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**AGENDA  
REGULAR MEETING  
FREDERICK COUNTY BOARD OF SUPERVISORS  
WEDNESDAY, MARCH 22, 2017  
7:00 P.M.  
BOARD ROOM, COUNTY ADMINISTRATION BUILDING  
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

**Call To Order**

**Invocation**

**Pledge of Allegiance**

**Adoption of Agenda:**

Pursuant to established procedures, the Board should adopt the Agenda for the meeting.

**Consent Agenda:**

(Tentative Agenda Items for Consent are Tabs: A, B, C and H)

**Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)**

**Board of Supervisors Comments**

**Minutes: (See Attached)----- A**

1. Regular Meeting, February 22, 2017.
2. Budget Work Session, March 1, 2017.
3. Closed Session and Budget Work Session, March 8, 2017.

**County Officials:**

1. Proclamation – April 9-15, 2017 as National Telecommunicators' Week in Frederick County, Virginia. **(See Attached)**----- B

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2. Proclamation – April 1-7, 2017 as Local Government Education Week.  
(See Attached) ----- C
3. Committee Appointments. (See Attached)----- D
4. Request from the Commissioner of the Revenue for Refunds.  
(See Attached) ----- E

**Committee Reports:**

1. Finance Committee. (See Attached)----- F

**Public Hearing:**

1. Fiscal Year 2017-2018 Budget. (See Attached)----- G

**Planning Commission Business:**

1. Road Resolution – Snowden Bridge Subdivision, Section 3.  
(See Attached) ----- H

**Board Liaison Reports (If Any)**

**Citizen Comments**

**Board of Supervisors Comments**

**Adjourn**

# CONSENT AGENDA

A

**MINUTES**  
**REGULAR MEETING**  
**FREDERICK COUNTY BOARD OF SUPERVISORS**  
**FEBRUARY 22, 2017**



A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, February 22, 2017, 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT**

Chairman Charles S. DeHaven, Jr., Blaine P. Dunn, Bill M. Ewing, Gene E. Fisher, Gary A. Lofton, Judith McCann-Slaughter, and Robert W. Wells.

**CALL TO ORDER**

Chairman DeHaven called the meeting to order.

**INVOCATION**

Vice Chairman Fisher delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Vice Chairman Fisher led the Pledge of Allegiance.

**ADOPTION OF AGENDA - APPROVED**

County Administrator Brenda Garton stated there were no changes to the agenda.

Upon motion made by Supervisor Ewing, seconded by Supervisor Lofton, the Board approved the agenda as presented by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**CONSENT AGENDA - APPROVED**

Upon motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the Board approved the following items under the consent agenda:

- Resolution of Appreciation of Henry Shiley - Tab D;
- Parks and Recreation Commission Report - Tab E;
- Road Resolution – Meadows Edge, Phase 3 - Tab I.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

### **CITIZEN COMMENTS**

**George Hughes**, Gainesboro District, addressed the Board with reference to the budget and the increased debt service and property taxes, and stated the county needs to step back and take a look. He stated the county is not bankable anymore.

**John O'Connor**, Gainesboro District, addressed the Board and stated there is a problem with the people that do not pay their share of taxes; they refuse to pay their taxes. He felt the Board needed to make everyone pay their share.

**Ray Lanham**, Gainesboro District, addressed the Board with reference to BRYSA and their request for tax exempt status before the Finance Committee. He stated there was a miscommunication and they were not in attendance at the last Finance Committee meeting, but they will be on the Finance Committee agenda for their meeting of March 15, 2017. He stated BRYSA is a non-profit organization and they are deep in planning of their property for Phase I and felt it will be a great addition to what the Parks and Recreation Department already has.

**Jay Marts**, Gainesboro District, addressed the Board with reference to BRYSA and stated they were a wonderful organization and asked the Board to approve their tax exempt

request.

### **BOARD OF SUPERVISORS COMMENTS**

There were no Board of Supervisors comments.

### **MINUTES - APPROVED**

Upon motion made by Supervisor Lofton, seconded by Supervisor Ewing, the minutes of the Regular Meeting of January 11, 2017 were approved as submitted by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the minutes of the Budget Work Session of February 1, 2017 were approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

### **COUNTY OFFICIALS**

### **COMMITTEE APPOINTMENTS**

### **RON CLEVINGER REAPPOINTED TO THE CONSERVATION EASEMENT AUTHORITY - APPROVED**

Upon motion made by Supervisor Fisher, seconded by Supervisor Lofton, Ron Clevenger was reappointed to the Conservation Easement Authority, for a three year term, said new term to

expire March 23, 2020.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**ADDITIONAL RESOLUTION (#056-17) FOR SHAWNEE CANNING COMPANY  
– APPROVED**

Executive Director of the Economic Development Authority Patrick Barker addressed the Board on behalf of this request and stated specific language was omitted from the previous resolution that was approved, that being the appropriation of funds from the state. This additional resolution would correct that. He stated he was available to answer any questions the Board might have.

Upon motion made by Supervisor Ewing, seconded by Supervisor Lofton, the Board approved the additional resolution for Shawnee Canning Company.

**RESOLUTION  
SHAWNEE CANNING COMPANY, INC**

**WHEREAS**, SHAWNEE CANNING COMPANY, INC has made known its intent to expand its operation by making new taxable machinery and equipment and real property improvements and retain and create jobs; and

**BE IT RESOLVED**, that the Board of Supervisors for the County of Frederick, Virginia, does hereby approve and appropriate the payment of \$7,500.00 to the Economic Development Authority of Frederick County, Virginia from the Governor's Agriculture and Forestry Industries Development Fund to assist in expanding the operation for SHAWNEE CANNING COMPANY, INC. in Frederick County, Virginia.

**BE IT RESOLVED**, that said funds are subject to an executed Performance Agreement outlining the required performance criteria.

**ADOPTED**, this 22nd day of February 2017.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**RESOLUTION OF APPRECIATION (#057-17) OF HENRY SHILEY -  
APPROVED UNDER CONSENT AGENDA**

**RESOLUTION OF APPRECIATION  
CHIEF HENRY SHILEY, MIDDLETOWN VOLUNTEER FIRE AND RESCUE  
COMPANY**

**WHEREAS**, Henry Shiley has served the citizens of Middletown and Frederick County, Virginia, for approximately 61 years as a member of the Middletown Volunteer Fire and Rescue Company, beginning July 7, 1955; and

**WHEREAS**, Henry Shiley was elected Fire Chief, a position he has held since 1963; and

**WHEREAS**, under his leadership the company has evolved to meet the ever changing demands of providing firefighting and emergency medical services; and

**WHEREAS**, Chief Shiley is admired by his peers throughout the fire service due to his knowledge, strong and steady leadership, kindness, and humor; and

**WHEREAS**, Chief Shiley was a tireless worker for the Middletown Volunteer Fire and Rescue Company, whether working behind the scenes through the bingo program, carnivals, or dinners or leading during moments of great responsibility and danger.

**NOW, THEREFORE BE IT RESOLVED**, that the Frederick County Board of Supervisors extends its sincerest thanks to Chief Henry Shiley for his leadership, dedication, and strong sense of volunteerism and wishes him all of the best in his future endeavors.

**BE IT FURTHER RESOLVED**, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this citizen volunteer.

**ADOPTED** this 22<sup>nd</sup> day of February, 2017.

## **COMMITTEE REPORTS**

### **PARKS AND RECREATION COMMISSION REPORT - APPROVED UNDER CONSENT AGENDA**

The Parks and Recreation Commission met on February 14, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Charles Sandy, Jr., Amy Strosnider and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Guss Morrison.

#### **Items Requiring Board of Supervisors Action**

None

#### **Submitted for Board Information Only:**

**1. Collection Policy** - Mr. Sandy moved to adopt the Collection Policy, second by Ms. Gerometta, motion carried unanimously (7-0). The Collection Policy is attached.

**2. Youth Sport Partner Agreements** - Mr. Fordney moved to accept the YSP Agreements with Blue Ridge Youth Soccer, Frederick County National Little League and Frederick County American Little League, second by Mr. Carter motion carried unanimously (7-0).

**3. Donation and Recognition (Naming Rights) Policy** - Mr. Madagan recommended that the Donation and Recognition (Naming Rights) Policy be approved, second by Mr. Sandy motion carried unanimously (7-0). The Donation and Recognition (Naming Rights) Policy will be forwarded to the Finance Committee for review.

**4. Buildings and Grounds Committee** - Closed Session: Mr. Madagan moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Carter, motion carried unanimously (7-0).

Mr. Madagan moved to exit closed session, second by Mr. Carter, carried unanimously (7-0). All Commission members were polled re: any discussion besides matter for closed session, all said no.

### **FINANCE COMMITTEE REPORT - APPROVED**

Supervisor Slaughter presented the Finance Committee Report.

A Finance Committee meeting was held in the First Floor Conference Room at 107 North

Kent Street on Wednesday, February 15, 2017 at 8:00 a.m. There was an Audit Committee meeting prior and a Budget Work Session following. Member Angela Rudolph was absent. Items 2, 3, 4, and 5 were approved under consent agenda.

Upon motion made by Supervisor Slaughter, seconded by Supervisor Wells, items 2, 3, 4, and 5 were approved under the consent agenda by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

### **Finance Committee**

1. The Blue Ridge Youth Soccer Association, Inc. (BRYSA) requests real property tax exemption for land owned by the organization. See attached information, p. 4 – 10. The committee forwards to the Board with no recommendation.

It was noted, due to miscommunication, a BRYSA representative was not in attendance at the Finance Committee meeting and would be placed on the Finance Committee agenda for their meeting scheduled for March 15, 2017.

2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,529.12. This amount represents Treasury Department reimbursements. No local funds required. See attached memo, p. 11 0. – **Approved Under Consent Agenda.**

3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$160. This amount represents court ordered restitution. No local funds required. See attached memo, p. 12 – 14. – **Approved Under Consent Agenda**

4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$150. This amount represents a DARE donation. No local funds required. See attached memo, p. 15 – 16. - **Approved Under Consent Agenda**

5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$2,900. This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 17 – 18. - **Approved Under Consent Agenda**

6. The Sheriff requests a General Fund supplemental appropriation in the amount of \$64,220 (federal grant funds) and an intradepartmental funds transfer in the amount of \$64,220 (local share). These amounts represent the implementation of 120 deputy body cameras with a

total year 1 cost of \$128,440 (additional funds would be required for years 2-5). See attached information, p. 19 – 40. The committee recommends approval. – **Approved.**

Supervisor Slaughter moved to approve the above request. The motion was seconded by Supervisor Wells.

Supervisor Lofton reiterated the comments he made during the Finance Committee meeting; that he has full faith in the county's deputies, their training and administration, but felt this was a "knee jerk" reaction to recent high profile events around the country. He further stated he felt it was a solution in search of a problem and was concerned about the long term cost with minimal benefits and would not vote in favor of this request.

Supervisor Wells stated he felt that body cameras were a good thing when everyone has a camera these days. He noted that you can see the whole event and not just snippets. He stated he felt it will save the county money when going to court in some civil cases as they will have a way to prove a point and stated he would vote in favor of this request.

Supervisor Ewing stated he echoed Supervisor Lofton's comments. He stated if it were a one-time expense, he would vote in favor, but a five year expense, he felt that was hard to justify and he would not be voting in favor of this request.

Supervisor Fisher stated the Sheriff had explained there were already incidents that occurred where the body camera immediately took away any discussion of what occurred as you could see what happened. He stated if you read the news, there are liability issues and he fully supports this request.

Supervisor Dunn referenced the comments made by the Sheriff at the recent Finance Committee meeting and the officer that had to shoot a person after they refused to put down their weapon. He stated this type of incident would leave an officer with no way to protect himself if



someone accused them of something else. He stated while he was sympathetic to Supervisor Lofton's comments, he felt the need to protect the officers and stated he would support this request.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Nay
Gene E. Fisher	Aye
Gary A. Lofton	Nay
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

7. The Sheriff requests a General Fund supplemental appropriation in the amount of \$70,495. This amount represents the implementation of an electronic summons (eSummons) system. No local funds are required. See attached information, p. 41 – 48. The committee recommends approval. – **Approved.**

Supervisor Slaughter moved to approve the above request. The motion was seconded by Vice Chairman Fisher.

Supervisor Dunn stated he had spoken with the Sheriff and this money comes from \$5 that is charged for every ticket and the money can only be used for this purpose. He stated he would like to postpone this request for one year and see if legislation can be changed so the Sheriff's Department can use this money in other areas that is needed. He stated he would not support this request.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

## **Audit Committee**

(No action required.) David Foley from Robinson, Farmer, Cox Associates will present the FY 2016 CAFR and be available for discussion of the upcoming FY 2017 audit. The FY 2016 CAFR is available in dropbox or online at: [www.fcva.us/CAFR](http://www.fcva.us/CAFR). See attached, p. 49 – 50.

## **Budget Work Session**

(No action required.) See attachments, p. 51 – 66.

## **Information Only**

1. The Finance Director provides a Fund 10 Transfer Report for January 2017. See attached, p. 67.
2. The Finance Director provides an FY 2016 Fund Balance Report ending February 9, 2017. See attached, p. 68.
3. The Finance Director provides financial statements for the month ending January 31, 2017. See attached, p. 69 – 79.

## **PUBLIC HEARINGS**

**PUBLIC HEARING - RELIANCE ROAD TRUCK RESTRICTION - PROPOSAL TO CLOSE ROUTE 627 TO TRUCKS FROM I-81 EXIT 302 TO THE FREDERICK/WARREN COUNTY LINE. THE PROPOSED ALTERNATE ROUTE IS I-81 TO I-66 TO ROUTE 522. THIS RESTRICTION WILL APPLY TO COMMERCIAL VEHICLES EXCEEDING 30 FEET IN LENGTH - RESOLUTION #058-17) - APPROVED.**

Assistant Planning Director-Transportation John Bishop addressed the Board and stated this request originated as a partnership with Warren County. He stated Reliance Road on Frederick County's side is pretty good, but when you cross into Warren County, the road is much more winding and narrow. He stated this section of road is not suitable for trucks over 30'. He stated many trucks use this road as a short cut or as an alternative to the interstate in order to avoid the scales as they are illegally overloaded.

Supervisor Wells stated there are individuals living along this road and asked about any trucks that would be making deliveries to them.

Mr. Bishop stated this restriction was only for “thru truck traffic”.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Lofton, and seconded by Supervisor Wells, the resolution of support for the request to close route 627 to trucks from I-81 exit 302 to the Frederick/Warren County line, with restriction to apply to commercial vehicles exceeding 30 feet in length was approved.

**FREDERICK COUNTY BOARD OF SUPERVISORS RESOLUTION  
TO REQUEST NO THROUGH TRUCK TRAFFIC ON RELIANCE ROAD  
FROM INTERSTATE 81 TO THE WARREN COUNTY LINE**

**WHEREAS**, Reliance Road (Route 627) is classified as a local road designed to handle residential traffic and is not designed or intended to serve heavy truck traffic; and

**WHEREAS**, local residents and County officials are concerned about heavy truck traffic on this road; and

**WHEREAS**, the Frederick County Board of Supervisors has identified that an alternate transportation route exists via I-81 to I-66 to Route 522 to accommodate heavy truck traffic safely and efficiently for the Reliance Road proposed restriction; and

**WHEREAS**, in accordance with Section 46.2-809 of the Code of Virginia, the Frederick County Board of Supervisors has conducted a public hearing on February 22, 2017 to obtain public comments on restricting through truck traffic on Reliance Road (Route 627); and

**WHEREAS**, the Frederick County Board of Supervisors will use its good offices for enforcement of the proposed restriction by the appropriate local law enforcement agency.

**NOW, THEREFORE, BE IT RESOLVED**, that the Frederick County Board of Supervisors does hereby request that the Commonwealth Transportation Board, or its designee, consider restricting through truck traffic on Reliance Road (Route 627), from I-81 to the Warren County Line.

This resolution shall be in effect on the day of adoption.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**PUBLIC HEARING - PROPOSED REAL PROPERTY TAX INCREASE -  
APPROVED**

County Administrator Brenda Garton read the public hearing ad in order to provide the correct details.

Notice of Proposed Real Property Tax Increase - The County of Frederick proposes to increase property tax levies.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 8.4 percent.
2. Lowered Rate Necessary to Offset Increased Assessment. The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.5532 per \$100 of assessed value. This rate will be known as the "lowered tax rate".
3. Effective Rate Increase: The County of Frederick proposes to adopt a tax rate of \$ 0.60 per \$100 of assessed value. This difference between the lowered tax rate and the proposed rate would be \$0.0468 per \$100, or 8.4 percent. This difference will be known as the "effective tax rate increase".

Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the County of Frederick will exceed last year's by 7.0 percent.

Chairman DeHaven convened the public hearing.

**Pat Grosso**, Gainesboro District, addressed the Board and stated she fully supports the effective tax rate of \$0.60 per \$100. She stated this will allow the budgets to be funded at a higher level in order to maintain services. She further stated while this is an increase due to the reassessment, it is lower than surrounding localities, including Winchester. Ms. Grosso further stated that salary increases have been low the last several years, and the schools and county departments have lost people that go across the mountain to work.

**Allison Behan**, Stonewall District, addressed the Board and stated she supports the effective tax rate increase. She further stated there have always been citizens on fixed incomes and as homeowners; taxes are a part of that. She stated that taxes are not fixed when someone purchases a home, and as homeowners, citizens need to adjust and calculate for tax increases. She stated tax increases are needed in order to keep up with the needs of a growing community and to support education.

**Joy Kirk**, President of the Frederick County Education Association and Back Creek District resident, addressed the Board and stated that she supports the tax increase of \$0.60 per \$100 and thanked the Board for not keeping the tax revenue neutral. She stated she appreciates the fact the Board is proactive and not reactive. She went on to say she believes in the value of education and strong public services such as police and fire and rescue. She further stated that strong parks and recreation services also provide for a community where people want to live and thrive. She stated “you get what you pay for” and as a growing community, the needs are ever increasing. She stated she supports the effective tax increase in order to provide for the services the community needs as it continues to grow.

**Brandi Hammond**, Shawnee District, addressed the Board and stated she supports the

effective tax rate in order to maintain a good community. She stated she understands that when the reassessment goes up, as a homeowner, the value of your home goes up.

**Jay Marts**, Gainesboro District, addressed the Board with reference to the proposed real property tax increase and stated this follows a tax increase from last year. He stated he felt the Board needed to provide some tax relief to the citizens in face of the pay increases that were provided last year and pay increases proposed for this year. He stated he was also concerned about the trend he is seeing and that is the trend of increased taxes, increased debt, expanding government and raiding the rainy day fund.

**Carrie Carmichael**, Shawnee District, addressed the Board and stated she was in favor of the effective tax increase. She stated she felt this increase was necessary in order to maintain quality education and for salary increases for the teachers and for fire and rescue staff so they would not go to Loudoun County.

