2017.**

Mr. Williamson has resigned from the WVWA Board effective April 30, 2016, and requested that the Supervisors consider appointing Mr. Steve Clinton to fill his term (see attached letter).

**D. Ratification of the appointment of Mr. Greg Hamilton as an at-large member on the Blue Ridge Behavioral Healthcare Board of Directors for a three year term to expire on December 31, 2018.**

See the attached letter from Debbie Bonniwell.

**E. The terms of the Amsterdam, Buchanan, and Valley District representatives on the Social Services Board expire on July 1, 2016. These are four year terms.**

The terms of Mrs. Donna Henderson (Amsterdam District), Mr. Joe Obenshain (Buchanan District), and Ms. Jan Smith (Valley District) expire on July 1. Mrs. Henderson has served two consecutive four-year terms and is not eligible for reappointment.

Recommendations:

A. Reappoint Ms. Erin Henderson as the County's citizen representative on the RVARC Board of Directors for a three-year term to expire on June 30, 2019.

B. If possible, appoint a non-elected representative to the RVARC Board of Directors for a term to expire on June 30, 2017.

C. If agreeable, accept Mr. Williamson's resignation from the WWA Board of Directors effective April 30, 2016, and appoint Mr. Stephen P. Clinton to complete his term which expires on June 30, 2017.

D. Ratify the appointment of Mr. Greg Hamilton as an at-large member on the Blue Ridge Behavioral Healthcare Board of Directors for a three year term to expire on December 31, 2018.

E. This is an informational item at this time.

*Gary Lane 4/20/16*



Roanoke Valley-Alleghany

# REGIONAL commission

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

March 16, 2016

Mr. Gary Larrowe  
Botetourt County Administrator  
1 West Main Street, Box 1  
Fincastle, Virginia 24090

Dear Gary,

I wanted to let you know that according to the Bylaws of the Roanoke Valley-Alleghany Regional Commission, Botetourt County is entitled to four voting representatives on the Regional Commission's board. Kathleen Guzi previously served one as Botetourt's non-elected representatives. Ms. Erin Henderson serves as the other non-elected representative. Elected members include The Honorable John Williamson and The Honorable Billy Martin, Sr. I am writing to see if you would be filling the unexpired term of Ms. Guzi as one of Botetourt's non-elected representatives on the Regional Commission (three-year term ending June 30, 2017). Our board meetings are held on the fourth Thursday of the month at 3:00 p.m.

The Commission looks forward to receiving word from the County on this matter. Feel free to call me if you have any questions. Thank you.

Sincerely,

Wayne Strickland  
Executive Director

WGS:jlj

✓ cc: Susan Fain, Botetourt County

*Congratulations on  
the wonderful announcement  
about Eldor locating at  
Greenfield!*

RECEIVED  
MAR 21 2016

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton

***John B. Williamson, III***

***990 Old Hollow Rd.  
Buchanan, VA 24066***

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April 12, 2016

Mr. L. W. Leffel  
Chairman  
Botetourt County Board of Supervisors  
1 West Main Street  
Fincastle, VA 24090

RE: Western Virginia Water Authority Board of Directors Membership for  
Botetourt County

Dear Jack:

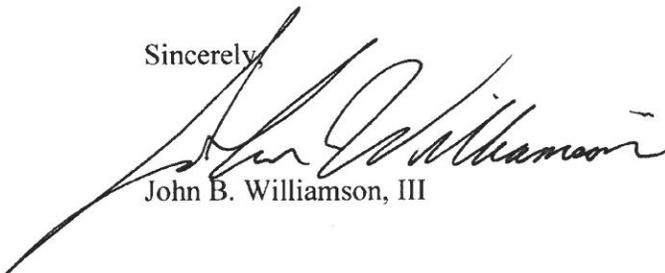
Attached please find my letter of resignation to the Chairman of the Western Virginia Water Authority Board of Directors.

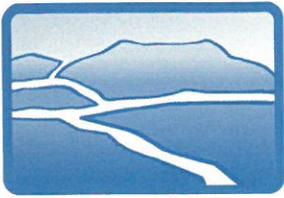
I respectfully request that the Botetourt County Board of Supervisors take the following actions in this regard as follows:

1. By resolution, accept my resignation from the WVWA Board of Directors effective April 30, 2016.
2. Appoint Stephen P. Clinton to the Water Authority Board of Directors effective May 1, 2016 to serve the remainder of my unexpired term, ending June 30, 2017.

I have communicated with Clinton and he is both willing and enthusiastic about serving. Given his vast experience in engineering and as a previous Botetourt County Supervisor, I believe he will make an exemplary Water Authority Board member representing Botetourt County.

Sincerely,

  
John B. Williamson, III



# Blue Ridge Behavioral Healthcare

*Agenda  
April  
Approval?*

Executive Director  
Debbie Bonniwell

March 29, 2016

Mr. Gary Larrowe  
County Administrator  
Botetourt County  
1 West Main St. Box 1  
Fincastle, VA 24090

Dear Mr. Larrowe:

According to our Board records, the partial term of Mr. Greg Hamilton as an at-large representative on the Blue Ridge Behavioral Healthcare Board of Directors expired on December 31, 2015. This Board nominates it's at-large representatives, and asks the participating governing bodies to ratify those appointments. We have appreciated Mr. Hamilton's dedication to our mission, and would very much like to have him continue to serve as an At-Large member.

At our December 10, 2015 Board meeting, the Board unanimously endorsed Mr. Hamilton to serve an additional term as an at-large member for which he is eligible according to Title 37.2-502 of the Code of Virginia. We respectfully request that the Botetourt County Board of Supervisors ratify the reappointment of Mr. Hamilton for his first full term, from January 1, 2016 through December 31, 2018.

This request is being sent concurrently to administrators in each of our other four local governing bodies for their ratification of at-large members as called for in our By-laws. If I can be of assistance in this process or if you have any questions that I may be helpful with, please do not hesitate to contact me at 540-345-9841 at your convenience.

Sincerely,

Debbie Bonniwell, MBA, MSSW, LCSW  
Chief Executive Officer

- C: The Honorable Jack Leffel, Chair, Botetourt County Board of Supervisors
- Ms. Donna Henderson
- Mr. Greg Hamilton

RECEIVED  
APR - 5 2016

## TERMS OF OFFICE THAT EXPIRE IN 2016

EXPIRATION DATE	DISTRICT	NAME	BOARD/COMMITTEE
<del>03-17-16</del>		<del>S. E. Cash</del>	<del>Building Code Brd. of Appeals</del>
<del>03-31-16</del>	<del>Amsterdam</del>	<del>Hunter Young</del>	<del>Board of Zoning Appeals</del>
06-30-16		Erin Henderson	RVARC
07-01-16	Amsterdam	Donna Henderson	Social Services Board
07-01-16	Buchanan	Joe Obenshain	Social Services Board
07-01-16	Valley	Jan Smith	Social Services Board
09-01-16		Jeff Stritesky/Ronnie Sprinkle	CPMT
09-01-16		Penny Hall/Leigh Martin	CPMT
09-01-16		Julie Baker/Sam Foster	CPMT
09-01-16		Stephanie Harper/ Suzanne Renegar	CPMT
09-01-16		Donna Dent/Cathy Brown/ Cheryl Wilkinson	CPMT
09-01-16		Samantha Higgins/ Sandra Crawford	CPMT
09-01-16		Ashley Wittl/Tanisha Nash	CPMT
11-01-16		John Kilby	IDA
11-01-16		Jeff Emry	IDA
12-31-16	Blue Ridge	Wanda Wingo	Library Board of Trustees

**AGENDA ITEM: Post-Closed Session Resolution**

Administrator's Comments:

The following resolution or something similar is required for Board adoption following Closed Sessions per Section 2.2-3711(A) of the Code of Virginia. As per the Freedom of Information Act (FOIA) requirements, a roll call vote is required on this motion.

Recommendation:

Adopt the following resolution:

**BE IT RESOLVED**, that to the best of the Board members' knowledge, only public business matters lawfully exempt from open meeting requirements and only such matters as were identified in the motion to go into Closed Session were heard, discussed, or considered during the Closed Session.

**AGENDA ITEM: 2:30 P. M. - VDoT.**

Administrator's Comments:

A. Mr. Dan Collins, Residency Administrator, and Mr. Craig Moore, Assistant District Location and Design Engineer, with the Virginia Department of Transportation, will be present to provide a brief update of the U. S. Route 220 safety improvement project. VDoT is conducting a public hearing on this project on Thursday (April 28) from 5 – 7 PM at Eagle Rock Elementary School.

B. Attached please find the April update report from VDoT's Residency Administration staff regarding plans for various current and near-term VDoT projects.

Recommendations:

A. Allow Mr. Collins and Mr. Moore to give their update.

B. Allow Kevin Hamm to review their monthly report and ask any questions as necessary.

Attachment

*Gary Lane 4-20-16*



**Route 220 Safety  
Improvement Project in  
Botetourt County  
Design Public Hearing**

**Thursday, April 28, 2016, 5 – 7 p.m.**

*Inclement Weather Date:*

*Tuesday, May 3, 2016, 5 - 7 p.m.*

Eagle Rock Elementary School  
145 Eagle's Nest Drive  
Eagle Rock, VA 24085

The Virginia Department of Transportation will hold a public hearing to discuss the proposed safety improvements of approximately 6.2 miles of Route 220 between Iron Gate and the James River Bridge near Eagle Rock. The reconstructed two-lane road will provide wider shoulders, improved alignment, turn lanes, intersection upgrades and passing zones.

**The meeting will be held in an 'open-house' format with a brief presentation taking place at 5:15 p.m. and 6:15 p.m.** VDOT representatives will be present to answer questions.

**Review** the project information at the public hearing or at VDOT's Salem District Office located at 731 Harrison Avenue, Salem VA, 24153, 540-387-5353, 800-367-7623, TTY/TDD. Please call ahead to ensure the availability of appropriate personnel to answer your questions.

**Give your written or oral comments** at the meeting or submit them by **May 8, 2016**, to Mr. Craig Moore, Project Manager, 731 Harrison Avenue, Salem, VA 24153. You may also email your comments to [saleminfo@vdot.virginia.gov](mailto:saleminfo@vdot.virginia.gov). Please reference "Route 220 Safety Improvement Public Comment" in the subject heading.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need more information in regards to your civil rights on this project or need special assistance for persons with disabilities or limited English proficiency, contact Craig Moore at the phone numbers listed above.

State Project: 0220-011-786, 0220-011-788  
Federal Project: NH-5128(326), STP-5128(340)  
UPC: 105543,105544

## **Botetourt County Board of Supervisor's Meeting**

April 26, 2016

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### **VDOT ~ Discussion Items**

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#### **Project Updates:**

- **Exit 150 Project:**
  - The roadway contract has been awarded to Branch Highways, Inc. in the amount of \$17.9 million. Work started on project May 29, 2015.
  - Continue roadway grading operations on Gateway Crossing.
  - Grading operations at Parcel 001 (TA) are ongoing.
  - Continue work on box culvert extension under Rt. 11
  - Exit 150B off Ramp is reduced to one lane.
  - Continue Box Culvert extension under Exit 150.
  - Continue with underground storm sewer lines and water and sewer lines throughout the project.
  - This project will continue until summer 2018.
  - From April 19th through April 21st, new pavement markings are scheduled to be installed for a new traffic pattern.
  - Lane closures will be in place during this operation.
    - The new traffic pattern will include closing one right turn lane from Rte 11 southbound to Route 220 northbound (towards Fincastle).
    - On Route 11 southbound there will be one southbound through lane, one left turn lane to Alternate 220 south and one right turn lane to Route 220 north.
    - Signs will be in place alerting motorists of the new traffic pattern.
  
- **I-81 Bridge over James River & Routes 43 & 625 (0081-011-714)**
  - **Contractor – Lanford Brothers**
  - Amount of Contract - \$7.5 Million
  - Location – I-81 north and southbound over James River (MM 164-166)
  - Description – Bridge rehabilitation.
  - Work is scheduled to begin in late May.
  - Work beneath the bridge will be performed during daytime hours and work on I-81 will be performed during nighttime hours.

# Botetourt County Board of Supervisor's Meeting

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- **Route 779 (Catawba Road) & Etzler Road Intersection Improvements & Bridge over Amsterdam Creek:**
  - Contractor completed pouring phase bridge deck, beginning to form and place reinforcing steel for railings.
  - Continue placing riprap at abutments.
  - Continue to backfill abutment A to stone grade.
  - Phase 2 bridge work is underway.
  - Estimated completion is winter 2016.
  
- **Box Culvert Replacements BR02-962 127**
  - Contractor – Burleigh Construction Co.
  - Amount of Contract – \$1.6 Million
  - Rte. 608 Indian Rock – Culvert replacement over Renick Run to begin on March 7, 2016. One lane of traffic is to remain open at all times.
    - Work is expected to be complete in early May 2016.
  - Rte. 621 Roaring Run Rd. – Work scheduled to begin April 25, 2016.
    - The box culvert is located 0.30 miles from Rte 615 (Craig Creek Rd.), and 2.65 miles from the Alleghany County line.
    - Traffic will be reduced to one lane across the box culvert with stop signs controlling traffic.
    - Work is expected to be complete in late June 2016.
  
- **Bridge Replacements – BR02-962-129**
  - Contractor – D. A. Brown, Inc.
  - Amount of Contract - \$552,186.00
  - Tentative Road Closure Dates:
    - Route 615 Craig Creek Road - Work scheduled to start April 29, 2016.
      - Traffic will be reduced to one lane across the bridge with stop signs controlling traffic.
      - The roadway will be open to traffic by 6 a.m. Monday, May 2, 2016.
    - Route 779 Catawba Road - Work scheduled to start 6/13/16.

## Secondary Six Year Plan Projects (SSYP):

- **SR 675 (Glebe Road) (UPC 57034)**
  - Vertical Curve Improvements
  - Update: Estimated Project Cost = \$1,358,411
  - SSYP 32% Funded

# Botetourt County Board of Supervisor's Meeting

April 26, 2016

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## Land Development Projects & Land Use Permits:

### ○ **Projects:**

- El Rodeo restaurant – Route 1189, Town Center Drive – 1<sup>st</sup> review received on March 30<sup>th</sup> and review underway.

### ○ **Permits Issued:**

Permits issued between 03/16/16 and 4/15/16:

- 3 Private Entrance Permits
- 5 Utility Permits
- 1 Construction Entrance Permit

## Area Headquarter Projects:

- Mowing on Primary roadways will begin on May 9<sup>th</sup>, 2016.
- Pipe replacement on Archway Road to begin in upcoming weeks.

## Traffic Engineering Study Requests:

### ○ **Rte. 652 Mountain Pass Rd. Truck Restriction**

- All signs on Mountain Pass, Humbert and Laymantown Roads are in place.
- VDOT has received calls on the signage difference between these roads vs. Valley Rd and Webster Heights Rd. Those routes are restricted to tractor trailers ONLY while Mountain Pass, Laymantown, and Humbert have full truck restrictions.

**AGENDA ITEM:** 3:00 P. M. - Presentation of the Roanoke Valley Transportation Planning Organization (RVTPO) Transit Vision Plan

Administrator's Comments:

The planning process for the Roanoke Valley's first Transit Vision Plan has been underway for over two years and final draft recommendations are being developed. Staff from the Roanoke Valley-Alleghany Regional Commission will be present at the meeting to share with the Board how the Plan reflects transit's role in connecting the region and promoting a more livable Roanoke Valley. This is an opportunity for the Board to hear about the Plan, ask questions, and provide input before the Plan is finalized.

Cristina D. Finch, AICP, LEED AP, Manager of Transit Planning & Programming for the Roanoke Valley-Alleghany Regional Commission, will be present at the meeting to give the presentation.

Recommendation:

Allow Ms. Finch to give her presentation and provide any comments or questions about the goals and vision outlined.

Attachment: Presentation

*Ray Lawrence* 4-20-16



# Roanoke Valley Transit Vision Plan

Botetourt County  
Board of Supervisors  
*April 26, 2016*



# Why a Transit Vision Plan?

*A Key Component of the Regional Multimodal Transportation System*





# Livable Roanoke Valley

*Economic and  
Workforce  
Development*



*Environmental Sustainability*

**Health**





# Transit Vision Plan Background

8/2015: Technical Report completed

9/2015: Consultant hired;  
Steering Committee established



11/2015: Public Workshops #1

1/2016: Public Workshops #2





# Steering Committee

- Bedford County
- Botetourt Chamber of Commerce
- Blue Ridge Independent Living Center
- Council of Community Services
- Downtown Roanoke Inc.
- Freedom First
- Local Office on Aging
- New Horizons Healthcare
- RADAR
- RideSolutions
- City of Roanoke City Manager's Office
- City of Roanoke Social Services
- Roanoke Regional Chamber of Commerce
- Roanoke County
- TAP
- Valley Metro
- Town of Vinton
- Virginia Department of Health
- Western Virginia Workforce Development Board



# Service Analysis

## Step #1: Public Input



## Step #2: Service Area Gaps

Transit Propensity

Review against existing service frequency and area

Determine locational gaps in service

Uses Census and ACS data to develop demographic maps identifying where transit is the most viable within the Region.

## Step #3: Service Connection Gaps

Travel Flow Analysis

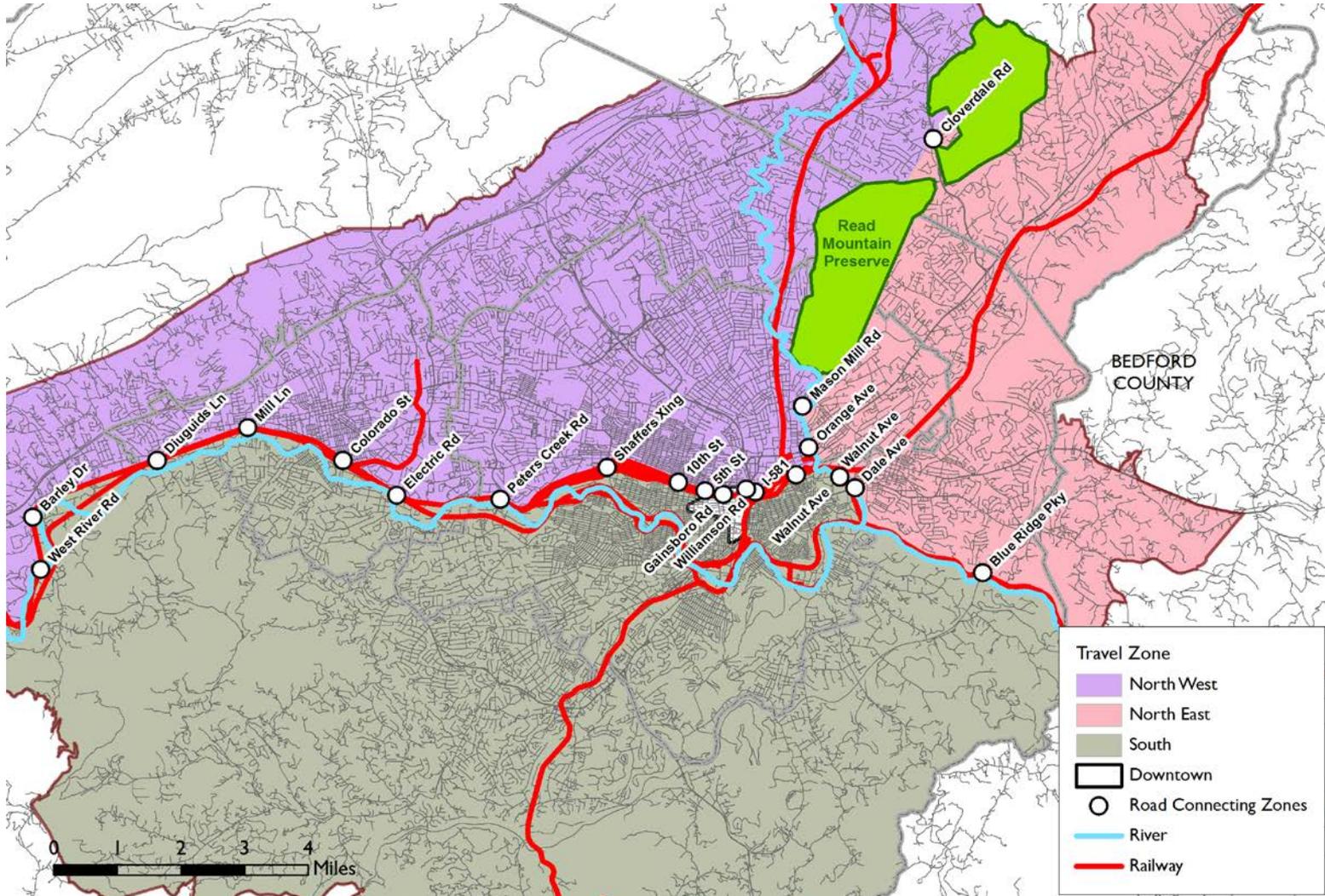
Review against existing service connections

Determine gaps in service connections

Uses the Regional Travel Demand Model, Valley Metro data and survey results to develop origin-destination maps identifying major flows between areas and activity centers.