**Eric Peterson**, Stonewall District, addressed the Board and thanked them for their service. He stated he felt the Board had a real opportunity to continue to make the county vibrant and a prosperous county, rich in culture, with a tax increase. He stated he felt the Board and the School Board needed to work together in a creative way to achieve everyone's goals to keep the county vibrant and a desirable location for the county's families and businesses. He stated that if the Board had a dollar threshold in mind, to please provide it to the School Board. He further stated that with reference to the School Board's capital improvements plan, he had not seen any actions, suggestions or recommendations. He further stated he was in favor of the effective tax increase.

**George Hughes**, Gainesboro District, addressed the Board and stated he did not envy

their job. He stated maybe they are looking at the budget from the wrong end. He went on to say, according to his math, if they are going to get 1700 students; that is about 800 new homes at a median rate of \$300,000, that would generate about \$1800 each and that does not cover the cost of one classroom. He stated maybe what the Board needed to do is cut off the development until they can catch up. He stated they are building the ghettos of the next generation when they build townhouses all over on postage stamp size lots with streets that do not go anywhere. He further stated that he sees development that is counterproductive to the wellbeing of the county.

**Mike Bowen**, Opequon District, addressed the Board and stated he was in support of the effective tax rate increase. He noted there are so many demands year after year on the monies that he saw no choice but a tax rate increase this time. He stated in order for the county to remain a vibrant, safe and progressive community, a tax increase was needed.

**Michelle Meeks**, Stonewall District, addressed the Board in support of the effective tax rate increase. She stated she knows Frederick County has great schools as she is a teacher there and is aware of the overcrowding. She stated the county cannot wait five years to address the problem as the overcrowding will be outrageous, forcing students into the modulars which are not safe. She further stated the modular have no security, there is no way to protect the students if something happens.

**Jason Tresidder**, Shawnee District, addressed the Board and thanked them for what they do for the county. He stated he supports the effective tax rate increase. He stated he has heard from both sides about the tax increase and the increased debt. He noted there are more people in favor of an increase than against, and feels the county has an opportunity to increase revenue without a tax rate increase due to the real estate reassessment, which keeps the rate lower than

some of the surrounding counties.

There were no further comments.

Chairman DeHaven closed the public hearing.

Upon motion made by Vice Chairman Fisher, and seconded by Supervisor Wells, the Board adopted the tax rate of \$0.60 per \$100 for real property.

Supervisor Lofton stated they heard pros and cons to a tax increase and there are needs they need to fulfill in order to keep the county vibrant; however, he felt the Board had not fully researched, vetted and thought about what they currently do. He stated he felt they needed to look if some things could be done by the private sector, and if so, how that would impact their cost, their expenditures, and their tax rate. He stated if they did this, they could still have a vibrant community and maybe would not need to raise taxes or increase them this much. He stated that his vote would be in a protest of until he has had the opportunity to look at what they do, how they do it and should they continue to do it.

Supervisor Ewing stated that he was reluctantly going to vote in favor of this \$0.60 per \$100 rate but he was going to fight during the budget process that this money go into a construction fund and not be used for operations.

Supervisor Slaughter stated they talked about this during budget deliberations, and was one of the suggestions she had when they looked at the various scenarios as far as how they address their budget needs. The Board knows they are facing capital needs for construction of schools at some point in the future, be it adding on to an existing school, renovating schools that are sitting idle, etc., and they had set aside a million dollars last year, even though that is a drop in the bucket, to address some of these projects. She further stated she had talked with the



County Fire Chief and was advised of the decline in Fire and Rescue volunteers. She stated the county is facing drastic changes and even though she never likes a tax increase, she felt it was necessary to set aside the \$4.3 million into a capital fund and would be in favor of the \$0.60 per \$100 rate.

Supervisor Dunn stated he has wrestled with this. He stated his district is split on whether to raise the tax. He stated the economy has not grown in this community and will remain relatively flat the next couple of years. He stated an increase of \$0.58 would be less of a burden on those citizens on a fixed income.

Supervisor Dunn amended the motion to set the tax rate at \$0.58 rather than the \$0.60.

The motion died for lack of a second.

The above motion to approve the \$0.60 per \$100 tax rate was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Nay
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gary A. Lofton	Nay
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **PLANNING COMMISSION BUSINESS**

#### **ROAD RESOLUTION (#059-17) - MEADOWS EDGE, PHASE 3 - APPROVED UNDER CONSENT AGENDA**

#### **RESOLUTION BY THE FREDERICK COUNTY BOARD OF SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 22nd day of February, 2017, adopted the following:

**WHEREAS**, the streets described on the attached Form AM-4.3, fully incorporated herein

by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

**WHEREAS**, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

**WHEREAS**, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

**NOW, THEREFORE, BE IT RESOLVED**, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Supervisor Fisher stated he had a personal issue come up and needed to leave the meeting. (7:55 P.M.).

#### **BOARD LIAISON REPORTS**

There were no Board liaison reports.

#### **CITIZEN COMMENTS**

**Allison Behan**, Stonewall District, addressed the Board with reference to the School Capital Improvement Plan and stated the Board was presented with three separate school projects and they have not taken any action on them. She asked them to move forward with a public hearing in order for this to be in the bond cycle for May and to not delay these projects. She asked why the Board has not at least told the School Board what they are willing to do and instead, the Board is doing nothing.

**Mike Procuk**, Stonewall District, addressed the Board and stated he wanted to remind the Board of the core values they established a few years ago. He stated he had a petition of over 350 signatures in support of the Frederick County Schools Capital Improvement Plan and they asked the School Board to work in conjunction with the Board of Supervisors to immediately find a viable solution for the overcrowding which is becoming systemic for the school system. He further stated they acknowledged the need to find a balance between modern, state of the art facilities while remaining fiscally responsible. He stated they asked the collection of officials to address the three school projects without additional administrative delay.

**Ned Fairinholt**, Stonewall District, addressed the Board and stated that he has had children, and now grandchildren, in public, private, parochial, and home schools and by far, and not just his opinion, the worst of these alternatives is government run public schools. He stated a failing School Board asks for unprecedented and absurd increases for operating and capital budgets when enrollments are not growing. He stated it would be foolhardy to go into debt for a failing system and to say no.

**Joy Kirk**, President of the Frederick County Education Association and resident of Back Creek District, addressed the Board and asked them to take action on the School Board Capital Improvement Plan. She stated action can be taken on the three school construction items individually and not as a whole. She stated there is a document on the Virginia Department of Education's web site about guidelines of facilities for best practices of Virginia's public schools and stated a lot of the questions can be answered in this document. She encouraged the Board to look at the School Capital Improvement Plan and to read this document.

**John Birch**, Shawnee District, addressed the Board and stated both supporters and

opponents of the School's Capital Improvement Plan have something in common and that is some level of disbelief that the school projects that they are continuing to debate about have been on this plan and discussed for ten years and here they are at the 11<sup>th</sup> hour still arguing about the "ifs" and the "what's". He stated it was well past time to have focused discussion on the "how" part of the problem. He further stated the suggestions of additions, renovations, and additional modulars, are foolish short term solutions as they will be back in ten years for the same thing, but construction costs will be higher.

There were no further comments.

Chairman DeHaven closed the Citizen Comments portion of the meeting.

#### **BOARD OF SUPERVISORS COMMENTS**

Supervisor Wells thanked everyone that spoke. He stated he felt the School Board, Sheriff's Department and Fire and Rescue do an excellent job. He further stated the Board and School Board are not bickering and the Board is not, "not doing anything." He stated they are working hard together. He stated the Board of Supervisors works hard and they are not against the School Board.

Supervisor Slaughter stated that it may appear there is inaction on their part but they are working hard to find a solution and a balance. She stated they are looking out into the future; looking at various scenarios.

Supervisor Dunn stated that he echoes Supervisor Wells' and Slaughter's comments. There are three school items and they are trying to work together to find a solution.

Chairman DeHaven stated he had a request to designate April as Parkinson's Awareness Month and asked if there were no objections from the Board, and if it will not conflict with other

commitments for April, he would execute that.

There were no concerns expressed.

**ADJOURN**

**UPON MOTION MADE BY SUPERVISOR LOFTON, SECONDED BY  
SUPERVISOR EWING, THERE BEING NO FURTHER BUSINESS TO COME BEFORE  
THIS BOARD, THE MEETING WAS ADJOURNED. (8:15 P.M.)**

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**Budget Work Session**

**March 1, 2017**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, March 1, 2017 at 5:00 P.M., in the First Floor Conference Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells

**OTHERS PRESENT**

County Administrator Brenda G. Garton, Deputy County Administrator for Community Development Kris C. Tierney, Deputy County Administrator for Human Services Jay E. Tibbs, Finance Committee Member Angela Rudolph, Commissioner of the Revenue Ellen Murphy, Treasurer C. William Orndoff, Jr., Finance Director Cheryl B. Shiffler, Budget Analyst Jennifer Place, Assistant Finance Director Sharon Kibler, County Attorney Rod Williams, IT Director Scott Varner, HR Director Becky Merriner, Superintendent of Schools Dr. David Sovine, Director of Middle & Secondary Instructional Services Dr. Juliette Myers, School Board Members Dr. John Lamanna and Mike Lake, Budget Supervisor Frederick County Public Schools Kristen Anderson, and Executive Director of Finance for Frederick County Public Schools Patty Camery.

**CALL TO ORDER**

Chairman DeHaven called the work session to order.

Administrator Garton reviewed a proposed new scenario 4, which was a compromise scenario based on feedback from the last work session. This proposal would reduce the current use of fund balance funding by ¼ and would set aside half of the new revenue derived from the reassessment into a capital reserve fund.

Supervisor Ewing reviewed his proposed budget scenario, which used the original option 3 scenario as a baseline. He suggested setting aside the full \$4.3 million in revenue from the reassessment into a capital fund. He also stated that he would like to fund 12 firefighters/EMTs in this scenario.

Supervisor Slaughter concurred with Supervisor Ewing's suggestion to set aside \$4.3 million in a capital fund. She stated that her baseline is scenario 3 and she would intend to fund 12 firefighters in option 3.

Vice-Chairman Fisher stated that he preferred using \$1.8 million in fund balance and he agreed with Supervisor Ewing regarding the additional firefighter positions. He went on to say that he would like to set aside \$3 million of the reassessment revenue in a capital reserve with the remainder to be put into revenue to be used to do something for the Sheriff's Department. He stated he would be agreeable to using \$2.7 million in fund balance and putting all of the \$4.3 into a capital reserve.

Supervisor Dunn reviewed his proposed scenario. He noted that he too used option 3 as his baseline. He stated that, long-term, getting away from using fund balance was a smart thing to do. In his proposal he would like to fund 20 police cars, one K-9 unit, the self-contained breathing apparatus grant, use some proffer dollars to fund Frederick Heights Park, fund 6 additional firefighters and one Sheriff's deputy. He would decrease the proposed contingency fund by \$250,000. His proposal also included a 2% salary increase instead of 2.5%. He concluded by saying that he would like the school to build in 13 school buses.

Dr. Sovine noted that under option 3 the schools would not be in a position to do a 2.5% salary increase.



Ms. Rudolph stated that she concurred with Supervisor Fisher's comments relative to funding the Sheriff's Department.

Supervisor Wells stated that he was still interested in either the original option 1 or option 2. He disagreed with option 3.

Supervisor Dunn noted that his proposal netted an additional \$400,000 over option 3. He then reviewed some of the capital expenditures to include Frederick Heights Park, K-9 unit, and 20 sheriff's vehicles.

Chairman DeHaven sought consensus on several items in an effort to provide guidance to the county administrator for an alternate scenario.

The majority consensus was to set aside all of the \$4.3 million in increased revenue from the reassessment.

The majority consensus was to reduce the use of fund balance from \$3.6 million to \$2.7 million.

The majority consensus was to fund the following positions: 12 firefighters, one building inspector, 1 Social Services administrative assistant, 1 recreation technician in Parks & Recreation, 1 sheriff's deputy, and 1 cashier in the Treasurer's office (mid-year hire).

Administrator Garton advised the contingency fund would be significantly reduced; however, she would be concerned if it got to \$0. She felt \$400,000 to \$500,000 would be fine.

Chairman DeHaven felt the contingency fund could be less.

The next budget work session will be held on Wednesday, March 8, 2017 at 6:00 p.m.

There being no further business, the work session was adjourned at 6:29 p.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**Budget Work Session  
and  
Closed Session**

**March 8, 2017**

A Closed Session Meeting of the Frederick County Board of Supervisors was held on Wednesday, March 8, 2017 at 5:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells

**CALL TO ORDER**

Chairman DeHaven called the meeting to order.

**CLOSED SESSION**

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Lofton, the Board of Supervisors convened in closed session pursuant to Section 2.2-3711 A (7) of the Code of Virginia, 1950, as Amended, for consultation with legal counsel and briefing by staff members pertaining to a probable litigation matter, regarding two masonry mailboxes constructed within the right-of-way at 161 and 308 Saint Andrews Court, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel; and

Pursuant to Section 2.2-3711 A (7) of the Code of Virginia, 1950, as Amended, for consultation with legal counsel and briefing by staff members pertaining to a probable litigation matter, regarding a zoning violation at property located at 2543 Martinsburg Pike, the record owner and executor of her estate being deceased and the property being subject to sale pursuant to the terms of the record owner's last will and testament, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body,

and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel; and

Pursuant to Section 2.2-3711 A (7) of the Code of Virginia, 1950, as Amended, for consultation with legal counsel and briefing by staff members pertaining to a litigation matter, Stonewall Industrial Investors, LLC v. Frederick County, Virginia, currently pending in the Frederick County Circuit Court, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Ewing, the Board of Supervisors came out of closed session and reconvened in open session.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman Fisher, seconded by Supervisor Wells, the Board certified that to the best of each Board Member's knowledge only legal matters, pursuant to

Section 2.2-3711 A (7) of the Code of Virginia, 1950, as Amended, specifically consultation with legal counsel and briefing by staff members pertaining to a probable litigation matter, regarding two masonry mailboxes constructed within the right-of-way at 161 and 308 Saint Andrews Court, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel; and

consultation with legal counsel and briefing by staff members pertaining to a probable litigation matter, regarding a zoning violation at property located at 2543 Martinsburg Pike, the record owner and executor of her estate being deceased and the property being subject to sale pursuant to the terms of the record owner's last will and testament, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel; and

consultation with legal counsel and briefing by staff members pertaining to a litigation matter, Stonewall Industrial Investors, LLC v. Frederick County, Virginia, currently pending in the Frederick County Circuit Court, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding the matter, requiring the provision of legal advice by such counsel, were discussed.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Blaine P. Dunn	Aye
Bill M. Ewing	Aye

Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

Chairman DeHaven announced the Board would recess until its 6:00 p.m. budget work session.

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, March 8, 2017 at 5:00 P.M., in the First Floor Conference Room, 107 North Kent Street, Winchester, VA.

### **PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Bill M. Ewing; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells

### **OTHERS PRESENT**

County Administrator Brenda G. Garton, Deputy County Administrator for Human Services Jay E. Tibbs, Finance Committee Member Angela Rudolph, Commissioner of the Revenue Ellen Murphy, Treasurer C. William Orndoff, Jr., Finance Director Cheryl B. Shiffler, Budget Analyst Jennifer Place, Assistant Finance Director Sharon Kibler, County Attorney Rod Williams, IT Director Scott Varner, HR Director Becky Merriner, Superintendent of Schools Dr. David Sovine, Assistant Superintendent of Administration Dr. Al Orndorff, School Board Members Dr. John Lamanna. Peggy Clark, Frank Wright, Seth Thatcher, and Mike Lake, Budget Supervisor Frederick County Public Schools Kristen Anderson, and Executive Director of Finance for Frederick County Public Schools Patty Camery.

### **CALL TO ORDER**

Chairman DeHaven called the work session to order.

Administrator Garton reviewed her revised budget scenarios to include variations of Option 3B, with additional scenarios being offered by Supervisors Slaughter and Dunn. She noted this was the final work session before the ad needed to go to the paper, so a decision was needed this evening.

Supervisor Slaughter reviewed her proposed scenario which used option 3B as the baseline. For the schools, the proposal included a 2% merit and baseline salary adjustment and provided an additional \$715,457 for school operating priorities and an additional \$88,287 for school capital. With regard to the general fund, the proposal reduced the merit increase from 2.5% to 2% and reduced the Operational Contingency to \$370,717.

Supervisor Ewing stated he was supportive of Supervisor Slaughter's scenario, which set aside \$4.3 for a capital reserve and reduced the amount of fund balance used to balance the budget.

Supervisor Fisher felt this proposal was where "we" should be and he would support it.

Supervisor Dunn stated he liked what Supervisor Slaughter had done, but he had a different proposal. He then reviewed his proposal which reduced the number of Sheriff's vehicles from 20 to 16 and moved a number of the positions to mid-year hires. The proposal also reduced the Operational Contingency by \$110,000. In addition, his proposal reduced the salary increase to 2%.

Administrator Garton noted all of the options did reduce the amount of fund balance funding used to balance the budget.

Chairman DeHaven then sought a consensus regarding which scenario to advertise.

Supervisor Ewing recommended Supervisor Slaughter's proposal.

Supervisor Slaughter stated she felt changes could be made to her proposal to enable a 2.5% salary increase for County employees, if the schools decided to implement a 2.5% increase. She wanted to be sure that employees were treated equally.

Supervisor Ewing agreed.

Supervisor Fisher concurred with Supervisor Slaughter's and Supervisor Ewing's comments.

Chairman DeHaven expressed his support for Supervisor Slaughter's 3B scenario.

Supervisor Dunn thought Supervisor Slaughter made a good proposal and he could support it.

The majority consensus was to advertise Supervisor Slaughter's scenario 3b for public hearing.

Administrator Garton reviewed Supervisor Slaughters scenario to make sure she captured everything in her spreadsheet.

There being no further business, the work session was adjourned at 6:30 p.m.



# CONSENT AGENDA

B



## **BOARD OF SUPERVISORS**

**PROCLAMATION  
NATIONAL TELECOMMUNICATOR'S WEEK  
FREDERICK COUNTY, VIRGINIA  
APRIL 9-15, 2017**

**WHEREAS**, emergencies can occur at any time that require police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Frederick County Department of Public Safety Communications Center; and

**WHEREAS**, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

**WHEREAS**, Public Safety Dispatchers of Frederick County, Virginia have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Supervisors of Frederick County, Virginia does hereby proclaim the week of April 9-15, 2017 to be National Telecommunicator's Week in Frederick County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

**ADOPTED** this 22<sup>nd</sup> day of March, 2017.

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Charles S. DeHaven, Jr.  
Chairman, Board of Supervisors  
County of Frederick, Virginia



## MEMORANDUM

To: Administration

From: LeeAnna Pyles; Director

Date: March 10, 2017

Ref: Item to add to BOS meeting on March 22, 2017

Every year, the second full week of April is dedicated to the men and women who serve as Public Safety Telecommunicators. This year, April 9-15, 2017 will be recognized as "National Telecommunicators Week". Please see that the attached Proclamation is entered in the Board of Supervisors agenda for the March 22<sup>th</sup> meeting.

# CONSENT AGENDA

C



## **BOARD OF SUPERVISORS**

### **PROCLAMATION APRIL 1-7, 2017 AS LOCAL GOVERNMENT EDUCATION WEEK**

**WHEREAS**, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

**WHEREAS**, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

**WHEREAS**, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

**WHEREAS**, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

**NOW, THEREFORE, BE IT PROCLAIMED**, by Board of Supervisors of the County of Frederick, Virginia, that April 1-7, 2017 is hereby designated as Local Government Education Week; and

**BE IT FURTHER PROCLAIMED**, that the Board of Supervisors of the County of Frederick, Virginia and the Frederick County School Board will partner to promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

**ADOPTED** this 22<sup>nd</sup> day of March, 2017.

---

Charles S. DeHaven, Jr., Chairman

D



## COUNTY of FREDERICK

**Brenda G. Garton**  
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

### MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Brenda G. Garton, County Administrator  
**DATE:** March 16, 2017  
**RE:** Committee Appointments

Listed below are the vacancies/appointments due through May, 2017. As a reminder, in order for everyone to have ample time to review applications, and so they can be included in the agenda, please remember to submit applications prior to Friday agenda preparation. Your assistance is greatly appreciated.

#### **MARCH 2017**

##### Social Services Board

Linda M. Martenson – Member-At-Large Representative  
211 Woodcrest Drive  
Winchester, VA 22603  
Home: (540)667-2994  
Term Expires: 03/13/17  
Four year term

*(Staff has been advised that Ms. Martenson does not want to be reappointed.)*

#### **APRIL 2017**

##### Board of Building Appeals

Richard A. Ruckman – Frederick County Representative  
481 Stonymeade Drive  
Winchester, VA 22602  
Home: (540)667-2697  
Term Expires: 04/08/17  
Five year term

Clay A. Whitacre – Frederick County Representative  
304 Whitacre Road  
Gore, VA 22637  
Home: (540)888-3898  
Term Expires: 04/25/17  
Five year term

*(FYI - There are seven members on the Board of Building Appeals. One member serves as an alternate. Members serve a five year term. **Members should, to the extent possible, represent different occupational or professional fields of the building industry. At least one member should be an experienced builder and one other member should be a licensed professional engineer or architect.***

Historic Resources Advisory Board

Elizabeth B. Fravel – Opequon District Representative  
5211 Main Street  
Stephens City, VA 22655  
Home: (540)869-4378  
Term Expires: 04/26/17  
Four year term

*(The Historic Resources Advisory Board is comprised of nine members, one member from each magisterial district and three members at large.)*

Planning Commission

Robert S. Molden – Opequon District Representative  
230 Dependence Lane  
Middletown, VA 22645  
Home: (540)869-3994  
Term Expires: 04/07/17  
Four year term

Lawrence R. Ambrogi – Shawnee District Representative  
101 Armstrong Circle  
Winchester, VA 22602  
Home: (540)667-0947  
Term Expires: 04/28/17  
Four year term



Sanitation Authority

Tom Simon – Frederick County Representative  
2130 First Street  
Middletown, VA 22645  
Home: (540)869-3821  
Term Expires: 04/15/17  
Four year term

*(The Sanitation Authority is comprised of five members as stated in their Articles of Incorporation.)*

**MAY 2017**

No appointments due for May 2017.

BGG/tjp

E



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail [rwillia@fcva.us](mailto:rwillia@fcva.us)

**MEMORANDUM**

TO: Frederick County Board of Supervisors  
CC: Brenda G. Garton, County Administrator  
FROM: Roderick B. Williams, County Attorney  
DATE: March 15, 2017  
RE: Commissioner of Revenue Refund Requests

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Attached, for the Board's review, are requests to authorize the Treasurer to credit the following entities:

1. Chaos Fab Shop LLC – \$3,143.53
2. Penske Truck Leasing Co. – \$3,683.49

A handwritten signature in blue ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams  
County Attorney

Attachments



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail [rwillia@fcva.us](mailto:rwillia@fcva.us)

**MEMORANDUM**

TO: Ellen E. Murphy, Commissioner of the Revenue  
Frederick County Board of Supervisors

CC: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: March 13, 2017

RE: Refund – Chaos Fab Shop LLC

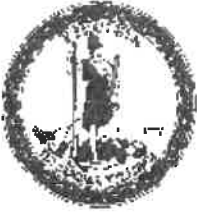
I am in receipt of the Commissioner's request, dated March 2, 2017, to authorize the Treasurer to refund Chaos Fab Shop LLC the amount of \$3,143.53, for business license fees for 2016. This refund resulted from reclassification of business license taxes for the 2016 tax year.

The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.

A handwritten signature in dark ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams  
County Attorney

Attachment



*Frederick County, Virginia*  
**Ellen E. Murphy**  
**Commissioner of the Revenue**  
107 North Kent Street  
Winchester, VA 22601  
Phone 540-665-5681 Fax 540-667-6487  
**email: [emurphy@co.frederick.va.us](mailto:emurphy@co.frederick.va.us)**



March 02, 2017

TO: Rod Williams, County Attorney  
Cheryl Shiffler, Finance Director  
Frederick County Board of Supervisors  
Jay Tibbs, Secretary to the Board  
Brenda Garton, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Chaos Fab Shop LLC

*E. Murphy*

Please approve a refund of \$3,143.53 for proration of business license taxes for 2016 in the name of Chaos Fab Shop LLC. This refund is for reclassification of business license taxes for the 2016 tax year.

To comply with requirements for the Treasurer to apply this refund board action is required.

The Commissioner's staff has verified all required data and the paperwork is in the care of the Commissioner of the Revenue.

Please also approve a supplemental appropriation for the Finance Director on this request.

Exoneration is \$3143.53.

Date: 3/01/17

Cash Register: COUNTY OF FREDERICK

Time: 10:41:45

Act# 24932 Customer Transactions:  
Trans. Type: PAY Dept/Bill#: BL2016 / 00048620001 P/I Date: 3/01/2017  
Business: CHAOS FAB SHOP LLC Due Date: 8/12/2016  
Address: 344 VICTORY RD Sts Codes:

pplicant: WINCHESTER VA Zip Code: 22602 - 0000  
Address: Fed ID#/SSN#:   
344 VICTORY RD  
WINCHESTER VA Zip Code: 22602

Original Bill: \$3,042.13 Payments: \$6,084.26 Setoff Claim #: 00000000  
Penalty Paid: \$.00 Int Paid: \$101.40 Last Date: 2/28/2017  
Amount Owed: \$3,042.13- Other: \$.00  
Total Owed: \$3,042.13- Penalty: \$.00 Interest: \$.00  
Prin. being Paid: 3042.13- Pen Rate % Int Fact Dept Code  
Penalty being Paid: Interest being Paid: 101.40-  
Total Amount Paid: 3143.53- Aging:  
\* Late Filing Penalties. \*

Promise to Pay Date: Supplement No: 07

F1=Amt Tender

F2=Next Ticket

F3=Exit

F10=Funcnt Menu

Needs Board Approval



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail [rwillia@fcva.us](mailto:rwillia@fcva.us)

**MEMORANDUM**

TO: Ellen E. Murphy, Commissioner of the Revenue  
Frederick County Board of Supervisors

CC: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: March 13, 2017

RE: Refund – Penske Truck Leasing Co.

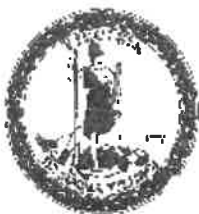
I am in receipt of the Commissioner's request, dated March 2, 2017, to authorize the Treasurer to refund Penske Truck Leasing Co. the amount of \$3,683.49, for personal property taxes for 2016. This refund resulted from proration of personal property taxes on vehicles sold, traded or moved out of Frederick County.

The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.

A handwritten signature in black ink, appearing to be "R. Williams", is written over a horizontal line.

Roderick B. Williams  
County Attorney

Attachment



*Frederick County, Virginia*  
**Ellen E. Murphy**  
**Commissioner of the Revenue**  
107 North Kent Street  
Winchester, VA 22601  
Phone 540-665-5681 Fax 540-667-6487  
**email: [emurphy@co.frederick.va.us](mailto:emurphy@co.frederick.va.us)**



March 02, 2017

TO: Rod Williams, County Attorney  
Cheryl Shiffler, Finance Director  
Frederick County Board of Supervisors  
Jay Tibbs, Secretary to the Board  
Brenda Garton, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Penske Truck Leasing Co.

A handwritten signature in cursive script, reading "E. Murphy".

Please approve a refund of \$3,683.49 for proration of personal property taxes for 2016 in the name of Penske Truck Leasing Co. This refund is for proration of personal property taxes on vehicles sold, traded or moved out of Frederick County.

To comply with requirements for the Treasurer to apply this refund board action is required.

The Commissioner's staff has verified all required data and the paperwork is in the care of the Commissioner of the Revenue.

Please also approve a supplemental appropriation for the Finance Director on this request.

Exoneration is \$3,683.49.



Date: 3/01/17

Cash Register: COUNTY OF FREDERICK

Time: 10:42:55

Customer Name: PENSKE TRUCK LEASING CO

Total Transactions: 91  
Customer Transactions: 4

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
—	PP2016	1	00441250003	\$711.59-	\$ .00	\$711.59-
—	PP2016	2	00441250004	\$1,067.38-	\$ .00	\$1,067.38-
—	PP2016	3	00441250005	\$761.81-	\$ .00	\$761.81-
—	PP2016	4	00441250006	\$1,142.71-	\$ .00	\$1,142.71-

F3=Exit    F14=Show Map#    Total Paid :    \$3,683.49  
F15=Show Balance    F18=Sort-Entered    F21=CmdLine  
F20=Attach

Needs Board Approval

F



## COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: cshiffle@fcva.us

**TO:** Board of Supervisors  
**FROM:** Finance Committee  
**DATE:** March 15, 2017  
**SUBJECT:** Finance Committee Report and Recommendations

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A Finance Committee was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, March 15, 2017 at 8:00 a.m. All members were present. ☒ Items 7 and 8 were approved under consent agenda. ☐ = No action required.

1. ☐ The Blue Ridge Youth Soccer Association, Inc. (BRYSA) requests real property tax exemption for land owned by the organization. See attached information, p. 4 – 10. The committee postpones the request indefinitely.
2. The Park and Stewardship Planner requests a General Fund supplemental appropriation in the amount of \$17,500. This amount represents an increase in VDOT funding for the VDOT Recreation Access Grant awarded in December 2016. No additional local funds are required. The funding increase also requires an updated Board resolution to accept the new amount. See attached information, p. 11 – 17. The committee recommends approval of the supplemental appropriation and the updated resolution.
3. The Parks and Recreation Director requests approval of a revision to their Donation and Recognition Policy allowing rights to be sold for existing unnamed facilities. The revision has been approved by the Parks and Recreation Commission. See attached information, p. 18 – 21. The committee recommends approval.
4. The Social Services Director requests approval to become fiscal agent for the CFW Foster Care Program and a General Fund supplemental appropriation in the amount of \$12,838

- to cover the month of June. No additional local funds required. See attached memo, p. 22 – 24. The committee recommends approval.
5. Stephens City Fire & Rescue Company requests a General Fund supplemental appropriation in the amount of \$224,105.51. This amount is a request for proffer funds for a proposed ancillary building project. See attached information, p. 25 – 42. The committee recommends approval.
  6. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$10,266. This amount represents revenue collected in excess of budgeted for fire school programs. No local funds required. See attached memo, p. 43. The committee recommends approval.
  7. ☒ The Sheriff requests a General Fund supplemental appropriation in the amount of \$3,617.19. This amount represents a reimbursement for an auto claim. No local funds required. See attached memo, p. 44 – 45.
  8. ☒ The Sheriff requests a General Fund supplemental appropriation in the amount of \$17,381.86. This amount represents ICAC reimbursement. No local funds required. See attached memos, p. 46 – 55.
  9. ☐ The Finance Director requests continued discussion on the funding sources and cash balance for the Airport Operating Fund.

**INFORMATION ONLY**

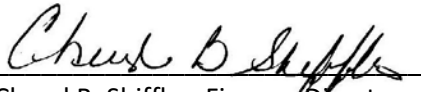
1. The Finance Director provides a Fund 10 Transfer Report for February 2017. See attached, p. 56.
2. The Finance Director provides an FY 2016 Fund Balance Report ending March 9, 2017. See attached, p. 57.

3. The Finance Director provides financial statements for the month ending February 28, 2017. See attached, p. 58 – 68.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman  
Charles DeHaven  
Gary Lofton  
Angela Rudolph

By   
Cheryl B. Shiffler, Finance Director



ELLEN E. MURPHY  
COMMISSIONER

## Frederick County, Virginia

### OFFICE OF

### COMMISSIONER OF THE REVENUE

107 North Kent Street  
Winchester VA 22601

P.O. Box 552  
Winchester VA 22604-0552

[emurphy@fcva.us](mailto:emurphy@fcva.us)


[www.fcva.us/cor](http://www.fcva.us/cor)



Phone: 540-665-5681  
Fax: 540-667-6487

### MEMORANDUM

TO: Rod Williams, County Attorney

FROM: Ellen Murphy, Commissioner of the Revenue 

DATE: January 30, 2017

RE: Blue Ridge Youth Soccer Association, Inc.

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Attached, in connection with the request for real property tax exemption, are Blue Ridge Youth Soccer Association's letter to the Board of Supervisors, Application for Exemption, and IRS exemption determination.

For 2016, the taxes for Map No. 77-A-26A were \$751.80 and for Map No. 77-A-26B were \$992.55. This year they did not re-apply for land use as they have applied for tax exemption.

I have let Mr. Lanham know that this will be presented to the Finance Committee on February 15 and to the Board of Supervisors on February 22. In addition, I have let Mr. Lanham know that if the exemption is granted, we will request it to be retroactive to the date of purchase of the property at his request.

Thank you.



The Executive Committee  
Recreational & Travel Divisions  
4 Weems Lane #136  
Winchester, VA 22601

January 18, 2017

ATTN: Frederick County, VA, Board of Supervisors

**RE: Blue Ridge Youth Soccer Association Inc. (BRYSA) Request for Property Tax Exemption**

Dear Board of Supervisors,

By means of this letter and as an active member of the BRYSA Executive Committee, I respectfully request Real Property Tax Exemption for the land owned by our organization with property ID's of 77-A-26-A & 77-A-26-B. We have a 501(c)(3) Federal Tax Designation and have provided the application required by the Commissioner of Revenue.

Should you have any questions please do not hesitate to contact me.

Respectfully,

Ray Lanham Member-At-Large, Secretary



**FREDERICK COUNTY, VIRGINIA**  
Ellen E. Murphy, Commissioner of the Revenue  
P.O. Box 552, Winchester VA 22604-0552  
Phone: 540-665-5680 Fax: 540-667-6487  
[www.fcva.us/cor](http://www.fcva.us/cor) \* [www.fcva.us/re](http://www.fcva.us/re)

DATE: 1/18/17

FILE APPLICATION  
TRIENNIALY

## APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B):

*Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.*

\*\*\* COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. \*\*\*

Organization's Name:	Blue Ridge Youth Soccer Association Inc.		
Organization's Federal Employer Identification No. (EIN):	54-1269291		
Contact Name:	Ray Lanham	Phone Number:	540-974-5588
Contact Title:	Executive Committee Member	Email:	rlanham@des.com
Mailing Address:	4 Weems Ln # 136		
Frederick County Location Address:	Property ID's: 77-A-26-A & 77-A-26-B		
Date Organization Began or Will Begin Operating in Frederick County:	Currently Operating in Frederick County		
<b>1. What is the organization's purpose?</b>			
Youth Soccer Organization for Recreation and Travel Soccer			
<b>2. What is the organization's federal tax designation (select one):</b>			
<input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)(4) <input type="checkbox"/> 501(c)(6) <input type="checkbox"/> 501(c)(7) <input type="checkbox"/> Other [specify]:			
<b>3. How is the organization funded?</b>			
Participant Registration Fee's			
<b>4. What activities or services does the organization provide that enhances Frederick County and its citizens?</b>			
Low cost organized soccer for youth ages 4 - 18.			
<b>5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):</b>			
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
77-A-26-A	West Parkins Mill Rd.	8/28/15	Outdoor Recreational Facility
77-A-26-B	West Parkins Mill Rd.	8/28/15	Outdoor Recreational Facility

[continues on page 2]



# APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

## 6. Select the category of exemption under which your organization qualifies:

- ☐ Church or Religious Body or Religious Organization [provide supporting documentation]
- ☐ Non-Profit Cemetery
- ☐ Library or Non-Profit Institution of Learning
- ☐ Museum
- ☐ Historic Preservation
- ☐ Park
- ☐ Playground
- ☒ Club, Scouts, or nationally-known helpful organization [specify]: Local Youth Soccer Association
- ☐ College Foundation or Alumni Association
- ☐ Recognized Farming Association [specify]: \_\_\_\_\_
- ☐ Veterans Association or Auxiliary of same [specify]: \_\_\_\_\_

**NOTE:** A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested.


## 7. List the following information for all officers who have the legal authority to represent the organization:

NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	EMAIL ADDRESS
Ray Lanham	Member at Large Executive Comm.	327 S. Timber Ridge Cross Junction, Va 22625	540-974-5588	rlanham@des.com
Jim Carden	Executive Director Winchester United	11 Glaize Ave Winchester, VA 22601	540-247-1942	jcarden31@gmail.com
Nathan Laing	Commissioner BRYSA	12 N. Braddock Rd. Winchester, VA 22601	540-974-6454	nlaing@onesource screening.com

## DECLARATION AND SIGNATURE

If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11)

**DECLARATION:** I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process.

 Ray Lanham ☐ Owner OR ☐ If Business, Title Executive Committee Member 1/18/2017  
Signature Print Name (e.g., President, VP etc.) Date

## \*\*\* FOR OFFICE USE ONLY \*\*\*

Date Received: _____	<input type="checkbox"/> Copy sent to Rod Williams on _____	Initials: _____	Disposition: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
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[Rev. 10/2014]

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

## DEPARTMENT OF THE TREASURY

Date: AUG 17 1988

BLUE RIDGE YOUTH SOCCER ASSOCIATION  
INC  
PO BOX 2865  
WINCHESTER, VA 22604

Employer Identification Number:  
54-1269291  
DLN:  
17053140023008  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
October 31  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Letter 947 (DO/CG)

-2-

## BLUE RIDGE YOUTH SOCCER ASSOCIATION

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Letter 947 (DO/CG)

-3-

## BLUE RIDGE YOUTH SOCCER ASSOCIATION

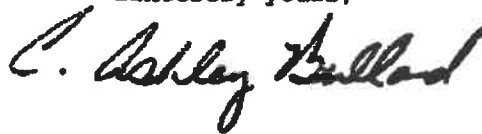
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):  
Addendum

Letter 947 (DO/CG)



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

# MEMO

**To:** Finance Committee  
**From:** Jon Turkel, Park and Stewardship Planner *JWT*  
**Subject:** VDOT Recreation Access Grant Resolution Revision Needed  
**Date:** March 6, 2017

VDOT has requested a revised resolution for the Recreation Access Grant awarded to Frederick County. **The net result of this change increases VDOT's share to the project.** The following timeline illustrates the steps that have led to the need for a new resolution:

- **May 2016:** BOS approves resolution for VDOT Recreation Access Grant application (**Attachment 1**).
- **June 2016:** Frederick County applies for \$322,500 in VDOT Recreation Access funding.
- **November 2016:** VDOT identifies supplemental funds to increase the state share of the project cost by \$17,500; from \$322,500 to \$340,000, and reducing the local share of the project by \$16,500; from \$72,500 to \$56,000.\*  
\*Estimated project cost increased by \$1,000 (\$395,000 to \$396,000) for reasons unclear to staff, both the initial and revised project cost estimate was provided by VDOT.
- **November 2016:** Staff provides VDOT a requested letter clearing the way for VDOT to contribute additional funds to the project.
- **December 2016:** VDOT's Commonwealth Transportation Board (CTB) awards \$340,000 in Recreation Access Funds to the project.
- **February 2017:** VDOT requests an updated resolution to accept the new amount of available funds; \$340,000. (**Attachment 2**).