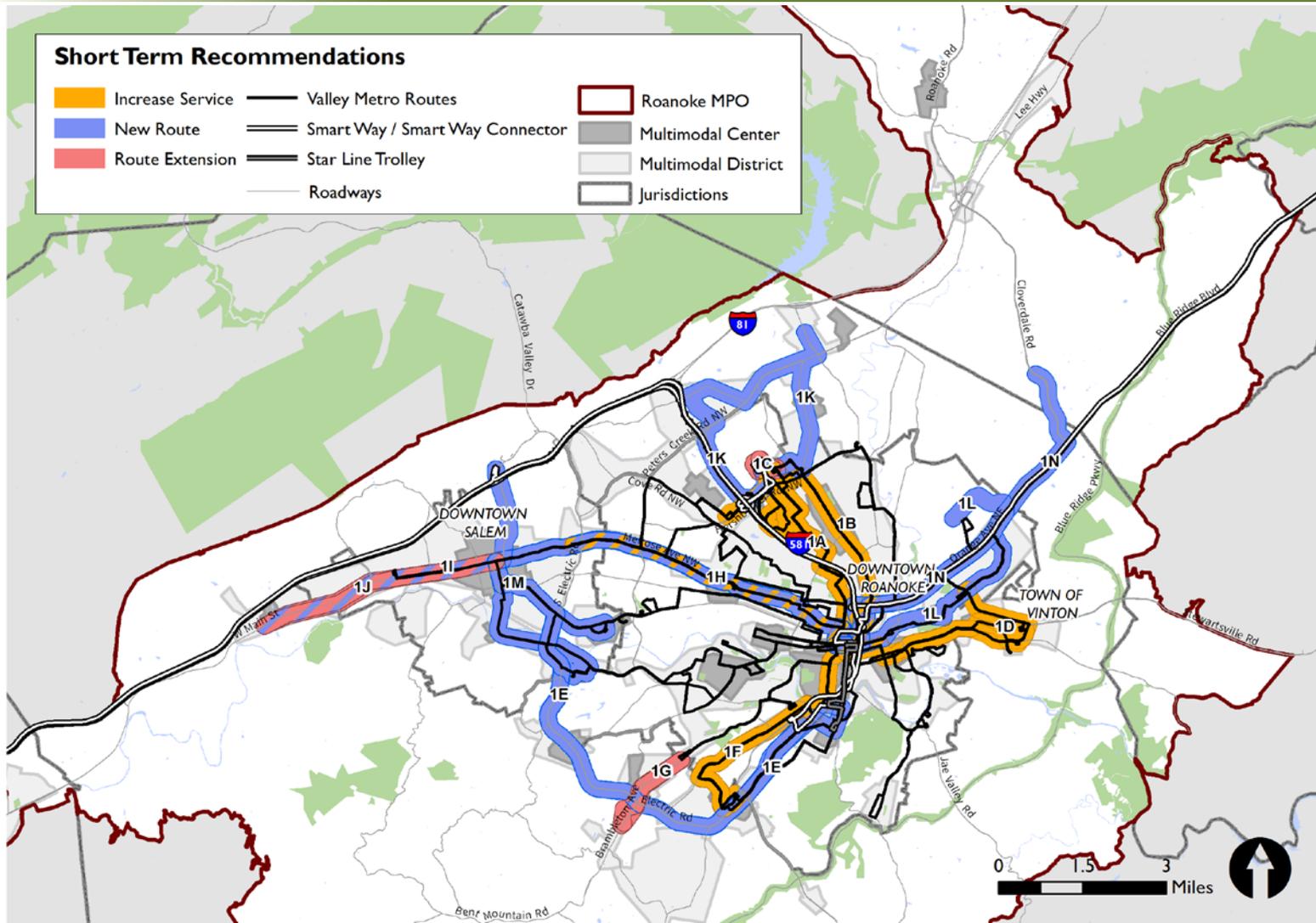
# Regional Geography





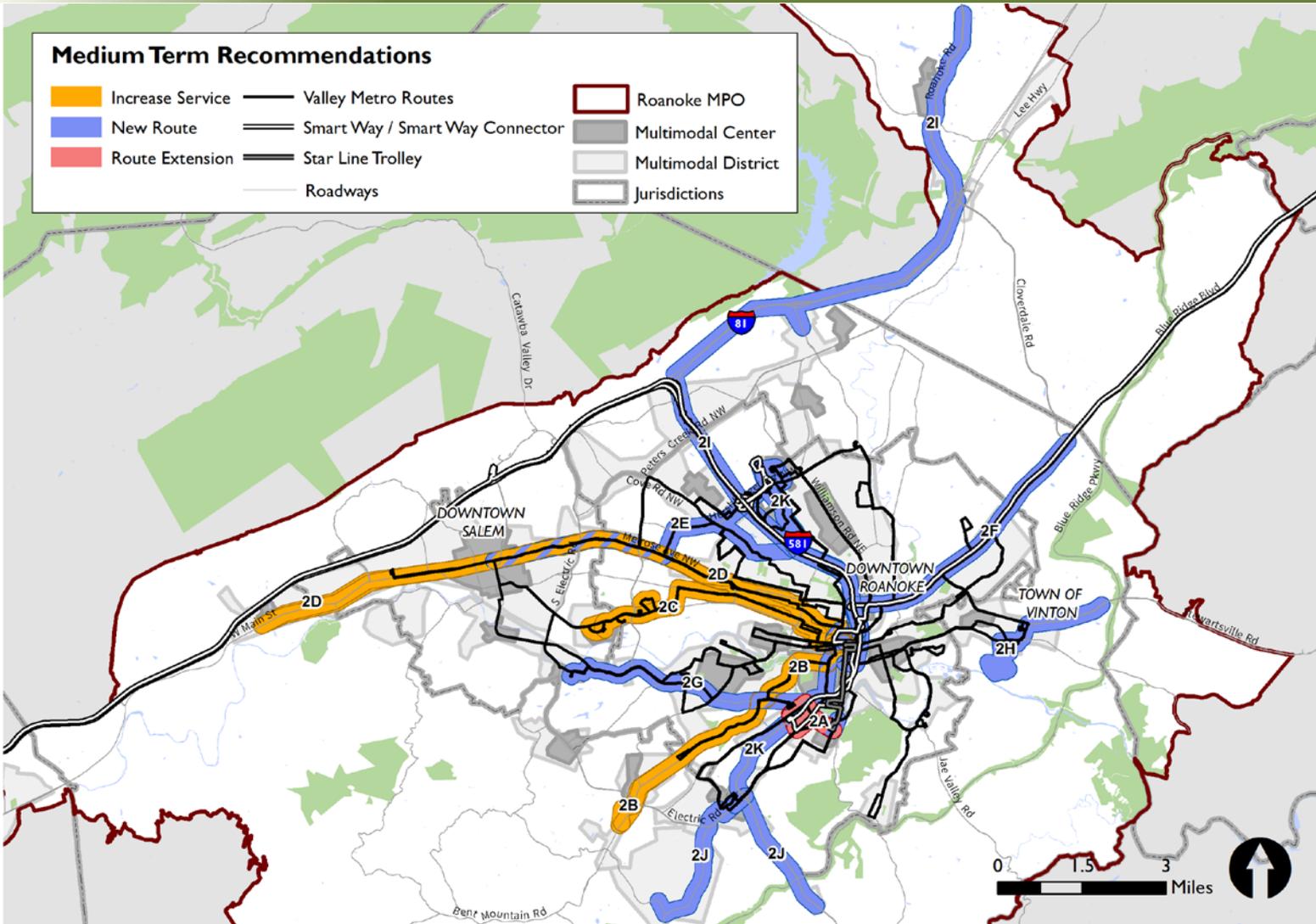


# Short-term Recommendations



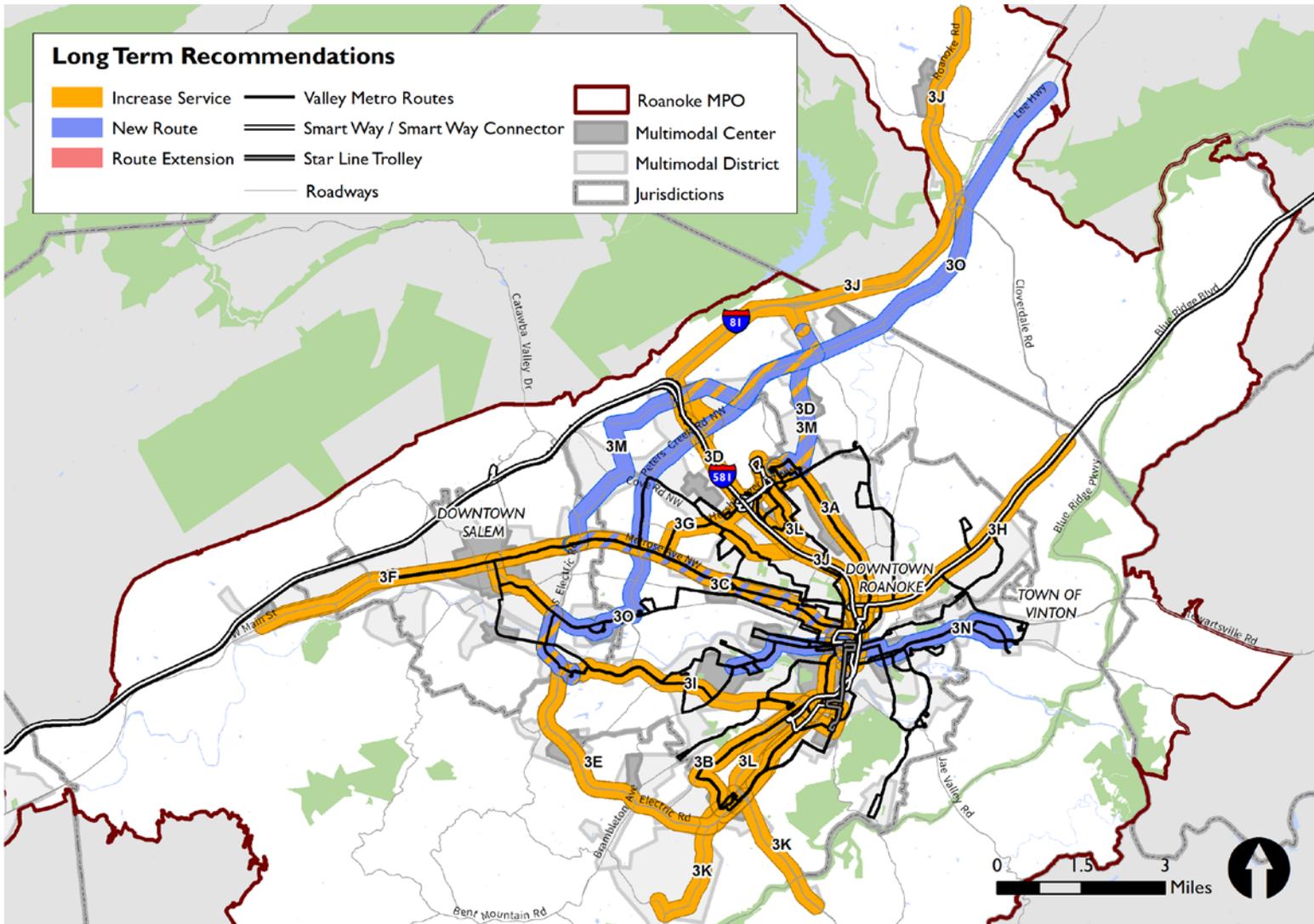


# Medium-term Recommendations





# Long-term Recommendations





# Broad Recommendations

- Maintain a centralized hub in Downtown Roanoke
- Develop peripheral connections:
  - *Carilion*
  - *Crossroads*
  - *Tanglewood*
  - *Valley View*
- Coordinate transit service with Amtrak schedules



- *Lewis Gale*
- *Hollins*
- *VA Medical Center*
- *Vinton*
- *Cave Spring*
- *Downtown Salem*





# Broad Recommendations

- Establish more partnerships
  - Services
  - Bus Stop Amenities
- Incorporate real time passenger information
- Regionalize services for people with disabilities across jurisdictions
- Construct pedestrian and bicycle accommodations near future transit
- Consider transit in all new developments





# Land Use Recommendations

- Promote land use development that is primarily people-oriented, not car-oriented
  - Placement of buildings near streets/transit corridors
  - Location of parking lots to the side or rear
- Amend land use and zoning ordinances:
  - Increase development density near future transit
  - Incorporate pedestrian and bicycle connections to future transit services





# Next Steps

- Present the Transit Vision Plan to Boards and Councils in the Roanoke Valley
- Finalize Recommendations, Cost Estimates, Implementation Strategies
- **Draft Document: April 2016**
- **Final Document: June 2016**
- TPO Policy Board Approval
- Local Government Endorsements



# Supporting a Livable Roanoke Valley



# **TRANSIT**

Cristina D. Finch, AICP, LEED AP

*Manager of Transit Planning and Programming*

Roanoke Valley-Alleghany Regional Commission

[cfinch@rvarc.org](mailto:cfinch@rvarc.org)

**AGENDA ITEM:** 3:30 P. M. - Presentation on the Roanoke Regional Partnership's annual report.

Administrator's Comments:

Mrs. Beth Doughty, Executive Director of the Roanoke Regional Partnership, will be present at the meeting to give a presentation on the Partnership's annual report.

Recommendation:

Allow Mrs. Doughty to give her report and ask any questions as necessary.

*Mary Anne 4-21-16*



Botetourt County, Virginia  
*Development Services*

5 W. Main Street, Suite 100  
Fincastle, Virginia 24090  
Phone (540) 473-8248  
Fax (540) 473-2018

Construction Compliance  
Erosion & Sediment Control  
Inspections & Enforcement  
Permit Applications &  
Plan Reviews

Planning  
Subdivisions  
Zoning  
Site Plans  
Land Conservation

**Planning Commission Extract  
Land Use Related Request**

**Board of Supervisors Action Needed**

**April 26, 2016**

**Request**

**Valley Magisterial District: Cash Building Supply, Inc. requests to rezone from a Business, B-3 Use District to a Business, B-2 Use District with possible proffered conditions, in addition to a Special Exception Permit for a flea market, a Special Exception Permit for indoor commercial recreation uses, and a Special Exception Permit to reduce the minimum district size, with possible conditions, for antique retail shops, bingo, and on-site auctions. This 3.027-acre lot is located at 3396 Lee Highway, Troutville, VA, located approximately 0.6 miles north of the Exit 150 Interchange and is identified on the Real Property Identification Maps of Botetourt County as Section 101(5), Parcels 10 and 11.**

**This land use change request involves the following:**

- Land rezoning (conditions must be proffered, or offered by the applicant).
- Text Amendment.
- Change of Proffers.
- Commission Permit
- Special Exceptions Permits (the Board has authority to assign conditions).

**Planning Commission Recommendation:**

On a vote of 5:0:0:0, the Planning Commission unanimously recommended denial of the request to rezone from the Business, B-3 Use District, to a Business, B-2 Use District with the following proffered condition:

1. The proposed development will be developed in substantial conformance to the Concept Plan submitted with the rezoning application, prepared by Parker Design Group, dated February 1, 2016 with a revision date of February 19, 2016.

Due to the rezoning denial, no other votes were taken.

**Action requested of the Board of Supervisors:**

The Board of Supervisors may approve, approve with proffered condition(s), or deny the request to rezone from the Business, (B-3) Use District, to a Business, (B-2) Use District. The Board of Supervisors may approve, approve with condition(s), or deny the requests for a special exception permit for a flea market, a special exception permit for indoor commercial recreation uses and a special exception permit to reduce the minimum district size.

**Staff Comments:**

After discussion regarding the traffic, noise, hours of operation, and requesting clarification from the applicant on the variety of proposed uses, several motions were discussed. Members of the Commission discussed imposing conditions to mitigate potential impacts. When asked about potentially taking some time to provide further details, the applicant provided feedback following

some discussion stating that timing was important and they had provided the Planning Commission with a good plan. The Planning Commission considered taking action on each item separately, but the denial of the rezoning resulted in no other votes being taken.

Two key points were emphasized during the presentation regarding the use of this property. The first identified the location of this request as being in the Gateway Center and that the uses allowed in the B-2 Use District were more in line with those envisioned for the area and that the property owner's intent is for this to be an interim use until such time that the Exit 150 improvements are completed and conditions are more favorable for the redevelopment of the property. The second highlighted benefit to the approval of this request would be that it would ensure a return to the Planning Commission and Board of Supervisors for any future redevelopment, as opposed to redevelopment of the property under the existing B-3 Use District, which could include such uses as, but not limited to, automobile sales, towing, and light industry.

Three Troutville residents opposed this request due to concerns regarding traffic issues to Humbert Road and noise from the auctions and bingo uses.

Three individuals (two from Roanoke) requested approval due to the recent closing of Happy's Flea Market in Roanoke, and noted that traffic problems were an existing problem.

Should the Board of Supervisors consider approval of the rezoning request, the Board of Supervisors would also need to grant a Special Exception Permit, with possible conditions, in order to reduce the minimum required district size for the Business (B-2) Zoning District.

### **DRAFT MOTIONS**

#### **Approval for Rezoning:**

I move to approve the zoning map amendment for **Cash Building Supply, Inc.** with the proffered condition(s) as submitted by the applicant.

And on the basis that the requirements of Section 25-581 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

#### **Denial, Rezoning:**

I move to deny the zoning map amendment for the property of **Cash Building Supply, Inc.** on the basis that the requirements of Section 25-581 of the Zoning Ordinance have not been satisfied due to the following reasons: \_\_\_\_\_

#### **Approval for Special Exception Permit, reduction in minimum district size:**

I move to approve the special exception permit granting the **reduction in minimum district size** (or approval with the following conditions):

- 1.
2. ....

on the basis that the requirements of Section 25-583 of the Zoning Ordinance have been satisfied.

**Denial for Special Exception Permit, reduction in minimum district size:**

I move to deny the special exception permit granting the **reduction in minimum district size.** Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

**Approval for Special Exception Permit, Flea Market:**

I move to approve the special exception permit granting the operation of a **Flea Market** (or approval with the following conditions):

- 1.
2. ....

on the basis that the requirements of Section 25-583 of the Zoning Ordinance have been satisfied.

**Denial for Special Exception Permit, Flea Market:**

I move to deny the special exception permit granting the operation of a **Flea Market.** Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

**Approval for Special Exception Permit, Commercial Indoor Recreation:**

I move to approve the special exception permit granting the operation of **Commercial Indoor Recreation** (or approval with the following conditions):

- 1.
2. ....

on the basis that the requirements of Section 25-583 of the Zoning Ordinance have been satisfied.

**Denial for Special Exception Permit, Commercial Indoor Recreation:**

I move to deny the special exception permit granting the operation of **Commercial Indoor Recreation.** Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)

# BOTETOURT COUNTY DEVELOPMENT SERVICES

## Planning Commission Application

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

TO THE BOARD OF SUPERVISORS AND PLANNING COMMISSION OF BOTETOURT COUNTY:

*Please type or print information below*

<b>Date:</b> <i>2/1/2016</i>	<b>Current zoning:</b> <i>B-3</i>		
<b>Please check request(s) below:</b>	<b>Please briefly describe request below (indicate zoning change, SEP request, changes, etc.):</b>		
<input type="checkbox"/> <b>Request rezoning to</b> (From zoning ordinance permitted uses list)	<i>B-2</i>		
<input type="checkbox"/> <b>Special Exceptions Permit request for</b> (from zoning ordinance SEP list)	<i>FLEA MARKET/ RETAIL STORE &amp; COMMERCIAL RECREATION, INDOOR; MINIMUM PISTON SIZE</i>		
<input type="checkbox"/> <b>Text Amendment</b> (proposed use)			
<input type="checkbox"/> <b>Change in proffers/Conditions</b>			
<b>Describe proposed use:</b>	<i>ANTIQUE RETAIL SHOP, BINGO, AUCTION</i>		
<b>Property owner name(s)</b>	<i>CASH BURDENG SUPPLY, INC</i>		
<b>Mailing address</b>	<i>PO Box 155</i>		
<b>Town, State, Zip Code</b>	<i>TROUTVILLE, VA 24175</i>		
<b>Phone number</b>	<i>540-798-7444</i>	<b>FAX</b>	
<b>Email</b>	<i>rmarkcorkery@gmail.com ; srutrough@parkerdc.com</i>		
<b>Property location (physical address):</b>	<i>3396 LEE HWY</i>		
<b>Subdivision:</b>			
<b>State Route Number:</b>	<i>11</i>	<b>Magisterial District:</b>	<i>VALLEY</i>
<b>Tax map number(s):</b>	<i>101(S)10 ; 101(S)11</i>		
<b>Deed Book:</b>	<i>INST # 150000319</i>	<b>Page number(s):</b>	
	<i>INST # 040005596</i>		
<b>Total area of property</b>	<i>3.027 ACRES</i>		
<b>Total area included in this request:</b>	<i>3.027 ACRES</i>		

Certified plat prepared by a Licensed Land Surveyor of entire property to include metes and bounds. Requests for rezoning of a portion of a parcel of land requires a legal metes and bounds description of that particular portion. Show: Lengths of all property lines, existing and proposed building(s) for existing and proposed uses, and distance of buildings from all property lines, including distance from any street/highway right-of-way adjoining the parcel. (See attached concept plan checklist and information sheet.)