VDOT's Recreation Access Program operates on a reimbursement basis. Increasing the amount in a new resolution will allow the County access to the increased VDOT funds.

Staff is seeing a recommendation for a new resolution to be approved by the Board of Supervisors.

**BOARD OF SUPERVISORS  
FREDERICK COUNTY, VIRGINIA**

May, 25, 2016

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on May 25, 2016, on a motion by Supervisor Judith McCann-Slaughter, seconded by Supervisor Robert Wells, the following resolution was adopted by a vote of 7 to 0.

**WHEREAS**, the Sherando Park is owned and is to be developed by Frederick County as a recreational facility serving the residents of Frederick County and adjoining localities; and

**WHEREAS**, the property on which this facility is located has no access to a public street or roadway and will require the construction of a new roadway which will connect to Warrior Drive; and

**WHEREAS**, the procedure governing the allocation of recreational access funds as set forth in Section 33.2-1510 of the *Code of Virginia* requires joint action by the Director of the Department of Conservation and Recreation and the Commonwealth Transportation Board; and

**WHEREAS**, a statement of policy agreed upon between the said Director and Board approves the use of such funds for the construction of access roads to publicly-owned recreational or historic areas; and

**WHEREAS**, the Board has duly adopted a zoning ordinance pursuant to Article 7 (Section 15.2-2280 et seq), Chapter 22, Title 15.2 of the *Code of Virginia*; and

**WHEREAS**, it appears to this Board that all requirements of the law have been met to permit the Director of the Department of Conservation and Recreation to designate Sherando Park as a public recreational facility and further permit the Commonwealth Transportation Board to provide funds for access to this public recreation area in accordance with Section 33.2-1510 of the *Code of Virginia*; and

**WHEREAS**, the Board agrees, in keeping with the intent of Section 33.2-405 of the Code of Virginia, to use its good offices to reasonably protect the aesthetic or cultural value of this road leading to or within areas of historical, natural or recreational significance; and

**WHEREAS**, the County of Frederick hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way for this improvement, and utility relocations or adjustments, if necessary, will be provided at no cost to the Virginia Department of Transportation; and

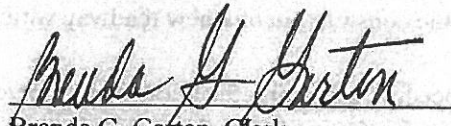
**NOW, THEREFORE BE IT RESOLVED**, the Board of Supervisors of Frederick County hereby requests the Director of the Department of Conservation and Recreation to designate Sherando Park as a public recreational area and to recommend to the Commonwealth Transportation Board that recreational access funds be allocated for an adequate access road to serve said Sherando park area; and



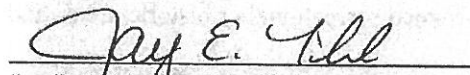
**BE IT FURTHER RESOLVED**, the Commonwealth Transportation Board is hereby requested to allocate the necessary recreational access funds to provide a suitable access road as hereinbefore described.

**BE IT FURTHER RESOLVED**, that the County Administrator and/or his designee(s) be authorized to act on behalf of the Board of Supervisors to execute any and all documents necessary to secure the funding sought through the Recreation Access Program up to, but not exceeding, \$322,500 state funds

**BE IT FURTHER RESOLVED THAT:** The Frederick County Board of Supervisors hereby agrees that the new roadway so constructed will be added to and become a part of the secondary system of highways.

  
Brenda G. Garton, Clerk  
Frederick County Board of Supervisors

**ATTEST:**

  
Jay E. Tibbs, Deputy Clerk  
Frederick County Board of Supervisors

**BOARD OF SUPERVISORS  
FREDERICK COUNTY, VIRGINIA**

March \_\_, 2017

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on May 22, 2017 on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution was adopted by a vote of \_\_\_\_ to \_\_\_\_.

WHEREAS, the Sherando Park is owned and is to be developed by Frederick County as a recreational facility serving the residents of Frederick County and adjoining localities; and

WHEREAS, the property on which this facility is located has no access to a public street or roadway and will require the construction of a new roadway which will connect to Warrior Drive; and

WHEREAS, the procedure governing the allocation of recreational access funds as set forth in Section 33.2-1510 of the *Code of Virginia* requires joint action by the Director of the Department of Conservation and Recreation and the Commonwealth Transportation Board; and

WHEREAS, a statement of policy agreed upon between the said Director and Board approves the use of such funds for the construction of access roads to publicly-owned recreational or historic areas; and

WHEREAS, the Board has duly adopted a zoning ordinance pursuant to Article 7 (Section 15.2-2280 et seq), Chapter 22, Title 15.2 of the *Code of Virginia*; and

WHEREAS, it appears to this Board that all requirements of the law have been met to permit the Director of the Department of Conservation and Recreation to designate Sherando Park as a public recreational facility and further permit the Commonwealth Transportation Board to provide funds for access to this public recreation area in accordance with Section 33.2-1510 of the *Code of Virginia*; and

WHEREAS, the Board agrees, in keeping with the intent of Section 33.2-405 of the *Code of Virginia*, to use its good offices to reasonably protect the aesthetic or cultural value of this road leading to or within areas of historical, natural or recreational significance; and

WHEREAS, the County of Frederick hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way for this improvement, and utility relocations or adjustments, if necessary, will be provided at no cost to the Virginia Department of Transportation; and

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of Frederick County hereby requests the Director of the Department of Conservation and Recreation to designate Sherando Park as a public



recreational area and to recommend to the Commonwealth Transportation Board that recreational access funds be allocated for an adequate access road to serve said Sherando park area; and

BE IT FURTHER RESOLVED, the Commonwealth Transportation Board is hereby requested to allocate the necessary recreational access funds to provide a suitable access road as hereinbefore described.

BE IT FURTHER RESOLVED, that the County Administrator and/or his designee(s) be authorized to act on behalf of the Board of Supervisors to execute any and all documents necessary to secure the funding sought through the Recreation Access Program up to, but not exceeding \$340,000 state funds; comprised of \$306,000 (\$250,000 unmatched and \$56,000 matched) for road construction and \$34,000 (unmatched) for bikeway construction.

BE IT FURTHER RESOLVED THAT: The Frederick County Board of Supervisors hereby agrees that the new roadway so constructed will be added to and become a part of the secondary system of highways.

---

Brenda G. Garton, Clerk  
Frederick County Board of Supervisors

ATTEST:

---

Jay E. Tibbs, Deputy Clerk  
Frederick County Board of Supervisors



# COMMONWEALTH of VIRGINIA

## *Commonwealth Transportation Board*

Aubrey L. Layne, Jr.  
Chairman

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
Fax: (804) 786-2940

*Agenda item # 13*

### RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

December 7, 2016

#### MOTION

Made By: Mr. Whitworth, Seconded By: Ms. DeTuncq  
Action: Motion Carried, Unanimously

Title: Recreational Access to Sherando Park  
Project RECR-034-890, N501, Frederick County

**WHEREAS**, § 33.2-1510 of the *Code of Virginia* sets forth that the General Assembly of Virginia has found and declared that it is "... in the public interest that access roads and bikeways to public recreational areas and historical sites be provided..." and sets aside highway funds for such purpose, "... [w]hen the Director of the Department of Conservation and Recreation has designated a public recreational area as such ... and recommends to the [Commonwealth Transportation] Board that an access road or bikeway be provided or maintained to that area"; and

**WHEREAS**, the Director of the Department of Conservation and Recreation (DCR) and the Commonwealth Transportation Board (CTB) have adopted a joint policy to govern the use of the Recreational Access Fund pursuant to § 33.2-1510 of the *Code of Virginia*; and

**WHEREAS**, the Frederick County Board of Supervisors has, by appropriate resolution, requested Recreational Access funds to provide road and bikeway access to adequately serve new facilities proposed to be located off of Warrior Drive (Route 719) within Sherando Park in Frederick County and said road and bikeway access is estimated to cost \$396,000; and

**WHEREAS**, this request is under consideration by the Director of DCR for full compliance with the provisions of § 33.2-1510 of the *Code of Virginia*; and

**WHEREAS**, the Director of DCR has previously designated Sherando Park as a public recreational area and it is anticipated that the Director of DCR will recommend the construction of the aforementioned access project.

**NOW, THEREFORE, BE IT RESOLVED**, that from the Recreational Access Fund \$306,000 (\$250,000 unmatched and \$56,000 matched) for road construction and \$34,000 (unmatched) for bikeway construction be allocated to provide adequate access to proposed new facilities within Sherando Park to be located off of Warrior Drive in Frederick County, Project RECR-034-890, N501, contingent upon: = \$ 340,000

1. The Director of DCR recommending the use of the Recreational Access Fund for the construction of the access roadway and bikeway to the proposed new facilities within Sherando Park; and
2. All right of way, environmental assessments and remediation, and utility adjustments being provided at no cost to the Commonwealth; and
3. Execution of an appropriate contractual agreement between the County of Frederick (LOCALITY) and the Virginia Department of Transportation (VDOT) to provide for the:
  - a. design, administration, construction and maintenance of this project; and
  - b. provision of up to \$56,000 in matching funds, as necessary, by the LOCALITY for construction of the access road; and
  - c. payment of all ineligible project costs, and of any eligible project costs in excess of the respective allocation amounts for the roadway access project from sources other than those administered by VDOT.

####



## COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: [fcprd@fcva.us](mailto:fcprd@fcva.us)

[www.fcprd.net](http://www.fcprd.net)

---

# MEMO

---

**To:** Finance Committee  
**From:** Jason Robertson, Director  
**Date:** March 3, 2017  
**Subject:** Revisions to Donation and Recognition Policy (500.06)

The Frederick County Parks and Recreation Commission recommended during their February 14 meeting additions to the existing Donation Policy (500.06) allowing rights to be sold for existing unnamed facilities.

The attached recommended Donation and Recognition Policy (500.06) provides guidelines for the sale of naming rights of unnamed facilities including:

- Recommended values for current facilities
- Revenue from the sale of naming rights assigned to the Recreation Reserve Funds for Capital Projects or General Park Improvements
- All naming rights must be recommended by the Parks and Recreation Commission and approved by the Board of Supervisors.

The policy also reserves the right for the Parks and Recreation Commission to recommend with Board of Supervisor approval, naming a facility after an individual based on their contributions to Parks and Recreation or greater community.

Please contact me at 722-8294 if you should have any questions prior to your meeting.



## **DONATION AND RECOGNITION**

**500.06**

### **PURPOSE:**

To define and establish a method for obtaining recreation program sponsorships, securing facility or product donations, and sell naming rights of existing facilities.

### **GOAL:**

To ensure that those who demonstrate their enthusiasm and commitment to an existing facility or project by monetary or material donations are properly recognized.

### **POLICY:**

#### **All Sponsorships and Donations**

Any member of the general public may make a gift or donation to Frederick County in the name of the Department for the purpose of land acquisition, planning, development, maintenance, operations, and administration of parks and recreation facilities and programs. Recognition of such donations promotes goodwill and cohesiveness in the community.

The Board of Supervisors may accept or reject any gift, bequest, or device made to or in favor of the County.

#### **Recreation Program Sponsorship**

Individuals or organizations wishing to contribute to the success of a recreation program may financially contribute/sponsor a specific program. Program sponsorship values are determined by the Superintendent of Recreation and Marketing Coordinator.

Typically program sponsors are recognized in advertising materials of recreation programs and will receive a thank you letter upon the completion of the program.

#### **Facility Donation:**

Individuals or organizations providing 100% of the cost to construct a new facility, or an amount deemed sufficient for recommendation by the Parks and Recreation Commission, may be recognized by the having the facility named after themselves, or another individual or organization for the useful life of the facility. Any individual or entity donating a facility will be granted a minimum of three free private one day rentals of the facility.

All naming of facilities must be recommended by the Parks and Recreation Commission and approved by the Board of Supervisors.

## **Obtain Naming Rights**

Facility naming rights may be available when there is a desire to have a new or existing facility named after an individual or organization for a period of time. Naming Rights are offered according to the recommended values in Attachment "A" Values are guidelines and final amount will be determined by recommendation of the Parks and Recreation Commission. Revenue from the sale of naming rights will be assigned to the Recreation Reserve Capital Project Fund or General Park Improvement Fund for the development of capital facilities.

- The duration of naming rights will be presented to the Parks and Recreation Commission and Board of Supervisors for consideration with any naming rights request..
- Parks are to retain their existing name in all cases. Naming rights for eligible parks will be recognized as "Supported by"
- Named facilities will be recognized through on site signage and in all marketing materials produced by Frederick County where the specific facility is mentioned.

All naming of facilities must be recommended by the Parks and Recreation Commission and be approved by the Board of Supervisors.

### **Recognition of Individual (Non-monetary)**

On occasion the Parks and Recreation Commission may deem it appropriate to name a facility after an individual based on the individual's contribution to Frederick County Parks and Recreation or the greater community. All naming of facilities must receive a recommendation by the Parks and Recreation Commission and approved by the Board of Supervisors.

Attachment "A"

	5 years	10 years
Sherando or Clearbrook Park	\$ 1,250,000	\$ 2,500,000
Outdoor Pool	\$ 375,000	\$ 750,000
Soccer Field	\$ 90,000	\$ 180,000
Softball or Baseball Field	\$ 90,000	\$ 180,000
Main Playground	\$ 50,000	\$ 100,000
Trail Asphalt (per mile)	\$ 25,000	\$ 50,000
Trail Crushed Stone (per mile)	\$ 20,000	\$ 40,000
Disc Golf or Natural Trail (one mile)	\$ 5,000	\$ 10,000
Fitness Room (Greenwood Mill)	\$ 35,000	

	Life of Asset
Bench/Tree	\$ 750



Tamara Green  
Director

## FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES

107 N. KENT STREET, THIRD FLOOR  
WINCHESTER, VA 22601

(540) 665-5688

(540) 535-2146 FAX

To: Finance Committee/Cheryl Shiffler

From: Tamara Green, Frederick County Department of Social Services Director 

Subject: Request for Classification Action-CFW Foster Care Program

Date: March 7, 2017

---

This memorandum is to request that Frederick County assume fiscal and supervisory responsibility of the Clarke, Frederick and Winchester Foster Care Program, otherwise known as CFW Foster Care, effective June 1, 2017.

CFW Foster Care is a collaborative program of Frederick, Winchester, and Clarke and is responsible for the training, recruitment and support of traditional foster care families. The program is currently supervised by the Clarke County Department of Social Services and is composed of two full time classified employees. Both employees are titled as Family Services Specialist II.

Program costs are outlined in the attached CFW Foster Care Program Proposal for FY 2018. Program expenditures include personnel, administration and two program budget lines. Personnel and administration costs are calculated at \$133,324. Program costs are calculated at \$16,350. Revenue is composed of federal, state and local funds. The County's current allocation is \$27,000. The program will come in under the County's allocation based upon historical revenue trends. Winchester and Clarke County will be invoiced quarterly for their share of program costs.

Due to the Commonwealth's budget cycle beginning on June 1<sup>st</sup>, it is necessary to assume CFW Foster Care at that time due to the allocation of administrative and program funding from the Virginia Department of Social Services. This would require the County to front program costs for a thirty day period at the end of FY2017. These costs are calculated at \$12,838 (\$10,838 personnel/administration and \$2,000 programs) and would require a supplemental allocation. Revenue would be received from federal, state and local sources.

There are two primary reasons for this request. The first is the ability to have increased management over program goals and staff, specifically in the area of recruitment of traditional foster families. As you are aware in FY2016, we observed an increase in Children's Services Act (CSA) costs. The increase in CSA expenditures were driven by an increase in the total number of children served and high cost congregate care placements. A contributing factor is also the use of therapeutic foster care homes over CFW foster care homes (traditional foster care) due to lack of available CFW homes. It must be noted that traditional foster care placement costs are considerably less than therapeutic foster care placement costs. The second reason is the impending retirement of Clarke County Department of Social Services Director Angie Jones in 2018.



Other items for consideration:

- Memorandum of Understanding (MOU)
  - I recommend the creation of a MOU with Winchester and Clarke County regarding program operations and funding
- Budget
  - We will need to create a local budget for the CFW Foster Care Program for peronnel, administration, program and revenue.
  - We will need to notify the Virginia Department of Social Services budget office to transfer \$30,638, of Clarke County Department of Social Service's administrative funding (state allocation) as well as the program funding of \$16,350 to the Frederick County Department of Social Services' allocation.
- Program Location
  - The Program is currently housed in the Our Health Building.
    - Relocate to Frederick County Department of Social Services.
- Compensatory Time and Leave
  - Clarke County Department of Social Services will pay out remaining compensatory time prior to transfer.
  - The two employees will begin annual leave balances at their current standing balance as of May 31, 2017 and other paid time off will follow current FC social service policy and guidelines.

Recommendations:

In summary, it is my request that the Frederick County Department of Social Services assume fiscal and supervisory responsibility of the CFW Foster Care Program. The County general fund costs will not increase and the current allocation of \$27,000 will be the only costs incurred by the County for FY 2017 and 2018.

**CFW PROGRAM  
FY 2017-2018  
PROPOSAL #1 - CLARKE**

Blau	47,741
Britt	<u>47,741</u>
	95,481
FICA (7.65)	7,304
Retirement (10%)	9,548
Life (1.31)	1,214
Health 10% incl.	<u>16,822</u>
Total	130,369

Fingerprinting/CPS	1,000
Cell Phones	1,900
Membership Dues	55
Total	2,955

Total Adm.	133,324		
State Share	30,638 x15.5%=	4,749 /3	1,583
	102,687 x29% =	29,779	
Pass Thru	29,779		
	72,908 /3		24,303

Local \$

Professional Svcs	3,000		
Postage	1,000		
Office/Trng Supplies	3,300		
Mileage/Travel	2,000		
Convention/Edu	6,000		
Training (873)	15,300 x48.01%=	7,346 /3	2,449
CPR Trainings	1,050		
BL (875)	1,050 x65.34%=	686 /3	<u>229</u>
			<b>28,563</b>

Pass thru rate used is 29%.