**BOTETOURT COUNTY DEVELOPMENT SERVICES**  
**Planning Commission Application**

5 W. Main Street, Suite 100 • Fincastle, Virginia 24090 • 540.473.8320

Appropriate application fee payable to the *Treasurer of Botetourt County* is hereby submitted for advertising.

All applicants must have notarized signatures by the current property owners. By signing below, signature(s) indicate consent [§25-521(9)(1)(c)] for county officials to conduct site reviews on this property.

by Rm Aly President 1-29-16  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

\_\_\_\_\_  
Signature and printed name of property owners Date

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2 by

\_\_\_\_\_  
Printed name of property owners

My commission expires: sep 16 2018 Date

Roya Tahmoresi 2880684 [Signature]  
Notary Public printed name and registration number Notary Public signature

**PLEASE SEE ATTACHED NOTARY CERTIFICATE**

State of Virginia  
County of Botetourt to Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2 by

\_\_\_\_\_  
Printed name of property owners(s)

My commission expires: \_\_\_\_\_ Date

\_\_\_\_\_  
Notary Public printed name and registration number Notary Public signature

**Note: Signature(s) of property owner(s) must be notarized.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

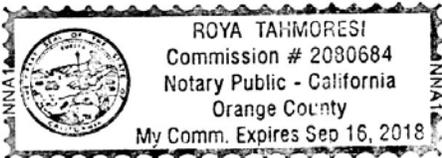
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )  
On Jan 29 - 2016 before me, Roya Tahmoresi / Notary Public,  
Date Here Insert Name and Title of the Officer  
personally appeared Raymond M Corkery  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Planning Commission Document Date: Jan 29 - 2016  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_  
 Corporate Officer - Title(s): \_\_\_\_\_  Corporate Officer - Title(s): \_\_\_\_\_  
 Partner -  Limited  General  Partner -  Limited  General  
 Individual  Attorney in Fact  Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_ Signer Is Representing: \_\_\_\_\_

**Proffered Conditions:**

The applicant hereby requests that the following proffered condition be adopted as it pertains to Tax #'s 101(5)10 & 101(5)11

- 1) The proposed development will be developed in substantial conformance to the Concept Plan submitted with the rezoning application, prepared by Parker Design Group, dated February 1, 2016 with a revision date of February 19, 2016.

Owner: Cash Building Supply Co Inc.  
 Owner Signatures: by RM Corkery President.

Date: 2-18-16

State of Virginia  
 County of Botetourt to Wit:

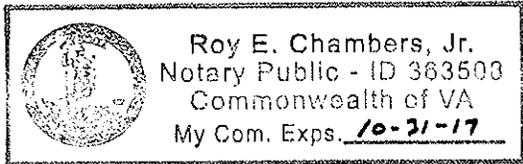
The foregoing instrument was acknowledged before me this 18<sup>TH</sup>, day of FEB, 2016, by R. M. CORKERY

Printed name of property owners

My Commission expires: 10-31-17 Date  
Roy E. CHAMBERS, JR. 363508

Notary Public printed name and registration number

[Signature]  
 Notary Public signature



**Zoning Amendment Application**  
**Supporting Documents**

Tax No(s). 101(5)10 & 101(5)11  
Along Route 11(Lee Highway)

Botetourt County

February 1, 2016  
Revised February 19, 2016

Prepared By:

Planner/Engineer/Surveyor:



2122 Carolina Ave, SW  
Roanoke, VA 24014  
Ph: 540.387.1153  
Fax: 540.389.5767

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**Legal Description**

Legal Description for Rezoned Area  
Tax No(s). 101(5)10 & 101(5)11  
Requesting a Rezoning from B-3 Business District  
to B-2 Business District with Special Exception Permits

**PARCEL I**

BEGINNING AT AN IRON PIN SET AT THE INTERSECTION OF THE EASTERN RIGHT OF WAY OF LEE HIGHWAY, U.S. RTE. 11, AND THE SOUTHERN RIGHT OF WAY OF HUMBERT ROAD, U.S. RTE. 653. THENCE WITH THE SOUTHERN RIGHT OF WAY OF HUMBERT ROAD, S45°41'36"E 124.50' TO AN IRON PIN SET ON THE WESTERN EDGE OF THE NORFOLK SOUTHERN RIGHT OF WAY. SAID PIN BEING 33.0' FROM THE CENTERLINE OF THE EXISTING TRACK. SAID PIN ALSO BEING N49°17'36"W 87.32' FROM AN EXISTING IRON PIN FOUND. THENCE ALONG THE SAID RIGHT OF WAY OF NORFOLK SOUTHERN S0°04'24"W 684.50' TO AN IRON PIN SET, SAID PIN BEING N0°04'24"E 63.50' FROM AN EXISTING IRON PIN FOUND. THENCE LEAVING THE SAID NORFOLK SOUTHERN RIGHT OF WAY AND WITH THE EASTERN BOUNDARY LINE OF THE PROPERTY OWNED BY S.T. INVESTMENTS INC. AS RECORDED IN INSTRUMENT #040004990, N21°55'36"W 64.90' TO AN IRON PIN SET, THENCE N2°09'36"W PASSING AN IRON PIN SET AT 91.90', SAID PIN BEING THE COMMON CORNER WITH THE PROPERTY OWNED BY S.T. INVESTMENTS INC. AND CONTINUING IN ALL 112.90' TO AN IRON PIN SET, THENCE N29°04'36"W 88.60' TO AN IRON PIN SET, THENCE N40°57'36"W 116.80' TO AN IRON PIN SET, THENCE N57°48'36"W 183.90' TO AN IRON PIN SET ON THE EASTERN RIGHT OF WAY OF LEE HIGHWAY, U.S. RTE. 11, THENCE N32°46'19"E 398.35' TO THE PLACE OF BEGINNING AND CONTAINING 2.331 ACRES.

**PARCEL II**

BEGINNING AT AN IRON PIN SET ON THE EASTERN RIGHT OF WAY OF LEE HIGHWAY, U.S. RTE. 11, THENCE LEAVING SAID RIGHT OF WAY, S57°48'36"E 183.90' TO AN IRON PIN SET, THENCE S40°57'36"E 116.80' TO AN IRON PIN SET, THENCE S29°04'36" 88.60' TO AN IRON PIN SET, THENCE S2°09'36"E 21.00' TO AN IRON PIN SET, SAID PIN BEING THE COMMON CORNER WITH THE PROPERTY OWNED BY S.T. INVESTMENTS INC. AS RECORDED IN INSTRUMENT #040004990. THENCE WITH THE COMMON BOUNDARY OF S.T. INVESTMENTS INC. N58°49'36"W 386.30' TO AN IRON PIN SET ON THE EASTERN RIGHT OF WAY OF LEE HIGHWAY, U.S. RTE. 11. SAID PIN BEING THE COMMON CORNER WITH THE S.T. INVESTMENTS INC. PROPERTY. THENCE WITH THE SAID RIGHT OF WAY OF LEE HIGHWAY, U.S. RTE. 11 N32°46'24"E 100.60' TO THE PLACE OF BEGINNING AND CONTAINING 0.696 ACRES.

## Narrative

### Description of Proposed Use and Development

The purpose of the rezoning and special exception permit request is to provide an opportunity for a 3.027+/- acre vacant property with existing buildings and gravel/pavement to be developed with the commercial uses of flea market/retail shop and indoor Commercial recreation uses.

Currently the site is zoned B-3 and is a vacant lumber and building supplies/sales business owned by Cash Building Supply, Inc. Included in the application is a copy of a recent Survey prepared by Parker Design Group, Inc. that illustrates the current use.

Cash Building Supply, Inc has an interested party willing to lease the existing buildings provided that the property is rezoned to B-2 and special exception permits are granted. The tenant will be responsible for applying for the CO and making sure the buildings will meet all applicable building codes and that all Botetourt County and VDOT requirements with regards to the site are met.

The tenant is planning on utilizing the buildings as shown on the Concept plan prepared by Parker Design Group. A 2,150 sf building would be utilized as an antique/novelty shop. While this intended use fits the definition of flea market, it is not intended to be open solely on the weekends. It is planned to be similar in nature to Black Dog Salvage with normal business hours throughout the week, which is more like a retail shop. Typical hours for the antique/novelty shop will be 9:00 AM to 5:00 PM, Monday through Saturday.

Approximately 4,200 sf of the main 10,100 sf building would consist of a general assembly area for a Non-profit to hold bingo up to two times a week between 6:00 PM and 11:00 PM. The days are subject to the availability of the Non-profit. Bingo is the only planned indoor recreational use. The tenant also plans to use the assembly area to hold auctions a few times a month. No outside sales with tables will be conducted. There are three existing office spaces and existing bathrooms that will be used in conjunction with the antique/novelty shop, bingo and/or auctions. All other building square footage would be devoted to storage of items for the auctions/retail shop.

There are no plans to have any food trucks on site or for any food to be prepared on site. A snack bar is anticipated while bingo is being conducted, but will be limited to bottled drinks, pre-packaged foods, etc.

There are also several storage sheds, pole barns, etc on site which are planned to be used for storage of items for the auctions/retail shop as well. There are no plans to enclose the pole barns, so only items that could be subject to weather would be stored in the pole barns. It is not planned for the general public to have access to the areas designated as storage for auction/retail items.

All infrastructure will be planned as required by the most current County, State, and Federal Code, including, but not limited to Building Code, County Zoning Ordinance, County Stormwater Management Codes, County Erosion and Sediment Control Code, County Fire Protection Code, Western Virginia Water Authority Code, Etc.

**Justification for Change**

The justification for change is to transform a highly visible vacant developed property to an occupied developed property that will complement the commercial character of the area. Due to the proposed use, a rezoning request and special exception permit request is necessary to allow for the development to move forward.

Not only does the proposed use maintain the existing commercial designation, but it also brings a non-conforming B-3 lot closer to County code. For instance, B-3 allows a maximum of 70% impervious area. The lot currently is 82% impervious. B-2 allows 75% impervious area and removal of impervious area is planned to meet the 75% requirement.

**Impact to Surrounding Area**

The request will have minimal impact on the surrounding properties and area. These impacts are as follows:

**Traffic:** The proposed use will generate approximately 328 trips per day. The proposed development would also conform to current VDOT standards with regards to site entrances, sight distance, etc.

**Water Demands:** As the site is vacant, an increase in water demands will occur with this development. Water availability exists and there appears to be adequate infrastructure to accommodate the proposed uses.