# *Stephens City Fire and Rescue Company, Inc.*

*P.O. Box 253 Stephens City, VA 22655*

**John W. Jones, I Fire Chief**

**540-869-4576 Business  
540-869-6784 Fax**

**David M. Foley II, President**

March 6, 2017

Cheryl Shiffler, Finance Director, Frederick County  
Frederick County Finance Committee  
107 North Kent Street  
Winchester, Virginia 22601

Re: Access to accumulated cash proffers

Dear Ms. Shiffler,

The Stephens City Fire and Rescue Company Inc. respectfully request to access the total accumulated cash proffers earmarked for this fire company. This request for funds is for a proposed \$240,000 ancillary building project. It is unknown what the exact amount of funds to date are; and available for disbursement from the proffer account for the Company.

The ancillary building will add an addition 4250 sq. ft. of storage to the facility and be used to store a Technical Rescue Squad, Reserve Fire Engine, Brush Truck, Utility Truck, three rescue boats, grounds maintenance equipment, Haz-Mat Support Trailer and other support items related to emergency response. This will help with the crowding issues.

The proposed amount represents a budget for the project. It is understood that the amount of the accumulated proffer monies will not cover all the cost of the project. The Company has already incurred some of the costs in preparing for the building, as show on the budget summary.

A needs assessment was conducted to identify additional storage requirements, both current and future. The Site Plan identifies the best possible location by design. Also, the original project scope was decreased by 912 sq. ft. of space to bring the cost to a manageable level.

It is the intent that the Company will provide construction oversite for the project. There will minor interaction between the various vendors and the need to spend the additional funds for a third-party management company is not warranted.

The budget estimate work sheet represents input from various contractors in reference their associated trade. Once formal plans are drawn by the pre-engineered building manufacture, formal quotes can be obtained with drawn plans and be submitted for review and permitting.

In addition to the Budget Summary is a Non-Technical Summary of the project that may help clarify the need for this project.

I am aware that the Finance Committee has a full agenda with the budget process, however we would like to start this project as soon as practical.

If you have any questions, concerns or need additional information please contact anytime.

Thank you for your assistance with this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "David M. Foley II", is written over a light blue horizontal line.

David M. Foley II, President

Attachments

CC: Brenda Gorton, Administrator, Frederick County, with attachment  
John Jones I, Chief, w/o attachment  
Dennis Linaburg, Chief, with attachments  
SCFR Board Members, w/o attachment

# Stephens City Fire and Rescue Company, Inc.

## Ancillary Building Project

### Budget Worksheet



Item	Vendor	Budget Estimate	Actual to date
Site Plan Survey & Drawings	Grey Wolfe Inc.	2,000.00	1,800.00
Zoning Review	Stephens City	0.00	0.00
Erosion and Sedimentation Plan	Not Required	0.00	0.00
Planning Review	Frederick County	0.00	0.00
Site Prep and Final Grading/Stone	E.R. Neff, LLC	27,787.00	8,506.00
Pre-engineered Building*	Conestoga Buildings, Lilac	153,500.00	0.00
Electrical	Myers Electric Inc.	16,000.00	0.00
Heating and Ventilation	L.P. Strosnyder, Inc.	20,000.00	
Oil/water Separator & Tank	Winchester Building Supply	4,000.00	0.00
Overhead Door Operators	Stonewall Overhead Door	12,000.00	0.00
Miscellaneous**		5,000.00	0.00
		<b>240,287.00</b>	<b>10,306.00</b>
		<b>Remaining Budget</b>	<b>229,981.00</b>

\* Includes: Building, all concrete work, all insulation, doors, interior walls and floor drains.

\*\* Items such as Locks, phone, house alarm tie-in, local network extension and unanticipated expenses not covered by a change order.

# **STEPHENS CITY FIRE AND RESCUE COMPANY, INC.**

**5346 MULBERRY STREET  
STEPHENS CITY, VIRGINIA 22655**

## **ANCILLARY BUILDING CONSTRUCTION**

### **NON-TECHNICAL SUMMARY**

**November 2016**

Prepared by:  
David M. Foley II  
President



## Background

The Stephens City Fire and Rescue Company (SCVFR) provides emergency services to the citizens of Stephens City, County of Frederick and all surrounding areas.

SCVFR is a combination department consisting of 6 paid, 35 volunteer certified firefighters/ EMS providers and 10 support personnel protecting a suburban community of 23,250 residents residing in 50 square miles. Since 2000 the area has seen a population growth of 36% of which 50% of that increase has occurred within the first due district. Operating from a single fire station, equipped with 7 pieces of apparatus, the SCVFR provides structural & wildland fire suppression, rescue response to the technician level, hazmat to the operational level and Emergency Medical Services to the Advanced Life Support level.

During 2015 the department responded to 2,165 incidents that included 17 structure fires, 15 vehicle fires and 9 wildland fires encompassing 19+ acres. In addition to the above totals, SCVFR firefighters provided mutual or automatic aid 24 times of which 5 were for working structure fires. The department provides regional water/dive rescue team supplying 3 boats and support vehicles.

The SCVFR first due response district is comprised of residential properties (50%), commercial/industrial (30%) and open space (20%). Firefighters and EMTs protect a wide range of risks and target hazards within the district. Target hazards include 11 day care centers, 6 public schools with 3,100 students, 1 nursing home, 475+ age restricted housing units in age restricted communities both gated and ungated, 5 hotels, 4 low income housing complexes, 281 apartment units/buildings, 24 churches, 17 strip malls, 1 super store and 11 warehouses.

High risks include 96 miles of ½"-12" natural gas pipelines and a propane offload and distribution facility. The propane facility is a major concern to the department as it is a 364-day operation that stores a maximum of 1.2 million gallons of propane in 36 rail cars (12 at the facility, 24 on a side rail), 127,200 gallons in tractor trailers and 390,000 gallons in 13 storage tanks.

Transportation risks include 2 major highways encompassing 19 miles with a daily traffic count of 136,000 passenger vehicles and 41,000 large trucks and 6 miles of rail line transporting freight and chemicals at least twice a day.

## **The need for the Proposed Development**

The current arrangement of apparatus and equipment storage has become limited due to the growth of the departments needs and services provided.

Over the past 75 years the land and building has grown from a 2,000 sq. ft. building on a quarter on an acre to a 10,000 sq. ft. facility consisting of storage, living quarters, training/meeting space, storage and a 3,000 sq. ft. community hall residing on 4 acres of land in the Town Limits of Stephens City.

In addition to this facility a 2,200 sq. ft. building is currently being converted to house the administrative offices of the Chief, President and the Town's Fire Marshall.

The ancillary building will add an addition 4250 sq. ft. of storage to the facility and be used to store a Technical Rescue Squad, Reserve Fire Engine, three rescue boats, grounds maintenance equipment, other support items related to emergency response.

## **Building Details**

The ancillary building will consist of a Wood Post Frame Structure 56 x 76 x 14 free standing building with a 4/12 roof pitch with trusses at 48" on-center., 2" x 4" at 24" on-center roof and side purlins and factory-made truss system. A metal roof, 28 gauge by Everlast, with ridge vents and eave overhang. Metal siding, 28 gauge by Everlast, a 36 inch steel wainscot base and two 3' wide ADA entry doors on opposite ends.

There will be two drive-thru bays with 12'X12' 9600 series overhead doors, and two standard bays with 12'X12' 9600 overhead doors.

A concrete slab floor will be installed with radiant heat. The heat will provide a minimum ambient temperature of 65 deg.

Basic electric service to support safe ingress/egress and support apparatus will be sub-fed off of existing service in the main station and providing emergency power.

A Site Plan has been submitted and approved.

A Zoning Permit has been submitted and approved

VDOT impact. No new traffic or impacts are anticipated.

An environmental impact statement (EIS) has not been prepared due to the size and location of structure.

## **Ecology**

This development at the site will not have any significant impact on natural habitats as the footprint for the building is on highly disturbed ground. The main ecological feature is the drainage storm water stream which runs along the Eastern boundary of the site. This development will not significantly alter the surface water discharges to the stream. The project should have no permanent significant adverse impact on ecology.

## **Soils**

The building will require the importation of significant quantities of material onto the site. The construction of the building will not involve the excavation of soils.

The operations in this building will not involve any discharges of wastes or other materials to ground. The installation of the permanent floor of the building will improve the protection of ground/groundwater at the site by providing an impervious surface for potential pollutants.

## **Water**

A storm water drainage stream runs along the Eastern boundary of the site. Visual monitoring of this stream indicates that the quality of this stream is good and that current activities are not impacting on the quality of the water in the stream.

This project will not increase the threshold quantities of fuel stored at the site nor require a Storm Water Pollution and Prevention Plan be implemented.

The operations in the ancillary building will not produce any process wastewater.

## **Noise and Vibration**

The site is located near to residential areas. The noise emissions at the existing site will not increase after construction is complete.

During the construction of the new buildings temporary increases in noise levels will be experienced in the area the construction work will involve some inherently noisy operations; however noise reduction and attenuation procedures will be put in place for the duration of the works. This should minimize the impact of the construction works on local locations. The impact will be a temporary as construction is likely to take approximately 30 days.



# CONESTOGA<sup>®</sup> BUILDINGS

CB Structures, Inc.

PA HIC #PA005160 • MD HIC #120967 • NJ HIC#13VH00462800 • VA Cont. #2705071304 • NY Lic.#23-3035039  
DE Lic. #139853132 • WV Cont. #WV035389 • CT HIC#0673058

\_\_\_\_ Initials

**Contract# 00-00-00000**

## Stephens City Fire House David Foley 1/31/17

PO Box 253  
Stephens City, VA 22655  
(540) 323-0773

Building Site Address: 5346 Mulberry Street  
County: Frederick

### Building Details / Scope of Work:

- Wood Post Frame Structure 56'x76'x14' Free Standing
- 4/12 roof pitch with Trusses at 48" O.C.
- 2" x 4" @ 24" O.C. Roof Purlins and Side Girts
- Pre-Engineered Truss System

### Structural plans:

- **Includes** State sealed structural plans
- **Excludes** any Architectural, Mechanical, Electrical, Site Plans
- Permit Services **excluded**

### Excavation & Footings:

- Pier footings included to code by Conestoga Buildings
- Pad Prep and any other Excavation **excluded**

### Structural:

- Wood frame construction designed to required ICC codes
- MSR and/or Glu-Lam headers as required
- Hurricane clips
- 3-ply 2x6 Glu-Lam posts for support columns

### Roofing:

- Metal roof – 28 Gauge Everlast

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**Contract# 00-00-00000**

- Complete Pre-formed trim system
- Roofing fastened with screws and EPDM gaskets
- 12" Vented eave overhang

#### Roofing cont'd:

- Color matched steel snow guards
- 6" seamless gutter & downspouts
- Ridge Vent
- OPTIONAL: (2) 48" Cupolas w/weathervanes ADD: \$2,900.00

#### Siding:

- Metal siding – 28 Gauge Everlast
- Complete Pre-formed trim system
- Fastened with screws and EPDM gaskets
- 36" wainscoting all four sides

#### Insulation:

- Liner panel ceiling with access hatch, 29 gauge
- R38 blown in cellulose insulation
- R19 Kraft insulation in wall cavity covered with liner panel

#### Windows:

- Excluded

#### Exterior Entry man-doors:

- (2)3068 6-panel A.J. Manufacturing Responder R51 Steel door w/steel frame
- White primer finish
- All doors to have panic hardware and closers

#### Overhead Doors/Sliding Doors:

- (6) 12x12 insulated steel overhead doors (4) on front eave to have one row of glass
- 9600 series

#### Interior Framing/Finishes:

- 2x4 interior wall girts 24" on center for insulation and liner panel prep.

#### Electrical:

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**Contract# 00-00-00000**

- Excluded, by others to be surface mounted

## **Mechanical:**

- Excluded

## **Plumbing:**

- (4) 8' trench drains (1 in each bay, day lighted to 5' outside building)
- CONNECTION BY OTHERS

## **Concrete:**

- 4" stone base and 6" 4,000 psi concrete floor in with 6 mil vapor barrier and wire mesh in 56x76 building.
- Includes 14x76 apron off front eave and 15x32 apron off rear eave, all 6"

## **Clarifications:**

- Delivery and installation utilizing standard, non-prevailing wages.
- Site cleanup included. Conestoga will provide dumpster.
- Temporary Facilities included
- Terms & Conditions: See Terms and Conditions Section

## **Exclusions**

- Temporary Fencing and/or fencing removal and replacement
- Job Site Trailer
- Demolition
- Any Garage Equipment or Furnishings
- Site work and Landscaping
- Storm water Management, E&S Controls
- Surveying / Geotechnical Reports / Land Development Planning
- Any concrete work not include in above scope of work
- Any Bollards
- Paving, Curbing
- Soft and Unsuitable Soil, Hazardous Material Removal, Rock Excavation or Blasting
- Misc. Steel Fabrications
- Any utilities, utility fees or connections
- Any electrical, low voltage, plumbing, or mechanicals of any kind unless specifically included above in scope of work

# CONESTOGA<sup>®</sup> BUILDINGS

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\_\_\_\_ Initials

**Contract# 00-00-00000**

- Permit, inspection or other municipal fees

**Please Note: This quote is valid for 30 days.**

**Building Price** **\$153,500.00**

**Building Price with Option 1** **\$178,500.00**

20x24x10 addition off gable end with (1) 3068 entry and (1) 6068 entry (all with panic hardware). 12" eaves, snow guards, gutters, 36" wainscoting, 4" stone base and 4" concrete floor. Includes liner panel ceiling with R38 insulation. Walls to have R19 insulation covered with plywood.

**Building Price with Option 2** **\$**

Option 2 Description:

#### PAYMENT SCHEDULE

Due upon signing of contract:	<b>\$0.00</b>
Due upon permit approval/ scheduling:	<b>\$0.00</b>
Due upon delivery of material:	<b>\$0.00</b>
Due upon completion of shell:	<b>\$0.00</b>
Due upon completion of concrete:	<b>\$0.00</b>
Due upon completion of interior	<b>\$0.00</b>

Due upon completion of project **\$0.00**

**TOTAL** **\$153,500.00**

Customer Signature: \_\_\_\_\_

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

Customer Printed Name: \_\_\_\_\_

Sales Consultant Signature: \_\_\_\_\_

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

Sales Consultant Printed Name: \_\_\_\_\_

Sales Consultant Contact Info: Eric Shank GM VA Office

Email: [eshank@conestogabuildings.com](mailto:eshank@conestogabuildings.com)

Phone: Office (540) 364-8181 Ext 402

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\_\_\_\_ Initials

**Contract# 00-00-00000**

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right. Bureau of Protection's Toll Free # (888) 520-6680.

\*Estimated Start of Construction: \_\_\_\_\_ \*Estimated Date of Completion: \_\_\_\_\_

Conestoga Buildings maintains Personal Injury and Property Damage Insurance in excess of \$50,000 each.

Note: Start of Construction will commence 4-6 weeks after confirmation of all government approvals; receipt of all required permits; and completion of any and all customer responsibilities to the site preparation. Prior to beginning construction, Conestoga Buildings, must have received all required pre-construction scheduled payments. Date of Completion may be delayed due to unforeseen circumstances (Acts of God) and/or weather conditions outside Conestoga Building's control.

Please remit all payments to Conestoga Buildings, 202 Orlan Road, New Holland, PA 17557

# CONESTOGA® BUILDINGS

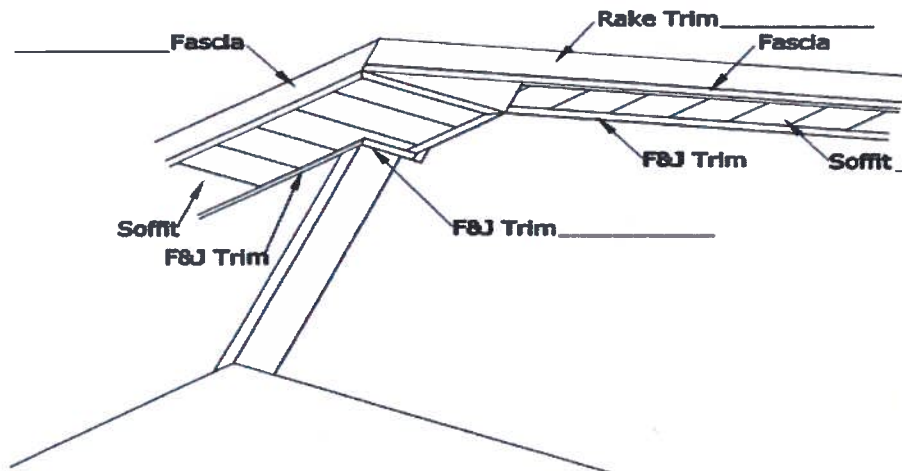
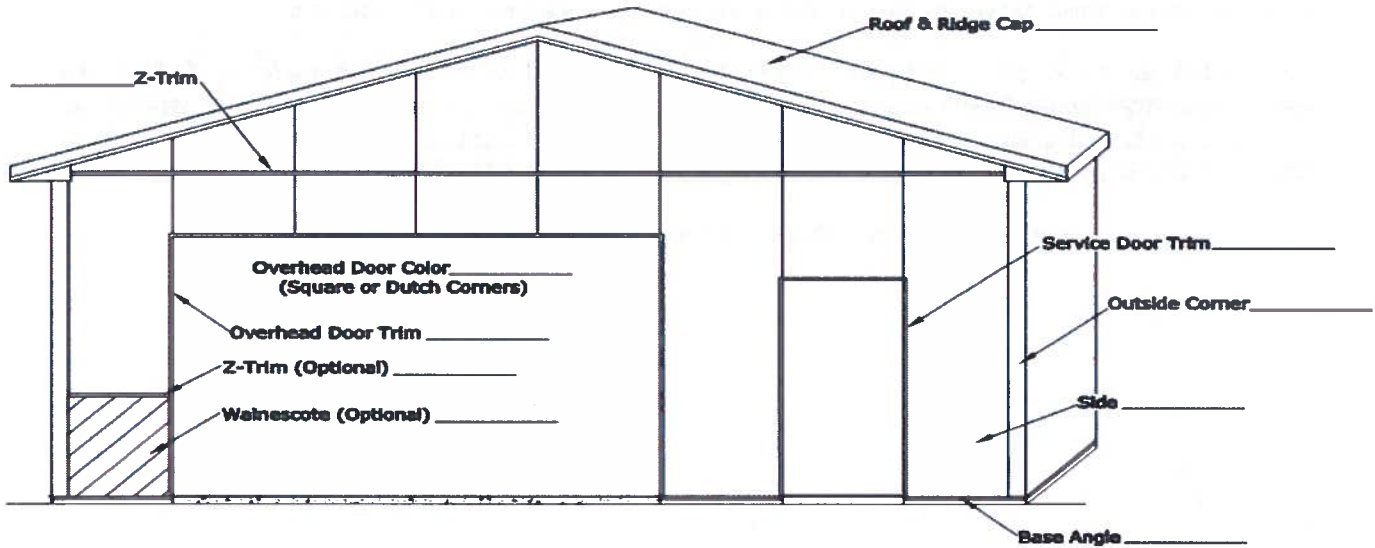
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\_\_\_\_ Initials

Contract# 00-00-00000

## Conestoga Buildings **Color Selection Sheet**



**Overhang Diagram**  
**\*For Informational Purposes Only\***

<b>Window Shutters</b> Color _____
<b>Cupola Color Selection</b> Roof _____ Sides _____ Base/Flashing _____ Weathervane Style _____
<b>Slider Color Selection</b> Track Door/Trim _____ Side Rails _____ <small>Available in (White, Brown, Clay, Green, Charcoal)</small> Track Door Panel _____
<b>Gutter Color Selection</b> Gutter Color _____ Downspout Color _____

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



# CONESTOGA® BUILDINGS

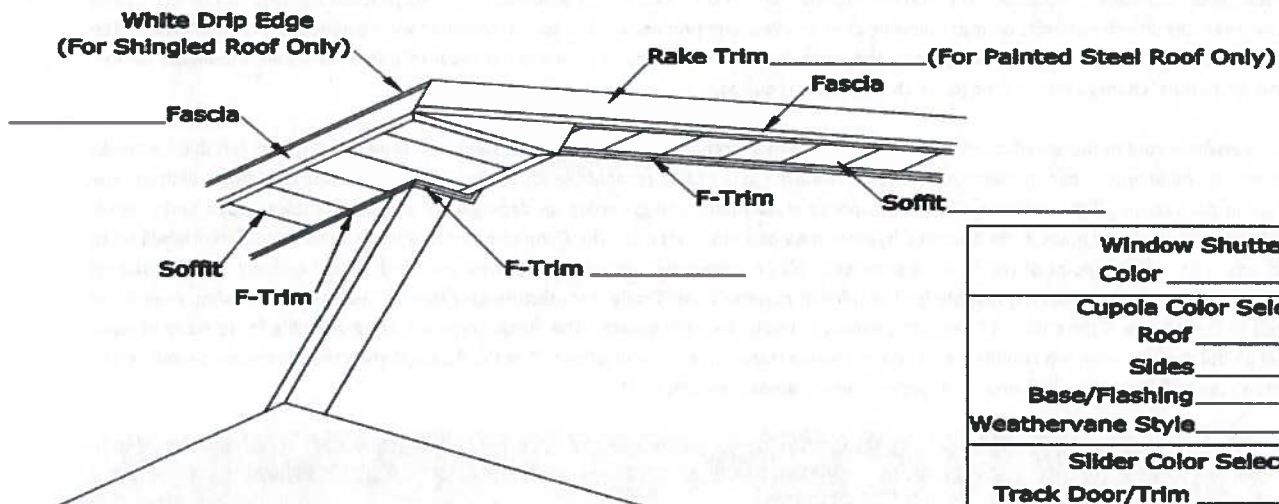
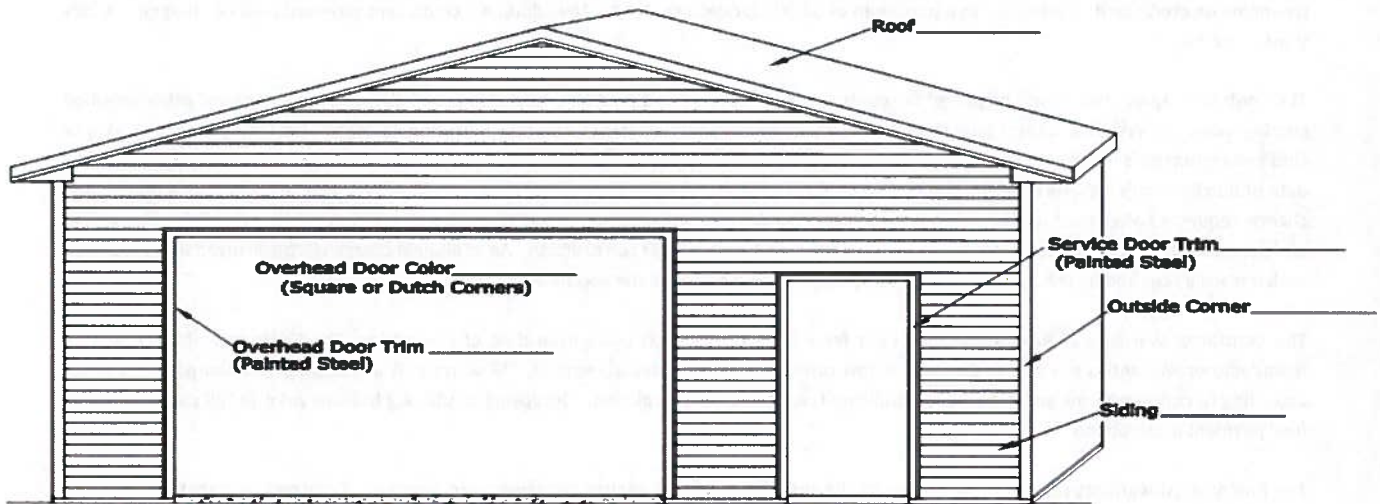
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Initials \_\_\_\_\_

Contract# 00-00-00000

## Conestoga Buildings **Color Selection Sheet**



**Overhang Diagram**  
**\*For Informational Purposes Only\***

<b>Window Shutters</b> Color _____
<b>Cupola Color Selection</b> Roof _____ Sides _____ Base/Flashing _____ Weathervane Style _____
<b>Slider Color Selection</b> Track Door/Trim _____ Side Rails _____ <small>Available in (White, Brown, Clay, Green, Charcoal)</small> Track Door Panel _____
<b>Gutter Color Selection</b> Gutter Color _____ Downspout Color _____

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

# CONESTOGA® BUILDINGS

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**Contract# 00-00-00000**

## TERMS AND CONDITIONS

This contract can be changed only by a written Change Order signed by both parties, hereafter called the "Purchaser(s)" and "Contractor" which may also result in an adjustment of the contract price. The agreed price does not include the cost of any performance bonds, permit fees and surveys, and if required the Purchaser(s) shall pay such expenses. The Contract is Null and Void if a required permit is not approved by the township or county. Purchaser agrees to take all reasonable steps to secure a permit including applying for variances if necessary. If Purchaser(s) is obtaining financing to pay for the building the agreement is contingent on successfully securing necessary funds. Total payments on credit cards are limited to a maximum of \$3,000 for each contract. Any additional credit card payments will be charged a 3.25% transaction fee

The Contractor agrees to perform its part of the contract within a reasonable time after acceptance and all regulatory issues and other specified contingencies are satisfied, subject only to delay caused by unavoidable accidents, conditions beyond its control (including fires, war, acts of God and contractor's inability to obtain materials) or by the Purchaser(s). It is agreed that any delay in delivery in excess of sixty days from the date of Purchaser(s)'s signature hereto, through no fault of Company, shall be grounds for modification of the price, at Contractor's option. Any change requested after the building has been scheduled for delivery will result in an additional fee in addition to the cost of the change. An unsigned change order may stop the process of drawings, scheduling, and/or construction. An additional charge will be incurred for engineered sealed plans if required by the state or township and not already included in the specification.

The Contractor warrants all work performed by it for a period of two (2) years from date of completion. The Contractor also conveys all manufacturer warranties in force at the time of this contract as part of this agreement. All warranties are contingent upon payment in full according to contract terms and are voided if building is altered after completion. Occupying or utilizing building prior to full completion and final payment is prohibited.

The Purchaser(s) warrants that he is the Owner of the site, signs with full spouse awareness and approval, if married, and that there are no deed restrictions, easements or other legal documents which would prohibit, restrict, or impair, in any way, the work to be performed under this contract. In the event such a problem arises, the Purchaser(s) will reimburse the Contractor for any liability, cost, expense, or fees reasonably incurred by the Contractor. The Purchaser(s) also agrees that if building construction cannot proceed because of the lack of site access, unworkable site condition(s) or improper and/or incomplete site preparation the cost of lost time will be added to the total price. If the Purchaser(s) requests to proceed without a permit, the Purchaser(s) warrants that a permit is not required and assumes all responsible for lost time and/or material changes should it be found that one was required.

Unless otherwise noted in the specifications, the Purchaser(s) shall prepare the site, grade the same and provide roadways suitable for trucks and all service equipment as per specifications. The Purchaser(s) agree to be responsible for determining the location of building with the use of a stake in each corner. The Purchaser(s) will be responsible for the breaking, cutting, or damaging of any wires, cables, septic tanks, pipes, etc. in the course of drilling holes if not disclosed by state provided utility service. The Contractor's policy if not specified differently will be to set skirt board at the high point of the building perimeter, plus or minus two inches or otherwise specified. Actual building size is based on outside dimension. The Purchaser(s) is liable for the price of materials specifically manufactured for the job and takes ownership, even if not delivered to the job site, if the contract is not completed due to Purchaser(s) breach. The Purchaser(s) will be responsible for removal of scrap material on building site after job completion unless otherwise stated in the specifications. The Purchaser(s) gives the Contractor permission to photograph the building for advertisement purposes in newspapers, magazines, etc.

\_\_\_\_ Initial | The Contractor shall not be held responsible for any unforeseen costs incurred in drilling and/or pouring foundation due to rock, other underground obstruction, mud, sand, or any other unstable soil conditions, and any additional cost incurred by the Contractor will be approved by Owner and embodied in a written Change Order.

\_\_\_\_ Initial | The Contractor accepts no liability for inadequate soil bearing, local setbacks or height restrictions. Dry-mix footers will be used unless stated otherwise. If the township subsequently requires wet pour footings and it is not included in the specifications an additional charge of \$48 per post will be added.

\_\_\_\_ Initial | The Contractor also accepts no liability for damage caused by construction equipment to the yard or driveway.



# CONESTOGA<sup>®</sup> BUILDINGS

CB Structures, Inc.

PA HIC #PA005160 • MD HIC #120967 • NJ HIC#13VH00462800 • VA Cont. #2705071304 • NY Lic.#23-3035039  
DE Lic. #139853132 • WV Cont. #WV035389 • CT HIC#0673058

\_\_\_\_ Initials

**Contract# 00-00-00000**

## TERMS AND CONDITIONS CONT'D

Should excavation and/or the preparation of a concrete base be arranged by the Purchaser(s) and is not part of this contract, the Contractor also accepts no liability for cracking concrete or additional costs in connection with off grade issues (including additional stone, concrete, and/or skirt board). If the contract specifications relating to concrete include the base preparation, a minimum of 4 inches of 3/4 inch clean stone will be provided as a base before pouring. The Contractor will make every attempt to provide a satisfactory surface. The Purchaser(s) however acknowledges that even with a properly prepared base, cracking may occur. Excess materials may be delivered to your site for bracing and Other functions, this material remains the property of Conestoga Buildings.

This contract is for materials and labor to construct building. If pre completion payment(s) are not made as agreed in the specifications, the Contractor may delay construction and alternative payment terms may be required at the Contractor's option. If payment on substantial completion of building is specified, minor work or adjustments to be done shall not be reason to consider the building incomplete or grounds for delaying payment beyond agreed dates. The Contractor warrants compliance with all regulatory insurance requirements. The Purchaser(s) agrees to pay all costs of collection, including reasonable attorney fees of the Contractor in the event the Contractor turns over collection to an attorney or third party for any amount due under this Agreement. The Purchaser(s) agrees that under no circumstances shall the Contractor be responsible for consequential damages.

This is the complete agreement of the parties. All prior communications, unless set forth herein, are superseded by this contract. The Purchaser(s) may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction, as can Conestoga Buildings. Purchaser agrees to litigate any dispute solely in the Commonwealth of Pennsylvania. The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provision.

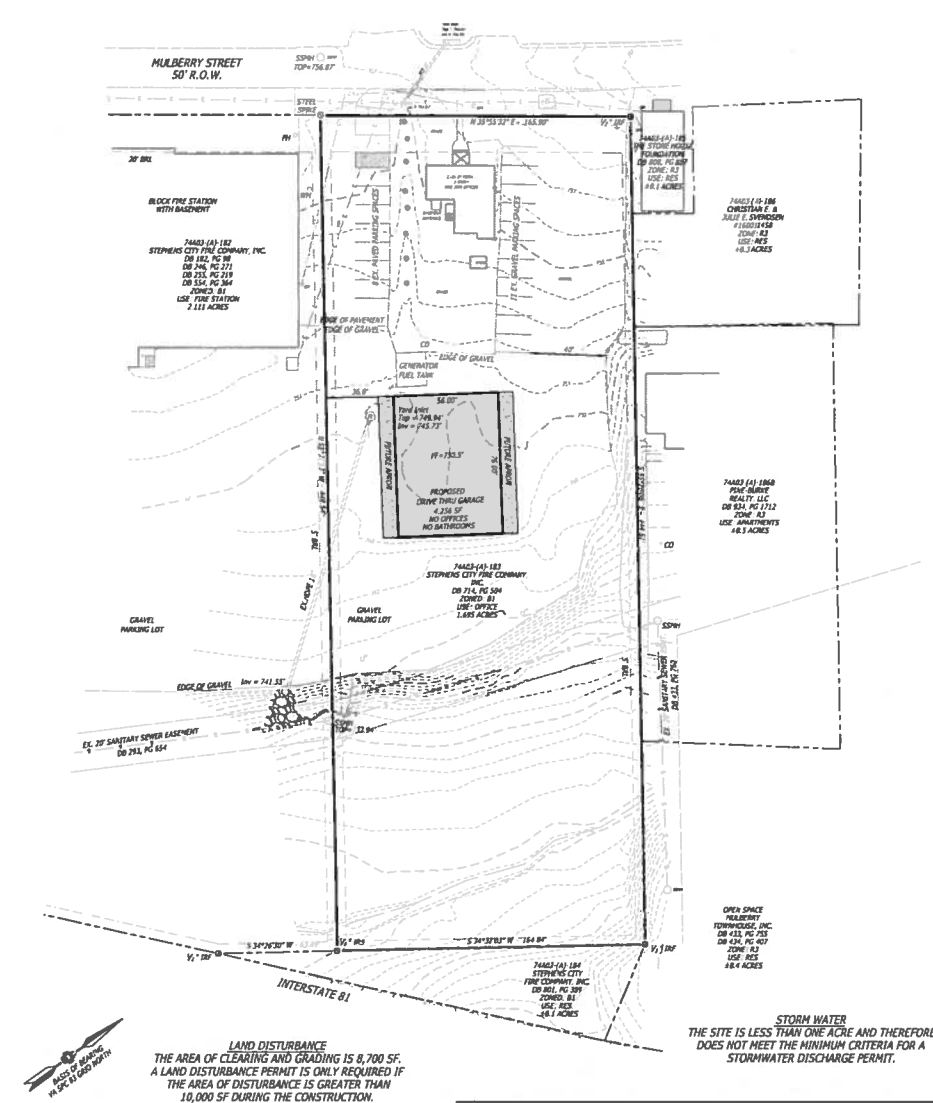
# LEGEND

EXISTING FEATURES	
EXISTING EDGE OF PAVEMENT	EX EP
EXISTING EDGE OF GRAVEL	EX EG
EXISTING CURB & GUTTER	EX CG-6
EX. INTERMEDIATE CONTOUR	EX-6
EXISTING INDEX CONTOUR	50
EXISTING SPOT ELEVATION	50.0'
EXISTING TELEPHONE LINE	T T T
EXISTING SANITARY SEWER	S S S
EXISTING ELECTRIC SERVICE	E E E
EXISTING GAS LINE	GAS G 15
EXISTING STORM SEWER	EX. 15" RCP
EXISTING FENCE LINE	X X X
EXISTING DITCH LINE	W W W
EXISTING WATERLINE W/TEE	W EX. FH
EXISTING FIRE HYDRANT	H H H
EXISTING WATER VALVE	V V V
EXISTING REDUCER	R R R
EXISTING TREE DRIP LINE	D D D

PROPOSED FEATURES	
PROPOSED EDGE OF PAVEMENT	PROP EP
PROPOSED EDGE OF GRAVEL	PROP EG
PROP. CURB & GUTTER	PROP CG-6
PROP. REVERSE CURB & GUTTER	PROP CG-6R
PROPOSED CONTOUR	50.0'
PROPOSED SPOT ELEVATION	50.0'
PROPOSED STORM SEWER	PROP. 24" ADS
PROPOSED SANITARY SEWER	S S S
PROPOSED TELEPHONE	T T T
PROPOSED ELECTRIC	E E E
PROPOSED GAS LINE	GAS G 15
PROPOSED WATER LINE	W W W
PROPOSED WATER METER	W M W
PROPOSED FIRE HYDRANT	H H H

COMMON LABELS & FEATURES	
PROPERTY LINE OF PROJECT	PL
NEIGHBORING PROPERTY LINES	NPL
EASEMENT LINE	EL
PROPERTY CORNER FOUND	PCF
PARKING SPACE TOTALS	PST
ADA HANDICAP PARKING STALL	HP
SIGNS	S
SANITARY MANHOLE IDENTIFIER	SMI
STORM DRAIN STRUCTURE IDENTIFIER	SDSI
LIGHT POLES	LP
LOCATION OF TEST PITS	TP

EROSION & SEDIMENT CONTROL FEATURES	
LIMITS OF CLEARING & GRADING	LCG
INLET PROTECTION	IP
OUTLET PROTECTION	OP
CHECKDAM	CD
DIVERSION DIKE	DD
SILT FENCE W/ VIRE SUPPORT	SF
RIP RAP	RR
SEDIMENT TRAP	ST
CONSTRUCTION ENTRANCE	CE

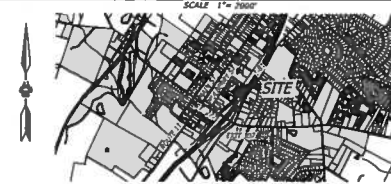


LAND DISTURBANCE  
THE AREA OF CLEARING AND GRADING IS 8,700 SF.  
A LAND DISTURBANCE PERMIT IS ONLY REQUIRED IF  
THE AREA OF DISTURBANCE IS GREATER THAN  
10,000 SF DURING THE CONSTRUCTION.

## DEPARTMENT OF INSPECTION GENERAL NOTES

- Landings at doors shall not exceed 1.48 slope and thresholds shall not exceed 0.5" and walkways shall not exceed 1.20 slope; HC Slope shall comply with USAC 1106.9.
- A design professional licensed in the Commonwealth of Virginia shall seal the structural plans submitted for building permits. Maximum slope across handicap parking stalls shall not exceed 2%, handicap signage shall comply with USAC 1106.8.