**Sewer Demands:** As the site is vacant, an increase in sewer flow will occur. Adequate sanitary sewer service is available for these increases.

**Stormwater Impacts:** The site is currently 82% impervious. The proposed concept will reduce the impervious area to 75%, therefore decreasing the stormwater impacts.

**Availability of other similarly zoned properties in the area**

This property is bordered by Lee Highway, Humbert RD, and the Railroad on three sides. The fourth side is bordered by a vacant parcel that is zoned B-3, which is a more intense business district. Properties directly across the road and bordering the railroad are zoned A-1, while other properties closer towards Exit 150 are zoned for business use as well.



2122 Carolina Ave., SW  
Roanoke, VA 24014  
P: 540.387.1153  
F: 540.289.5767  
www.parkerdg.com

ENGINEERING | SURVEYING | STORMWATER SERVICES

February 19, 2016

Drew Pearson, CFM  
Botetourt County - Planner  
5 W. Main Street, Suite 100  
Fincastle, VA 24090

Re: Response to Rezoning Comments – Cash Building Supply  
PDG WO #16-0002:01

Mr. Pearson:

Parker Design Group has received comments and questions pertaining to the submitted Rezoning and Special Use Exceptions for Cash Building Supply. Please see the responses shown in **bold** below:

1. Please provide the original, notarized signatures of the property owners. **Provided.**
2. Please provide the proposed days and hours of operation. **Noted on the Revised Concept Plan and revised narrative.**
3. Please provide all proffered conditions in writing, including the original, notarized signatures of the property owners. **Provided. Also listed on Concept Plan.**
4. Will the pole sheds be enclosed (notes indicate storage for auction items)? **There are no plans to enclose the pole sheds. It is noted in the revised narrative.**
5. Please confirm that outside sales with tables will not be conducted. **Correct, no outside sales with tables are planned. It is noted in the revised narrative.**
6. Will customers have access to indoor restroom facilities? **Yes, the approximate location of the existing bathrooms of the main 10,100 sf building have been shown on the concept plan.**
7. Due to public safety, have you met with the Botetourt County Building Official to determine if the proposed use meets building code? **No. It is understood that prior to obtaining a Certificate of Occupancy any building code requirements will need to be met. This will be the responsibility of the tenant.**
8. Do you plan to conduct food sales, whether a snack type shop setting or outside food vendors? **It is noted in the narrative that a snack bar, limited to bottled drinks and pre-packaged foods, is planned during bingo hours. No food will be prepared on site.**

9. Is bingo the only commercial indoor recreation use? **Yes, noted in the revised narrative.**
10. Clearly identify the limits of transition from asphalt and gravel on the concept plan. **The existing gravel and pavement have been hatched on the concept plan.**
11. Please contact staff regarding parking calculations and the possibility of paving the graveled area. **After discussion with staff, it is understood that the parking calculation is acceptable.**
12. Please indicate on the site plan that all gravel/asphalt not identified as drives and/or parking will be removed and replaced by grass and/or landscaping. **Noted on the concept. There are also a few areas where access to overhead doors is desired. Those areas will remain gravel as well.**
13. Is there new outdoor lighting planned for the site? **No new lighting is planned. Noted on the concept.**
14. Please show the location of proposed dumpster(s) and a detail of screening to shield from street view. **The location of the dumpster is shown on the concept plan and noted to have applicable screening.**
15. Include a note on the concept plan that the site will meet applicable landscaping standards. **Noted on the concept plan.**
16. Is any of the existing fence being removed and/or relocated? **Yes, portions of fence to be removed have been noted on the concept.**
17. Please indicate the interior layout per use. **Existing office spaces and bathrooms have been shown in the main building. Approximate square footages of proposed uses are shown. It will be up to the tenant to provide further layout in order to obtain the certificate of occupancy.**
18. Please provide verification from the Virginia Department of Transportation regarding the proper disposal of asphalt. **It is understood that all VDOT standards with regards to site entrances, sight distances, etc will need to be met prior to VDOT issuing a land use permit. This will be the responsibility of the tenant.**
19. Please show all sight distance triangles that would be required by VDOT. Parking and/or landscaping should not be placed within required sight distance triangles. **Sight distance triangles have been shown on concept plan. No parking or landscaping is planned in the sight distance triangles.**
20. Please contact Major Delbert Dudding of the Botetourt County Sheriff's Department regarding bingo. The Amusements, County Code, Chapter 3, Article III, section 3-36 and 37 states that bingo is limited to no more than two times a week and restricts it to certain

hours. Attempts have been made to contact the Sheriff's department, but we have not heard back yet. The limitations to bingo are understood and the tenant has not determined which non-profit will conduct bingo.

21. Please see attached VDOT comments - a traffic study will be required. **Noted. It is understood that all VDOT standards with regards to site entrances, sight distances, etc will need to be met prior to VDOT issuing a land use permit. This will be the responsibility of the tenant.**

If you should have any questions pertaining to this matter, please do not hesitate to contact our office.

Sincerely,  
Parker Design Group



Simon L. Rutrough, P.E.  
Project Engineer

Enclosure



NOT TO SCALE IMAGE FROM BOTETOURT COUNTY IGIS

**GENERAL NOTES:**

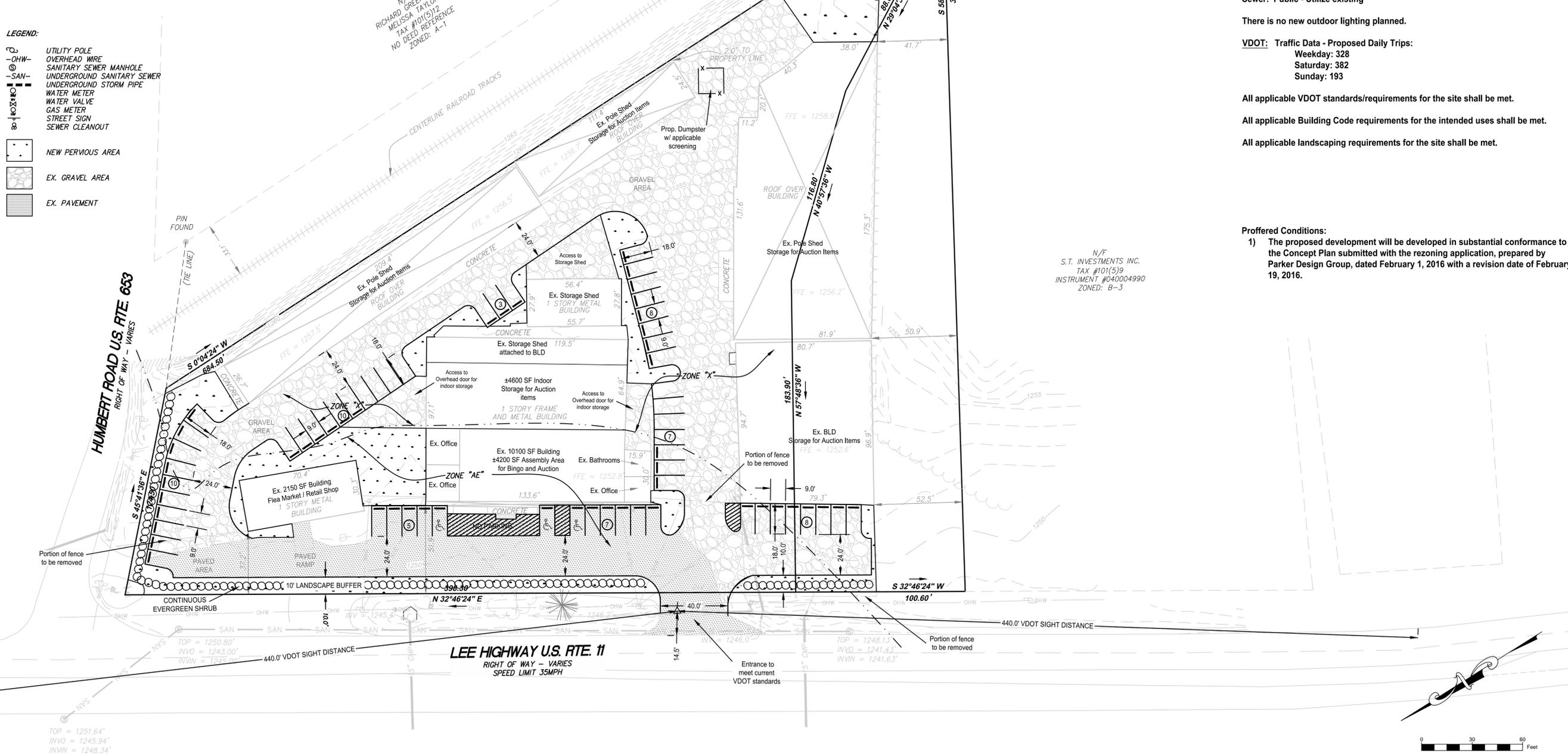
1. THIS PLAN WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT AND IS SUBJECT THERETO. THEREFORE, THERE MAY EXIST ENCUMBRANCES WHICH AFFECT THE PROPERTY NOT SHOWN HEREON.
2. THE SUBJECT PROPERTY IS WITHIN THE LIMITS OF ZONE "AE" AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAPS 5102300369 C, EFFECTIVE DATE OF DECEMBER 17, 2010. THIS DETERMINATION IS BASED ON SAID MAP AND HAS NOT BEEN VERIFIED BY ACTUAL FIELD ELEVATIONS.