## VICINITY MAP



## PROJECT INFORMATION

<b>STEPHENS CITY FIRE COMPANY, INC.</b> 3346 Mulberry Street Stephens City, VA 22653 (540) 869-1876	
<b>Property Data</b> Tax Map Number: 1443-13-183 Address: 3346 Mulberry Street Project Area: 1.605 acres Project Area: 6.2 Legal Address: DB 714, PG 594 Existing Use: Fire Station Office Proposed Use: Same as Existing	<b>Building Schedule</b> From: 1/1/2020 To: 1/1/2020 Right: 1" 36" 8" Row: 211.2'
<b>Proposed Construction</b> Pole Shed w/ Sales and Roll-up Doors	<b>Permit Data</b> Permits: 11 Erosion: 19

## Contact Numbers

<b>Stephens City Fire Company, Inc.</b> Fire Station Department of Planning (540) 865-5651 Department of Operations (540) 865-5650 Department of Public Works (540) 865-5643 Fire Station Authority (540) 868-1061 (540) 865-1876 Telephone: (540) 865-1876 Fax: (540) 865-1876 Website: www.stephenscityfire.com	<b>Sheet Index</b> Cover Sheet & General Notes Dimensions, Layout, and Grading Plan Sheet 1 Sheet 2
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## GENERAL NOTES

- Permits must be obtained from VDOT prior to any construction in a public right-of-way.
- The National Uniform Traffic Control Devices (NUTCD) must be followed when working in a public right-of-way.
- The contractor will remove all mud and debris from the public right-of-way that is left by vehicles entering and leaving the site.
- Any damage to neighboring properties including erosion, landslides, or other damage caused by the development of this site will be the responsibility of the developer. All damage must be repaired to original conditions.
- A construction entrance must be installed in accordance with the "Erosion Control and Sediment Control Handbook" Section 3.62. The contractor must maintain the access for the duration of the project.
- The contractor will be responsible for adequate and positive drainage of the site.
- The contractor will obtain a Land Disturbance Permit prior to any site work or construction.
- All construction will be done following the laws and guidelines set forth by USAC and VDOT.
- The contractor will notify neighbors of any disturbances between the approved plans and existing site conditions.
- The developer is responsible for the relocation of any utilities required by the site plan.
- All Erosion and Sediment Control devices shown on the site plan shall be installed prior to construction.
- All contractor work must be completed by a minimum of 90% density following Method 'A' of the Standard Practice ASTM-D698, AASHTO-T99, or VDOT 1 as applicable. Any fill placed under buildings, structures, or pavement must be inspected and approved by a professional civil engineer. A geotechnical report submitted with this plan if required.
- The contractor is responsible for conducting VDOT VTLTY prior to any site work. All utilities shown on this plan are approximate locations and not all utilities may be shown.
- The contractor will maintain all sites and debris on site. The work must be left in an orderly manner at the end of each workday.
- An approved set of site plans must be on-site during the construction process.
- The contractor will notify all utility companies prior to excavation within easements.
- The contractor will install and remove, for and substitution, any disturbed areas that will be left for more than thirty days.

## FIRE MARSHALL GENERAL NOTES

- As an inspection by the Fire Marshall's office will determine where parking must be painted yellow.
- "No Parking - Fire Lane" signs will be placed on the site by the Fire Marshall's direction.
- The contractor must install the fire hydrants to the direction as determined by the Fire Marshall.
- Burning brush piles of natural vegetation requires a permit. Burning construction debris is prohibited.
- Emergency vehicle access must be provided at all times. Fire hydrants will be always be left undisturbed.

## APPROVALS

Stephens City Fire Manager	Date
As an inspection by the Fire Marshall's office will determine where parking must be painted yellow. "No Parking - Fire Lane" signs will be placed on the site by the Fire Marshall's direction. The contractor must install the fire hydrants to the direction as determined by the Fire Marshall. Burning brush piles of natural vegetation requires a permit. Burning construction debris is prohibited. Emergency vehicle access must be provided at all times. Fire hydrants will be always be left undisturbed.	

**GreyWolfe, Inc.**  
 Land Surveying and Consulting  
 10000 Old Dominion Road  
 Manassas, VA 20108  
 541-867-2001 DPC  
 541-867-2001 FAX  
 GreyWolfeInc@aol.com



REVISION	DATE

**COVER SHEET**  
**for**  
**STEPHENS CITY FIRE COMPANY**  
 3346 MULBERRY STREET  
 TOWN OF STEPHENS CITY  
 FREDERICK COUNTY, VIRGINIA

DATE: JANUARY 9, 2017
SCALE: 1"=30'
FILE NO. 0649
SHEET 1 OF 1

RE STATION  
MIN. OFFICE

76'  
56'  
PROPOSED GARAGE

±35'

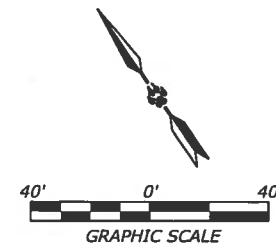
74A03-(A)-183  
STEPHENS CITY FIRE COMPANY,  
INC.  
DB 714, PG 504  
ZONED: B1  
USE: OFFICES  
±1.6 ACRES

SSMH  
TOP=732.94'

41

BLOCK FIRE STATION  
WITH BASEMENT

74A03-(A)-182  
STEPHENS CITY FIRE COMPANY, INC.  
DB 182, PG 98  
DB 246, PG 271  
DB 255, PG 219  
DB 554, PG 364  
ZONED: B1  
USE: FIRE STATION  
2.111 ACRES

[illegible]

**STEPHENS CITY**  
*for*  
**FIRE COMPANY**

**GreyWolfe, Inc.**

**Land Surveying and Consulting**  
1073 Redbud Road  
Winchester, VA 22603  
GrayWolfeInc@aol.com  
(540) 667-2001 OFC  
(540) 545-4001 FAX



COUNTY OF FREDERICK, VIRGINIA


FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive  
Winchester, VA 22602

Dennis D. Linaburg  
Fire Chief

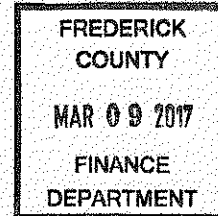
MEMORANDUM

**TO:** Cheryl Shiffler, Director  
Finance Department

**FROM:** Dennis D. Linaburg, Chief  
Fire and Rescue Department 

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** March 7, 2017



In FY2017, the Department's expenses for the two academies exceeded \$15,000, with the largest expense being the required textbooks. I am now requesting the generated revenue to replenish our line. I respectfully request \$10,266 be transferred from 3-010-019110-040 (Fire School Programs) to replenish the funds used for the academies.

Total Request: \$10,266.00

I request these funds be placed into line 4-010-035050-5413-000, Other Operating. If you have any questions or need additional information, please do not hesitate to contact me.

/attachments

DDL:mhn

3-010-019110-0040  
budgeted \$7,210  
collected YTD \$17,476

# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Cheryl Shiffler, Director of Finance

FROM : Sheriff Lenny Millholland

DATE : February 23, 2017

SUBJECT : Insurance Reimbursement

---

We are requesting the insurance check received in the amount of \$3,617.19 for the auto claim dated January 2, 2017 be appropriated into our budget line of 3102-3004-000-002.

Thank you.

LWM/asw

3-010-018990-0001  
C.S. 2/22/17



COUNTY of FREDERICK

Finance Department  
**Cheryl B. Shiffler**  
Director

540/665-5610  
Fax: 540/667-0370  
E-mail: [cshiffle@fcva.us](mailto:cshiffle@fcva.us)

MEMORANDUM

TO: Angela Williamson, Sheriff's Office

FROM: Jennifer L. Place, Finance Department JP

DATE: February 22, 2017

SUBJECT: Insurance Reimbursement

---

Attached is a copy of a check received in the amount of \$3,617.19 for the auto claim dated January 2, 2017 involving Deputy Kibler. This amount represents the vehicle appraisal minus the \$500 deductible.

If you would like these funds appropriated to your budget, please send the Finance Department a memo requesting appropriation to forward to the Finance Committee.

If you have any questions, please give me a call.

# FREDERICK COUNTY SHERIFF'S OFFICE

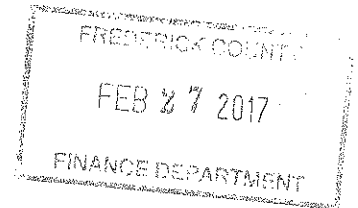


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Cheryl Shiffler, Director of Finance  
FROM : Sheriff Millholland  
SUBJECT : Appropriation of Funds  
DATE : February 22, 2017

---

We are requesting the funds received and deposited in revenue line 3-010-2404-0030 on January 26, 2017 in the amount of \$7,454.85, be appropriated as follows:

3102-5401-000-000 \$7,454.85

This amount represents reimbursement from the State for ICAC.

Attached is a copy of the reimbursement sent to the State.

Thank you.

LWM/asw

C.S. 1/26/17



**ICAC Allocation**  
**Frederick County Sheriff's Office**  
**Period Covered: July 1, 2015 to June 30, 2016**

Vendor	Description	Invoice Number	Date Purchased	Amount
Staples	Office Supplies	4676848643	10/18/2016	\$ 199.99 ✓
Amazon.com	Office Supplies	108-4090965-3285025	11/17/2016	43.91 ✓
Small Dog Electronics	Computer/iMac	QQ216856	11/18/2016	5760 ✓
Amazon.com	Investigative Optical Device	108-6494688-3433022	1/9/2017	1437.48 + shipping 1450.95
Amazon.com	Office Supplies	108-4090965-3285025	11/15/2016	43.91 Duplicate

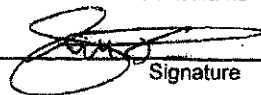
**Total to be Reimbursed**

\$ ~~7,484.89~~ 7454.85

I certify that the information presented hereon is in accordance with the ICAC Allocation.  
 All costs are in-line with the original ICAC Allocation budget and will be used for activities  
 in regards to ICAC.

Jason P. Killian

Print Name



Signature

Investigator ICAC TFO

Title

Award # \_\_\_\_\_  
 CFDA # \_\_\_\_\_  
 VSP Project # \_\_\_\_\_

# FREDERICK COUNTY SHERIFF'S OFFICE

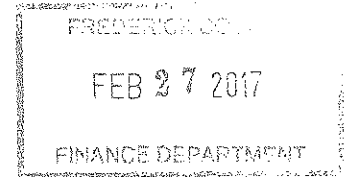


Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400



TO : Cheryl Shiffler, Director of Finance

FROM : Sheriff Lenny Millholland

SUBJECT : Appropriation of Funds

DATE : February 24, 2017

---

We are requesting the funds received and deposited in revenue line 3-010-2404-0030 on October 19, 2016 in the amount of \$9,927.01 be appropriated as follows:

<sup>1005-</sup>  
3102-~~1001-000-026~~ \$8,570.45 (salary – Killian) *Overtime*

3102-5401-000-000 \$ 849.26 (office supplies)

3102-5506-000-000 \$ 507.30 (travel/training)

This amount represents reimbursement from the State – ICAC. Attached please find copies of the expenses submitted by Inv. Killian for his quarterly reporting to ICAC.

Thank you.

LWM/asw

*C.S. 10/19/16*

**ICAC Allocation**  
**Frederick County Sheriff's Office**  
**Period Covered: July 1, 2015 to June 30, 2017**

Employee Name	Title	Employee #	Period Covered	Hours	Rate Per Hour	Total	Fringes								Total	Total
							Shift Differential	Health	Group Life	Retiree Health Ins	Retirement	Worker's Comp	Deferred Comp	FICA	Long Term Disability	
Jason Killian	ICAC Investigator	NA	07/10/2016- 08/06/2016	80	\$ 24.71	\$ 1,976.80										\$ 2,197.60
Jason Killian	ICAC Investigator	NA	08/7/2016- 09/3/2016	80	\$ 24.71	\$ 1,976.80										\$ 2,197.60
Jason Killian	ICAC Investigator	NA	09/4/2016- 10/01/2016	80	\$ 24.71	\$ 1,976.80										\$ 2,197.60
Jason Killian	ICAC Investigator	NA	10/2/2016- 10/29/2016	80	\$ 24.71	\$ 1,976.80										\$ 1,977.65
Jason Killian	ICAC Investigator	NA	10/30/2016- 11/26/2016	80	\$ 24.71	\$ 1,976.80										
			MAXIMUM REIMB MET													

Total Payroll to be Reimbursed \$ 8,570.45

I certify that the information presented hereon is in accordance with the ICAC Allocation.  
All payroll costs are in-line with the original ICAC Allocation budget and the personnel presented have committed 100% of their time to ICAC related activities and were not reassigned (except on a temporary and emergency basis) to activities not related to ICAC.

\_\_\_\_\_  
Jason P. Killian  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Investigator ICAC TFO  
Title

3102 - 1001 - 000 - 026

**ICAC Allocation**  
**Frederick County Sheriff's Office**  
**Period Covered: July 1, 2015 to June 30, 2016**

Vendor	Description	Invoice Number	Date Purchased	Amount
Amazon.com	Office Supplies	108-4959771-7867406	9/6/2016 \$	193.94
Staples [in store]	Office Supplies	1770180200226440	7/13/2016	106.76
Staples [in store]	Office Supplies	1111455600420400	7/6/2016	361.43
Amazon.com	Office Supplies	108-3326065-7832213	8/8/2016	24.95
Amazon.com	Office Supplies	108-8448076-4295468	8/22/2016	19.99
Amazon.com	Office Supplies	108-5804337-2939454	8/8/2016	12.99
Amazon.com	Office Supplies	108-6425152-0175435	8/1/2016	18.99
Vistaprint.com	Office Supplies	MG6DK-X3A66-4F1	7/20/2016	40.21
S3 Tactical Inc.	Office Supplies	1220	8/4/2016	70

5401-000

**Total to be Reimbursed**

**\$ 849.26**

I certify that the information presented hereon is in accordance with the ICAC Allocation.  
 All costs are in-line with the original ICAC Allocation budget and will be used for activities  
 in regards to ICAC.

Jason P. Killian

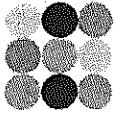
Print Name

Signature

Investigator ICAC TFO

Title

Award # \_\_\_\_\_  
 CFDA # \_\_\_\_\_  
 VSP Project # \_\_\_\_\_



**HYATT  
PLACE™**

Hyatt Place Birmingham/Hoover  
2980 John Hawkins Parkway  
Hoover, AL 35244  
Phone: 205-988-8444  
Fax: 205-988-8407  
[birminghamhoover.place.hyatt.com](http://birminghamhoover.place.hyatt.com)

**INVOICE**

Payee Jason Killian  
Po Box 27472  
Richmond VA 23261  
United States

Room No. 0609  
Arrival 09-18-16  
Departure 09-23-16  
Page No. 1 of 2  
Folio Window 2  
Folio No. 51145

Confirmation No. 2609372201  
Group Name

Date	Description	Charges	Credits
09-18-16	Guest Room	89.00	
09-18-16	State Occupancy Tax	3.56	
09-18-16	County Occupancy Tax	6.23	
09-18-16	City Occupancy Tax	2.67	
09-19-16	Guest Room	89.00	
09-19-16	State Occupancy Tax	3.56	
09-19-16	County Occupancy Tax	6.23	
09-19-16	City Occupancy Tax	2.67	
09-20-16	Guest Room	89.00	
09-20-16	State Occupancy Tax	3.56	
09-20-16	County Occupancy Tax	6.23	
09-20-16	City Occupancy Tax	2.67	
09-21-16	Guest Room	89.00	
09-21-16	State Occupancy Tax	3.56	
09-21-16	County Occupancy Tax	6.23	
09-21-16	City Occupancy Tax	2.67	
09-22-16	Guest Room	89.00	
09-22-16	State Occupancy Tax	3.56	
09-22-16	County Occupancy Tax	6.23	
09-22-16	City Occupancy Tax	2.67	
09-23-16	Visa		507.30
471529XXXXX8637 07/17			

5506-000

<b>Total</b>	507.30	507.30
<b>Balance</b>	0.00	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for choosing Hyatt Place Birmingham/Hoover. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

Please remit payment to:  
Hyatt Place Birmingham/Hoover  
2980 John Hawkins Parkway  
Hoover, AL 35244

**Hyatt Gold Passport Summary**

No Membership to be credited

Join Hyatt Gold Passport today and start earning points for stays, dining and more.  
Visit [goldpassport.com](http://goldpassport.com)

July 1, 2016

L.W. Millholland, Sheriff  
Frederick County Sheriff's Office  
1080 Coverstone Drive  
Winchester, VA 22602

Dear Sheriff Millholland:

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received 2017 fiscal year funding from the Virginia Department of Criminal Justice (DCJS) that enables us to further allocate monies to our task force affiliates who are in good standing. As stated in our Inter-Agency Agreement dated July 30, 2013:

Should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the Frederick County Sheriff's Office to expend the additional funds in accordance with this established IA.

As such, we are able to allocate additional funds to your agency in the amount of \$40,000.00. It should be noted that this funding is NOT grant-related. These are NOVA/DC ICAC funds that have been identified to support your ICAC work. Your allocation may be used towards expenses that include: overtime, equipment, software, and for training that is specifically and exclusively related to the NOVA/DC ICAC Task Force's overall mission of combating Internet crimes against children. Please see the attachment to this letter for examples of in-scope and out of scope expenses. *All expenditures require prior approval via email to SSA Johnny R. Hall (johnny.hall@vsp.virginia.gov) or F/Sgt. G. Michael Jenkins, Jr. (mike.jenkins@vsp.virginia.gov) and must be made in accordance with your agency's financial procedures and regulations.*

In order for reimbursement to be made to your locality, your staff will be asked to complete a reimbursement invoice, to provide proof of payment for the expense, and include the email granting approval of the expense. Proof of payment may be copies of checks, credit card receipts or statements, or accounting ledger reports showing the

obligation of funds. Proof of payment may also be copies of payroll records if the reimbursement request is for salary or overtime. Please send your reimbursement requests via email with scanned attachments to Jackie Casey (jackie.casey@vsp.virginia.gov).

To allow sufficient time for processing, we ask that all reimbursement requests be received in our office by **April 1, 2017** unless the request involves payroll reimbursement.

Additionally, we have begun the process of distributing Cybertips through Virginia's new iCritt state wide system. To make this transition as easy as possible we will be holding multiple iCritt training sessions throughout the state in the near future and we will require at least one person from your agency to attend one of these sessions. If this requires travel from your representative, we can assist with any costs associated with the training.

The NOVA/DC ICAC Task Force continues to make a significant impact across the region as we work collaboratively to pursue those who choose to prey upon our children. Your continued partnership is vital to the task force's overall success and we hope you find this additional funding beneficial to your efforts to combat child sexual predators and child pornography.

**Note: Please respond to us no later than August 1, 2016 via *postal or electronic mail* to verify that you will take receipt of the funds. Should we not receive verification, the respective funds must be reallocated to another affiliate to permit timely expenditures.**

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767 or First Sergeant G. Michael Jenkins, Jr. at (804) 674-2109.