**TOPOGRAPHY CERTIFICATION:**

THIS PARTIAL TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF ALAN CLEMONS, FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION; THAT THE IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED JANUARY 12, 2016 AND THAT THIS PLAT, MAP OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS THE MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

N/F RICHARD GREENE AND MELISSA TAYLOR TAX #101(5)12 NO DEED REFERENCE ZONED: A-1

- LEGEND:**
- UTILITY POLE
  - OHW- OVERHEAD WIRE
  - ⊙ SANITARY SEWER MANHOLE
  - SAN- UNDERGROUND SANITARY SEWER
  - UNDERGROUND STORM PIPE
  - WATER METER
  - WATER VALVE
  - GAS METER
  - STREET SIGN
  - SEWER CLEANOUT
- NEW PERVIOUS AREA
  - EX. GRAVEL AREA
  - EX. PAVEMENT



**SITE STATISTICS:**

Tax Number(s): 101(5)10 & 101(5)11  
 Parcel Total Area: 2.331 Acre & 0.696 Acre = 3.027 Acres Total  
 Parcels to be combined into one Parcel.  
 Owner: Cash Building Supply Inc  
 Existing Zone: B-3; Proposed Zone: B-2  
 Minimum District Size for B-2: 5 Acres; Special Exception Permit Required  
 Minimum Lot Size: 30,000sf; Proposed Lot Size: 131,856sf  
 Existing Use: Currently Vacant (Previously Lumber and Building supplies sales)  
 Proposed Use: Flea Market / Retail Shop & Commercial Recreation Uses, Indoor  
 Special Exception Permit Required  
 \* Ex. Offices are to be used in conjunction with proposed uses  
**Typical Hours of operation:**  
 Flea Market/Retail Shop = 9:00AM to 5:00 PM, Monday through Saturday  
 Bingo = no more than twice weekly, 6:00PM to 11:00PM  
 Minimum Yards: Front: 25'; Existing = 37.2'; Proposed = 37.2'  
 Side: 10' (50' adjacent to residential); Ex. = 41.7'; Proposed = 41.7'  
 Rear: 10' (50' adjacent to residential); Ex. = 2.0'; Proposed = 2.0'  
 Maximum Density: Max Floor area ratio = 0.4; Existing = 0.34; Proposed = 0.34  
 Max impervious area = 75%; Existing = 82%; Proposed = 75%  
 Maximum Height of Building and Structures: 35'; Ex. Building Height: 25' or less  
 Required Parking Spaces:  
 Flea Market/Retail Shop = 1 space per 200 GSF = 2150/200 = 11 spaces  
 Assembly Hall = 1 space per three persons allowed within maximum occupancy load. Max occupancy = 126 persons. 126/3 = 42 spaces  
 Total Parking Required = 53 spaces including handicap  
 Proposed Parking Spaces: 58 spaces including 3 handicap  
 \*Parking to be striped on existing gravel/pavement.  
 \*Any gravel/asphalt not identified as drives, parking, or access to overhead doors will be removed and replaced by grass and/or landscaping

Water: Public - Utilize existing  
 Sewer: Public - Utilize existing

There is no new outdoor lighting planned.

**VDOT:** Traffic Data - Proposed Daily Trips:  
 Weekday: 328  
 Saturday: 382  
 Sunday: 193

All applicable VDOT standards/requirements for the site shall be met.

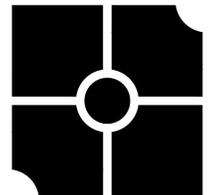
All applicable Building Code requirements for the intended uses shall be met.

All applicable landscaping requirements for the site shall be met.

**Proffered Conditions:**

- 1) The proposed development will be developed in substantial conformance to the Concept Plan submitted with the rezoning application, prepared by Parker Design Group, dated February 1, 2016 with a revision date of February 19, 2016.

N/F S.T. INVESTMENTS INC. TAX #101(5)19 INSTRUMENT #040004990 ZONED: B-3



**parker**  
 DESIGN GROUP  
 ENGINEERS • SURVEYORS • PLANNERS • LANDSCAPE ARCHITECTS

2122 Carolina Ave. S.W. 1915-B W. Cary Street  
 Roanoke, VA 24153 Richmond, VA 23220  
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**Concept Plan**  
**Prepared for Cash Building Supply**

**REVISIONS:**

NO.	DATE	DESCRIPTION
1	19 February 2016	Per County Comments

DESIGNED BY: SLR  
 DRAWN BY: SLR/JPA  
 CHECKED BY: SLR  
 SCALE: 1"=30'  
 DATE: 01 February 2016

SHEET TITLE:  
**CONCEPT PLAN**

**C01**  
 01 OF 01  
 PROJECT NUMBER:  
 16-0002-01





# **BACKGROUND REPORT**

Planning Commission – Public Hearing  
April 2016

Prepared by the Department of Planning & Zoning

## **PROJECT SUMMARY**

Cash Building Supply, Inc. requests to rezone from Business (B-3) Use District to Business (B-2) Use District, with proffered condition(s) and requests Special Exception Permits with possible conditions allowing for the operation of a flea market, an indoor commercial recreation use and a reduction in the minimum district size.

## **PLANNING COMMISSION ACTION**

The Planning Commission must make a recommendation to the Board of Supervisors as to the approval, approval with proffered conditions, or denial for the rezoning to Business (B-2) Use District, as well as approval, approval with conditions, or denial for each of the three special exception permits. The Planning Commission may also table this request for more information.

## **STAFF COMMENTS**

The Business (B-3) Use District is intended to provide suitable areas for the conduct of heavy commercial business uses, which are more intensive, but are not of such intensity to only be permitted in industrial districts. The uses are generally characterized by heavy traffic, occasional heavy trucking, noise and glare. The requested Business (B-2) Use District is intended to provide areas for community shopping and service businesses, that would generally be larger than neighborhood markets. The property is identified in the Exit 150 Market Study as being located in an area with development and redevelopment potential for retail and service uses. A rezoning to Business (B-2) Use District would establish a zoning district that would allow the establishment of retail and service type uses as outlined in the market study. The applicant is proposing to use the existing structures for an indoor flea market / retail shop, bingo and an auction house.

Staff meet with Parker Design Group to address comments related to the request and the applicant was agreeable to suggested changes proposed by staff. Those changes are generally reflective of the fact that we believe that the concept plan appears to meet all of the site plan requirements such as minimum parking, removal of existing impervious surfaces to comply with the maximum density ratio, installation of landscaping, etc. In order to occupy the existing structures for the intended uses, an approved site plan would be required to assure substantial conformance with the concept plan and all applicable zoning ordinance standards, such as, but not limited to, parking and landscaping requirements. Building permits and/or approvals would also be required to assure compliance with Virginia State Building Codes. Any future redevelopment of the property would require a change in the proffered condition(s).

**APPLICATION INFORMATION**

Applicant: Cash Building Supply, Inc.  
Request: Rezone 3.027 acres from Business, B-3, to Business B-2 with 3 SEPs  
Tax Map Number: 101(5)10 & 104(5)11  
Magisterial District: Valley  
Report Prepared By: Drew Pearson  
PC Meeting: April 4, 2016  
BOS Meeting: April 26, 2016

**LEGAL ADVERTISEMENT**

Valley Magisterial District: Cash Building Supply, Inc. requests to rezone from a Business, B-3 Use District to a Business, B-2 Use District with possible proffered conditions, in addition to a Special Exception Permit for a flea market, a Special Exception Permit for indoor commercial recreation uses, and a Special Exception Permit to reduce the minimum district size, with possible conditions, for antique retail shops, bingo, and on-site auctions. This 3.027-acre lot is located at 3396 Lee Highway, Troutville, VA, located approximately 0.6 miles north of the Exit 150 Interchange and is identified on the Real Property Identification Maps of Botetourt County as Section 101(5), Parcels 10 and 11.

**EXISTING CONDITIONS & BACKGROUND**

This property is currently zoned Business (B-3) Use District. The property is currently vacant and was last occupied by Cash Building Supply, Inc., which operated a lumber and building supplies sales business.

**ADJACENT PROPERTIES AND SURROUNDING AREA**

The property is located in the area of the Gateway Crossing and between the Exit 150 Interchange and the Town of Troutville.

	<u>Zoning</u>	<u>Owner (Land Use)</u>
<b>North</b>	Agricultural, A-1	Vacant
<b>East</b>	Agricultural, A-1	Norfolk Southern Rail Road and Single Family Dwellings
<b>West</b>	Agricultural, A-1	Single family dwelling
<b>South</b>	Business, B-3	Vacant

**PROPOSED DEVELOPMENT**

The applicant is proposing to change the use of the property for occupancy by a flea market/retail shop, an indoor commercial recreation use (bingo) and an auction house. The application includes a proffered concept plan showing the use of individual buildings already located upon the property, as well as, other proposed site improvements. Flea markets and indoor commercial recreation uses require special exception permits in order to locate within the Business (B-2) Use District. Current parking consists of a mixture of asphalt and gravel. The applicant intends for the proposed use to be an interim use of the property until such time that the Exit 150 improvements are completed and the property would be more desirable for redevelopment. For this reason, the existing gravel areas are not proposed to be paved at this time, but would be delineated with wheel stops in order to create a more efficient use of the gravel parking. The parking provided exceeds the number of spaces required if both the flea market and either the bingo or auction were occurring at the same time. However, with a limitation on the hours of operation for the different uses, the flea market and the bingo would not be permitted to operate at the same time. The concept plan limits the flea market to indoor occupancy of no more than 2,150 square feet of building area and a limit on the hours of

operation for the flea market to Monday through Saturday from 9:00 AM to 5:00 PM. The Bingo and the assembly area, for the auction activity, will share the same 4,600 square feet of building area. Bingo will be limited to twice a week from 6:00 PM to 11:00 PM. The remainder of building square footage is limited to storage for auction items. The property is located greater than ¼ mile from an exit or entrance ramp of Interstate 81, so the site would not be eligible to have a larger freestanding or pole mounted sign. Existing fences will be removed, with no new fences being shown on the concept plan.

### **PROPOSED PROFFERS**

The following proffer(s) were submitted with the application:

1. The proposed development will be developed in substantial conformance to the Concept Plan submitted with the rezoning application, prepared by Parker Design Group, dated February 1, 2016 with a revision date of February 19, 2016.

### **ZONING**

Section 25-243. Uses permissible by Special Exception. (B-2 District)

- (1) Flea Markets,
- (2) Commercial recreation uses, indoor.

Section 25-601. Definitions.

Flea market: A commercial use in which various goods, such as antiques, furniture, glassware and novelties, are offered for sale by separate sellers in a booth-type arrangement. Flea markets are characterized generally as a weekend occurrence marked by periodic traffic and on-street parking difficulties.

Commercial recreation, indoor: Any enclosed or semi-enclosed establishment operated as a commercial enterprise (open to the public for a fee) for the following activities: games and athletics, bowling, billiards or pool, darts, bingo, slot games, hard and soft courts, miniature golf, cultural activities, martial arts, archery, roller or ice skating, skateboarding, swimming, and activities incidental to the foregoing.

Section 25-244. District requirements. (B-2 District)

- (a) Minimum district size shall be five (5) acres, except that subject to special exception approval, minimum district size may be reduced to two (2) acres.

### **2010 COMPREHENSIVE PLAN**

The 2010 Comprehensive Plan identifies future land uses in this area as Commercial.

#### *Commercial*

This category designates areas where commercial developments have occurred and where future commercial developments are encouraged. Public water and sewer is generally available or planned for these areas.

In addition, the Comprehensive Plan recommends strategies such as creating more distinctive and memorable gateways at points of entry to Botetourt County. Gateways should provide a sense of transition and arrival, and should be designed to make a strong and positive impact. Further "This type of approach is exemplified by the need for a more designed and attractive gateway at I-81 Exit 150." The Gateway Corridor Design Quality should promote high quality development along gateway corridors to improve aesthetics and encourage higher levels of investment. Design of new development should contribute to the overall visual quality of the corridor and define the street space.

This property is located in the area identified by the Board of Supervisors as The Gateway Center in their Botetourt 2040 Vision:

### ***The Gateway Center***

*Exit 150 is a gateway not only to Botetourt County, but to the entire Roanoke Valley, the Shenandoah Valley, Central Virginia, and the Virginia Highlands. It is the starting point for visitors in search of scenic beauty, history, culture, outdoor adventures, and shopping. Economic development and land use policies and programs facilitate the area as a destination all its own. It is a nucleus of premier retailers, restaurants, and entertainment luring travelers off the highway and visitors from throughout the region. Through design and dedicated effort, it serves as the glue that economically and physically unites all areas of our county and that extends opportunity to all.*

As such, care should be given to ensure that the proposed use will be consistent with the goals and strategies outlined in the October 2015 *Exit 150 Market Study and Conceptual Master Plan*.

### **UTILITIES**

The site is currently served by public water and sewer, provided and managed by the Western Virginia Water Authority.

### **TRAFFIC**

2014 VDOT traffic data indicates there is an Annual Average Daily Traffic (AADT) of 6,600 vehicles per day along this section of US Route 11 (Lee Hwy), measured from the Ramp from I-81 north bound interchange to the Town Limits of Troutville, a distance of 1.09 miles. 2015 Preliminary traffic data publications indicate 6,400 vehicles per day along this same section of US Route 11 (Lee Hwy). The property is currently accessed by two driveways. The concept plan proposes to close the driveway closest to the intersection of Lee Highway to Humbert Road.

### **VDOT**

A letter from VDOT containing the following comments is attached.

1. A land use permit will be required if a new entrance is needed from the VDO right-of-way or for the change in use of an existing entrance.
2. The VDOT Road Design Manual, Appendix F: Access Management Design Standards for Entrances and Intersection must be adhered to where applicable for commercial entrances. This includes but is not limited to commercial entrance spacing for commercial entrances. The intersection sight distance must be field verified and measures taken to ensure the minimum required distances can be met.
3. In addition to site plans and calculations, a traffic study will be required to be submitted and reviewed.
4. The department will not issue an approval of the plans or Land Use Permit until the locality approves this rezoning and special exception request. In addition, information regarding any changes to the existing drainage system should also be included for review.

### **FIRE AND RESCUE**

This property is served by Troutville Fire and Rescue, located approximately 2 miles from the site.

### **SCHOOLS**

The school system will not be impacted by this request.

## PUBLIC COMMENT

No public comments have been submitted at this time. Additional comments may be forthcoming at the public hearings.

## DRAFT MOTIONS FOR REZONING FROM B-3 to B-2

### Approval:

I move that the zoning map amendment for **Cash Building Supply, Inc.** be forwarded to the Board of Supervisors with recommendation for approval with the proffered conditions as submitted by the applicant and included in the background report prepared by staff.

And on the basis that the requirements of Section 25-581 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

### Approval, with revisions:

I move that the zoning map amendment for **Cash Building Supply, Inc.** be forwarded to the Board of Supervisors with recommendation for approval subject to the following revisions to the concept plan and/or proffers [*list any recommended changes*], on the basis that the requirements of Section 25-581 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare, and is good zoning practice.

- 1.
2. ....

### Denial:

I move that the zoning map amendment for the property of **Cash Building Supply, Inc.** be forwarded to the Board of Supervisors with recommendation for denial on the basis that the requirements of Section 25-581(k)(4) of the Zoning Ordinance have not been satisfied due to the following reasons:

- 1.
2. (list findings/reasons for denial)

## DRAFT MOTIONS FOR SPECIAL EXCEPTIONS PERMITS

### Approval:

I move that the special exception permits allowing the operation of a **Flea Market, a Commercial Recreation, Indoor land use, and to reduce the minimum lot size** be forwarded to the Board of Supervisors with a recommendation of **(approval or approval with the following conditions)**

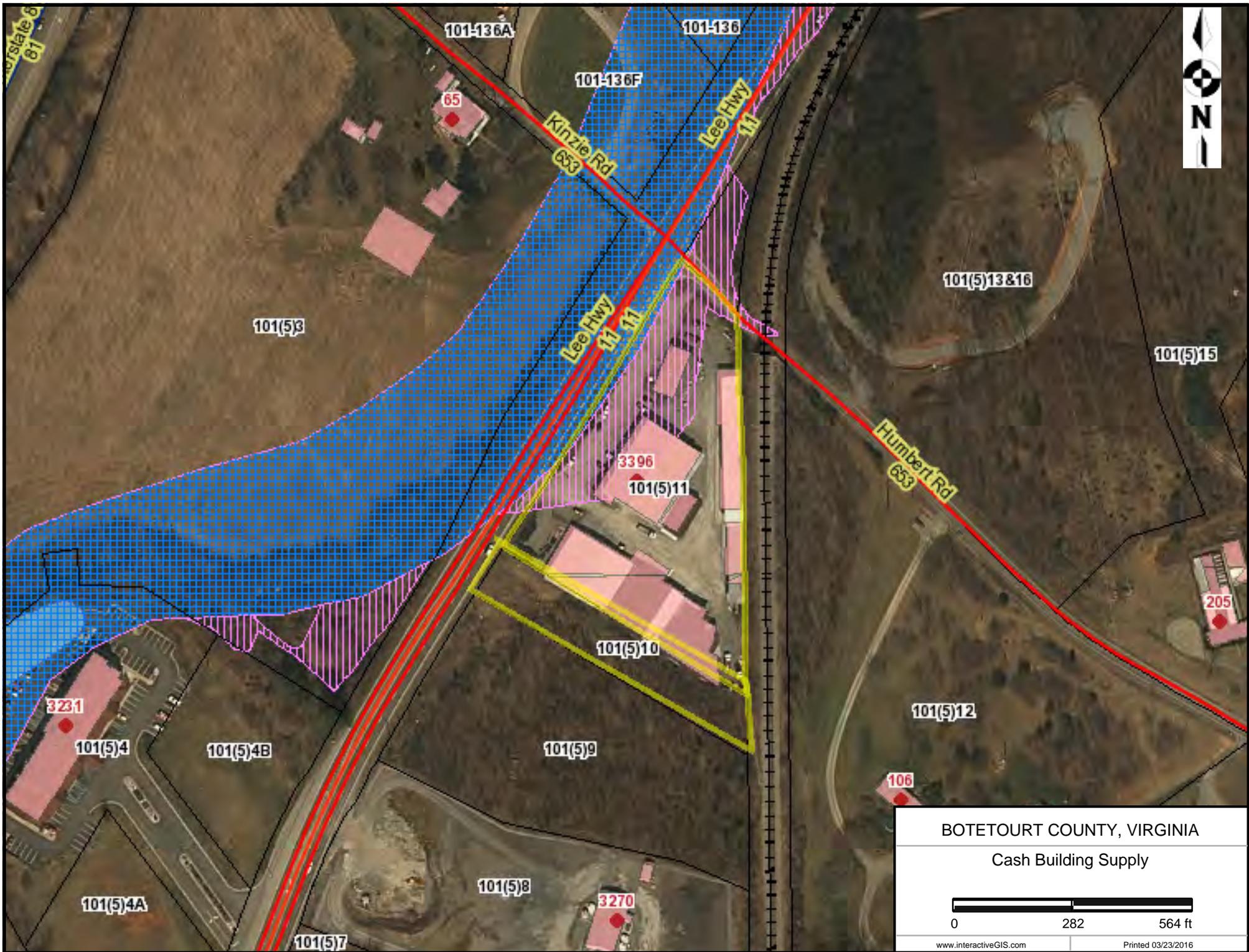
- 1.
2. ....

And on the basis that the applicant has satisfactorily demonstrated that the proposed use will have little to no adverse effects upon the community or other properties in the vicinity of the proposed use or structures according to the Zoning Ordinance Section 25-583 and that the proposal would serve the public necessity, convenience, general welfare and good zoning practice.

**Denial:**

I move that the special exception permits allowing the operation of a **Flea Market, a Commercial Recreation, Indoor land use, and to reduce the minimum lot size** be forwarded to the Board of Supervisors with a recommendation of denial. Based upon Zoning Ordinance Section 25-583 the following items have not been satisfied:

- 1.
2. (list findings/reasons for denial)



BOTETOURT COUNTY, VIRGINIA

Cash Building Supply





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

714 South Broad Street  
Salem, VA 24153

CHARLES A. KILPATRICK, P.E.  
COMMISSIONER

February 9, 2016

Ms. Nicole Pendleton  
Planning and Zoning Administrator  
County Of Botetourt  
5 West Main Street, Suite 100  
Fincastle, VA 24090

RE: Planning Commission Request  
Rezoning B3 to B3  
Special Exception Permit—Flea Market, Retail, Commercial Recreation  
Botetourt County  
Route 11, Lee Highway

Dear Ms. Pendleton,

We have reviewed the above mentioned rezoning and special exception request and offer the following comments:

1. A Land Use Permit will be required if a new entrance is needed from the VDOT right-of-way or for the change in use of an existing entrance.
2. The VDOT Road Design Manual, Appendix F: Access Management Design Standards for Entrances and Intersections must be adhered to where applicable for commercial entrances. This includes but is not limited to commercial entrance spacing and intersection sight distance. The intersection sight distance must be field verified and measures taken to ensure the minimum required distances can be met.
3. In addition to site plans and calculations, a traffic study will be required to be submitted and reviewed.
4. The department will not issue an approval of the plans or Land Use Permit until the locality approves this rezoning and special exception request. In addition, information regarding any changes to the existing drainage system should also be included for review.

Should you have any questions, please do not hesitate to call. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brian K. Blevins'.

Brian K. Blevins, P.E.  
Salem Area Land Use Engineer  
VDOT, Transportation and Land Use

**From:** Sherry Kinzie [mailto:fourkinzies4god@comcast.net]  
**Sent:** Thursday, April 07, 2016 7:01 AM  
**To:** PlanningComments <planningcomments@BOTETOURTVA.GOV>  
**Subject:** Cash Building rezoning

I recently received a letter concerning the rezoning of Cash Building Supply's property. We are questioning this possibility because of the activities planned. Is the County trying to improve its image or not? We were hoping that more upscale businesses would be moving into the area.

We live across the road and have concerns:

- Is this something temporary or permanent?
- Bingo 6-11pm twice a week will mean noise and traffic long after we settle in for the night. We have to be up early in the mornings.
- Will there be alcohol available?
- The possibility of impeding and conflicting traffic coming out of Humbert Rd. And might parking be an issue?

Mike & Sherry Kinzie  
3537 Lee Highway  
Troutville, VA 24175

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