Sincerely,

Captain David A. Russillo  
Division Commander  
Bureau of Criminal Investigation  
High Tech Crimes Division

DAR/jbc

Attachment

## **Attachment**

### **In-scope or Authorized Expenses** (may include, but are not limited to):

- Desktop computers (Mac, Windows based, etc.)
- Peripherals for computers (keyboards, mice, monitors, cables, adapters, etc.)
- Laptops & cases (Mac, Windows based, etc.)
- Tablets & cases (Apple, Android, Windows based, etc.)
- Undercover Cell Phones, Digital Recorders
- Printers, Digital Scanners, Digital Cameras
- Headphones, Screen Protectors, etc
- Digital Storage (pocket drives, external storage, thumb drives, SD Cards, etc.)
- Software for undercover operations (Camtasia, Wireshark, Commview, Net limiter, MS Office, Adobe Acrobat Pro, VM Fusion, Parallels, etc.)
- Child Interviewing courses & certifications (Child First, NCAC Center, Reid, etc.)
- NCMEC related training (Lodging, airfare, meals registrations, etc.)
- Costs associated with ICAC conferences and/or training (Lodging, airfare, meals, registrations)
- School Resource Officer training and certifications (Lodging, airfare, meals, registrations)
- ICAC training (NCJTC, NW3C, SEARCH training courses (lodging, meals, airfare, registrations)
- Educational materials (anatomical dolls, Ident-a-kid kits, brochures, logoed key chains and pencils, coloring books, magnets, stickers, Netsmartz materials, etc.)
- Overtime for ICAC investigations
- Salary & Fringe off-set for full time ICAC investigators



**Out of Scope or Unauthorized Expenses:** The following equipment and software will be considered non-approved purchase requests due to the full service digital forensic laboratory dedicated specifically for ICAC affiliate members. Out of scope or unauthorized expenses will include, but are not limited to:

- All computer-based forensic machines (Forensic Recovery of Evidence Device (FRED) by Digital Intelligence, EDAS FOX Recovery Computer, SOLO Forensic Box, etc.)
- ADF-Triage Examiner software and training courses by ADF Solutions
- AccessData software and training courses (Forensic Tool Kit (FTK), BootCamp, ACE, etc.)
- Guidance products software and training courses (EnCase, ENCE, Tableau Forensic Bridges, Write Blocks, etc.)
- CRU-INC products and software (WiebeTech Forensic Bridges, Write Block Bays, etc.)
- SIRCHIE products and training certifications (computer forensics)
- SANS Institute courses, software and tools
- IACIS training and certification (CFCE, CAWFE, etc.)
- CompTIA training and certification (A+, Net+, Security+, etc.)
- TEEL Technologies training and certifications (JTAG, BGA Chip-off, etc.)
- FLETC training and certifications (SCERS, MFTP, IDEA, etc.)
- BlackBag Technologies products and training certifications (Blacklight, Macquisition, Softblock, CBE, MiCFE, etc.)
- Nux software, tools and intrusion kits
- PassMark software products (OS Forensics)
- X-Ways Forensic Software
- SYS-Tools and Forensic Software
- Server Storage (Blade, JBOD, VTrak, Promise, etc.)
- Large progressive copy machines

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
2/9/2017	INFORMATION TECHNOLOGY	BALANCE AND ESTIMATE YEAR END	1220	3002	000	000	(3,400.00)
	INFORMATION TECHNOLOGY		1220	5204	000	000	3,400.00
2/9/2017	MANAGEMENT INFORMATION SYSTEMS	COVER TRAVEL EXPENSE TO TAKE NEW PC TO DAVID JARRETT	1222	5413	000	000	(275.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5506	000	000	275.00
2/9/2017	MAINTENANCE ADMINISTRATOR	ADVERTISING FOR VACANT POSITION	4301	3004	000	001	(83.00)
	MAINTENANCE ADMINISTRATOR		4301	3007	000	000	83.00
2/9/2017	INFORMATION TECHNOLOGY	SQL LICENSING NEEDED FOR APPLICATION DEVELOPMENT	1222	3002	000	000	(800.00)
	INFORMATION TECHNOLOGY		1222	5413	000	002	800.00
2/9/2017	ANIMAL SHELTER	SUPPLEMENT LINE ITEM FOR REMAINDER OF FY17	4305	5102	000	000	(2,500.00)
	ANIMAL SHELTER		4305	3001	000	000	2,500.00
2/9/2017	PARKS AND RECREATION ADMINISTRATION	VSI SOFTWARE ANNUAL MAINTENANCE	7101	5506	000	000	(424.14)
	PARKS AND RECREATION ADMINISTRATION		7101	3005	000	000	424.14
2/9/2017	COUNTY ADMINISTRATOR	TO COVER DEFICIT IN OTHER OPERATING	1201	5801	000	000	(650.00)
	COUNTY ADMINISTRATOR		1201	5413	000	000	650.00
2/9/2017	MANAGEMENT INFORMATION SYSTEMS	TRAVEL EXPENSES FOR BENNY TYSON & DAVID JARRETT	1222	5401	000	000	(300.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5506	000	000	300.00
2/14/2017	SOCIAL SERVICES	ADVERTISING VACANT POSITIONS	5316	3007	000	000	1,500.00
	SOCIAL SERVICES		5316	5401	000	000	(1,500.00)
2/14/2017	HUMAN RESOURCES	CERTIFICATION COURSE	1203	3002	000	000	(1,200.00)
	HUMAN RESOURCES		1203	5506	000	000	1,200.00
2/21/2017	ELECTORAL BOARD AND OFFICIALS	COPIER LEASE PAYMENT	1301	9001	000	000	(281.50)
	REGISTRAR		1302	9001	000	000	281.50
2/21/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPLACE CONDENSING UNIT AT OLD COURTHOUSE	4304	3002	000	000	(3,560.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8001	000	000	3,560.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	006	(2,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8001	000	000	2,000.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	006	(2,455.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	8001	000	000	2,455.00
2/21/2017	MANAGEMENT INFORMATION SYSTEMS	RPG & DB2 SUMMIT CONFERENCE	1222	5401	000	000	(3,200.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5506	000	000	3,200.00
2/21/2017	COMMISSIONER OF THE REVENUE	STAFF TRAINING	1209	5204	000	000	(2,000.00)
	COMMISSIONER OF THE REVENUE		1209	5506	000	000	2,000.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	3006	000	000	(2,000.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	2,000.00
2/22/2017	TRANSFER TO DEVELOPMENT PROJECT FUND(27)	RED BUD ROAD REALIGNMENT	9201	5880	000	077	50,000.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(50,000.00)
2/24/2017	COMMONWEALTH'S ATTORNEY	EXPERT WITNESS TESTIMONY	2201	5506	000	006	(2,000.00)
	COMMONWEALTH'S ATTORNEY		2201	3002	000	000	2,000.00
2/27/2017	SHERIFF	PURCHASE VEHICLES	3102	5413	000	008	(27,176.77)
	SHERIFF		3102	8005	000	000	27,176.77
	SHERIFF		3102	5413	000	007	(7,543.23)
	SHERIFF		3102	8005	000	000	7,543.23
2/27/2017	INSPECTIONS	UNUSED FUNDS INSPECTIONS VEHICLES	3401	8005	000	000	(3,750.00)
	TRANSFERS/CONTINGENCY		9301	5899	000	000	3,750.00
2/28/2017	SHERIFF	PROMOTION/CAREER DEVELOPMENT	3102	1001	000	000	1,256.35
	SHERIFF		3102	1001	000	000	(1,256.35)
	SHERIFF		3102	1001	000	000	1,409.08
	SHERIFF		3102	1001	000	000	(1,409.08)
	SHERIFF		3102	1002	000	000	1,746.15
	SHERIFF		3102	1002	000	000	(1,746.15)
	SHERIFF		3102	1001	000	000	2,607.11
	SHERIFF		3102	1002	000	000	(2,607.11)
	SHERIFF		3102	1001	000	061	6,155.16
	SHERIFF		3102	1002	000	053	(6,155.16)
	FIRE AND RESCUE		3505	1001	000	067	3,457.00
	FIRE AND RESCUE		3505	1007	000	001	(3,457.00)

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**March 9, 2017**

**Unreserved Fund Balance, Beginning of Year, July 1, 2016** **44,322,798**

**Prior Year Funding & Carryforward Amounts**

C/F Clearbrook Convenience Site	(35,000)
C/F capital contingency	(2,366,365)
School encumbrances	(903,813)
C/F Fire Company Capital	(218,002)
Adjust PEG grant reserves	3,523
C/F Rose Hill project	(13,163)
C/F Sherando Park master plan	(4,112)
C/F Data center refresh lease	(108,032)
C/F Abbott grant	(514)
C/F 3rd floor carpet	(31,203)
C/F School operating	(670,619)
C/F Forfeited assets	(97,298)
Accrue FY16 auto rental tax	9,526
	(4,435,072)

**Other Funding / Adjustments**

Victim Witness	7,241
COR refund - General Motors	(6,308)
COR refund - Walmart	(3,812)
COR refund - Andres Godinez Jr.	(2,978)
COR refund - Interstate Rescue	(9,267)
COR refund - Toyota Lease	(3,477)
Airport Capital budget	(157,333)
COR refund - Plaza Pet Clinic	(3,910)
COR refund - Lake Holiday County Club	(3,605)
COR refund - Leda Enterprises	(7,379)
COR refund - Virginia 10 RSA	(13,203)
COR refund - Food Lion	(19,326)
COR refund - Ryder Truck Rental	(3,185)
F&R LEMP grant	16,297
Return unspent FY16 VJCCA funds	(29,264)
COR refund - Aqua Virginia	(3,029)
COR refund - Brian Omps Towing	(4,235)
COR refund - Capital Meats	(8,274)
COR refund - Rutherford LLC	(2,674)
COR refund - Valley Proteins	(36,739)
COR refund - R. Hawkins	(3,672)
COR refund - Enterprise FM Trust	(3,239)
EDA Incentive - American Woodmark	(350,000)
EDA Incentive - Carmeuse	(100,000)
EDA Incentive - HP Hood	(100,000)
EDA Incentive - prior years corrections	75,000
Animal Shelter - prior years corrections	40,269
EDA Incentive - Shawnee Canning	(7,500)
	(743,603)

**Fund Balance, March 8, 2017**

**39,144,123**

County of Frederick  
General Fund  
February 28, 2017

ASSETS	FY17 <u>2/28/17</u>	FY16 <u>2/29/16</u>	Increase (Decrease)
Cash and Cash Equivalents	46,930,457.11	42,053,492.25	4,876,964.86 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	5,372,883.73	4,042,959.43	1,329,924.30
Streetlights	1,066.36	1,286.36	(220.00)
Miscellaneous Charges	18,801.84	19,680.56	(878.72)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	3,842.38	3,208.29	634.09
GL controls (est.rev / est. exp)	<u>(9,853,637.52)</u>	<u>(20,628,370.16)</u>	<u>10,774,732.64</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>43,209,908.13</u></b>	<b><u>26,228,750.96</u></b>	<b><u>16,981,157.17</u></b>
<b>LIABILITIES</b>			
Performance Bonds Payable	1,068,583.73	438,094.17	630,489.56
Taxes Collected in Advance	204,263.94	321,094.89	(116,830.95) *B
Deferred Revenue	<u>5,393,970.02</u>	<u>4,064,225.35</u>	<u>1,329,744.67</u> *C
<b>TOTAL LIABILITIES</b>	<b>6,666,817.69</b>	<b>4,823,414.41</b>	<b>1,843,403.28</b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrance General Fund	251,821.54	640,932.43	(389,110.89) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	205,675.38	137,071.75	68,603.63
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	312,512.63	269,039.57	43,473.06
Historical Markers	17,403.11	17,339.18	63.93
Animal Shelter	295,261.27	335,530.02	(40,268.75)
Proffers	3,261,503.96	1,850,419.80	1,411,084.16 (3) Attached
Parks Reserve	9,810.01	6,932.25	2,877.76
E-Summons Funds	8,268.75	38,816.25	(30,547.50)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>30,910,774.26</u>	<u>16,839,195.77</u>	<u>14,071,578.49</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>36,543,090.44</u></b>	<b><u>21,405,336.55</u></b>	<b><u>15,137,753.89</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>43,209,908.13</u></b>	<b><u>26,228,750.96</u></b>	<b><u>16,981,157.17</u></b>

**NOTES:**

\*A Cash increase includes an increase in revenue, expenditures, and fund balance, and a decrease in transfers (refer to the comparative statement of revenues, expenditures, transfers and change in fund balance).

\*B Prepayment of taxes.

\*C Deferred revenue includes taxes receivable, street lights, misc.charges, dog tags, and motor vehicle registration.

**BALANCE SHEET**

(1) GL Controls	FY17	FY16	Inc/(Decrease)
Est.Revenue	160,307,977	147,654,112	12,653,866
Appropriations	(71,824,557)	(75,462,203)	3,637,646
Est.Tr.to Other fds	(98,588,879)	(93,461,211)	(5,127,668)
Encumbrances	251,822	640,932	(389,111)
	(9,853,638)	(20,628,370)	10,774,733

**(1) General Fund Purchase Orders 2/28/17**

DEPARTMENT	Amount	
HR	4,061.72	Furniture
County Office Buildings	21,949.20	Tracer System HVAC Controls
	4,947.50	Parking Lot Repair County Administration Building
	3,440.00	(2)Roof Top Units /Heat Pump Replacements
	8,015.00	Condensing Unit for Old Courthouse
Fire and Rescue	32,805.78	Uniforms
	11,265.00	(3) Motorola Radios
	7,694.01	Hazmat Supplies for RAE System
	3,294.64	Bailout Equipment
General Fund Departments	(1,113.11)	Credit Pending for Exchanged Desktop
IT	7,630.90	SQL Licensing Needed for Application Development
Inspections	24,750.00	2016 Nissan Frontier
Parks	5,456.92	Program & Staff Shirts
	12,999.99	TopDressor
	13,494.00	Sherando Water Line Replacement
	13,200.00	Athletic Field Lining Paint
	11,979.99	Newrider Riding Line Machine
Sheriff	6,164.50	Ammunition
	4,395.26	Body Armor
	24,130.00	(20) Riot Suits
	24,915.00	COPsync 911 Software
	3,192.00	(8) Active Shooter Vests
Victim Witness	3,153.24	(2) Dell Surface Pro w Microsoft Surface Docks
<b>Total</b>	<b>251,821.54</b>	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 2/28/17	953,404.62	187,458.54	470,228.70	1,650,412.10	3,261,503.96

**Designated Other Projects Detail**

Administration	256,929.10
Bridges	2,500.00
Historic Preservation	126,000.00 12/11/14 Board Action designated \$50,000 for final debt payment
Library	134,968.00 on the Huntsberry property.
Rt.50 Trans.Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Sheriff	57,950.00
Solid Waste	12,000.00
Stop Lights	52,445.00
BPG Properties/Rt.11 Corridor	330,000.00
Blackburn Rezoning	452,745.00
Clearbrook Bus.Ctr.Rezoning	2,500.00
<b>Total</b>	<b>1,650,412.10</b>

**Other Proffers 2/28/17**

(4) Fund Balance Adjusted	
Ending Balance 2/28/17	39,144,124.20
Revenue 2/17	86,309,244.44
Expenditures 2/17	(45,759,189.58)
Transfers 2/17	(48,783,404.80)
<b>2/17 Adjusted Fund Balance</b>	<b>30,910,774.26</b>

County of Frederick  
Comparative Statement of Revenues, Expenditures  
and Changes in Fund Balance  
February 28, 2017

<b>REVENUES:</b>	<u>Appropriated</u>	<u>FY17 2/28/17 Actual</u>	<u>FY16 2/29/16 Actual</u>	<u>YTD Actual Variance</u>
General Property Taxes	109,067,433.00	48,808,836.51	44,269,616.34	4,539,220.17 (1)
Other local taxes	34,831,980.00	18,190,165.56	17,483,642.77	706,522.79 (2)
Permits & Privilege fees	1,283,923.00	1,575,495.93	1,545,908.89	29,587.04 (3)
Revenue from use of money and property	162,976.00	219,265.43	139,925.35	79,340.08 (4)
Charges for Services	2,710,296.00	1,811,077.02	1,686,682.34	124,394.68
Miscellaneous	516,997.49	1,000,049.11	239,166.68	760,882.43 *A
Recovered Costs	1,632,646.00	1,250,533.61	1,168,994.20	81,539.41 (5)
Proffers		1,004,524.33	1,273,400.59	(268,876.26) (5)
Intergovernmental:				
Commonwealth	10,046,660.00	12,417,574.88	12,503,706.45	(86,131.57) (6)
Federal	55,065.70	31,722.06	75,950.45	(44,228.39) (7)
Transfers		0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>160,307,977.19</b>	<b>86,309,244.44</b>	<b>80,386,994.06</b>	<b>5,922,250.38</b>
<b>EXPENDITURES:</b>				
General Administration	11,111,532.95	7,499,727.17	7,492,992.98	6,734.19
Judicial Administration	2,677,014.22	1,676,481.40	1,489,675.37	186,806.03
Public Safety	34,982,206.34	22,198,617.49	20,706,145.57	1,492,471.92
Public Works	5,262,059.61	3,025,301.47	2,797,744.20	227,557.27
Health and Welfare	8,712,321.00	5,258,052.89	4,927,226.83	330,826.06
Education	78,819.00	59,114.25	42,000.00	17,114.25
Parks, Recreation, Culture	7,144,154.64	4,119,848.64	3,939,258.60	180,590.04
Community Development	2,460,531.94	1,922,046.27	1,436,965.98	485,080.29
<b>TOTAL EXPENDITURES</b>	<b>72,428,639.70</b>	<b>45,759,189.58</b>	<b>42,832,009.53</b>	<b>2,927,180.05 (8)</b>
<b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	97,984,796.55	48,783,404.80	53,060,231.63	(4,276,826.83) (9)
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	<b>(10,105,459.06)</b>	<b>(8,233,349.94)</b>	<b>(15,505,247.10)</b>	<b>(7,271,897.16)</b>
<b>Fund Balance per General Ledger</b>		<b>39,144,124.20</b>	<b>32,344,442.87</b>	<b>6,799,681.33</b>
<b>Fund Balance Adjusted to reflect Income Statement 2/28/17</b>		<b>30,910,774.26</b>	<b>16,839,195.77</b>	<b>14,071,578.49</b>

\*A The Animal Shelter has received \$600,000 in donations.

<b>(1)General Property Taxes</b>	<b>FY17</b>	<b>FY16</b>	<b>Increase/Decrease</b>
<b>Real Estate Taxes</b>	25,732,432	23,491,258	2,241,174
<b>Public Services Current Taxes</b>	1,194,760	1,347,709	(152,949)
<b>Personal Property</b>	20,904,507	18,613,009	2,291,498
<b>Penalties and Interest</b>	778,455	642,318	136,137
<b>Credit Card Chgs./Delinq.Advertising</b>	(41,376)	(27,333)	(14,043)
<b>Adm.Fees For Liens&amp;Distress</b>	240,059	202,655	37,403
	48,808,837	44,269,616	4,539,220

**(2) Other Local Taxes**

<b>Local Sales and Use Tax</b>	6,947,985.15	6,606,890.33	341,094.82
<b>Communications Sales Tax</b>	643,000.73	655,459.20	(12,458.47)
<b>Utility Taxes</b>	1,881,027.47	1,770,576.22	110,451.25
<b>Business Licenses</b>	3,855,361.81	4,050,694.89	(195,333.08)
<b>Auto Rental Tax</b>	71,444.10	74,143.67	(2,699.57)
<b>Motor Vehicle Licenses Fees</b>	504,487.26	452,761.54	51,725.72
<b>Recordation Taxes</b>	1,104,413.43	978,096.95	126,316.48
<b>Meals Tax</b>	2,787,212.25	2,592,286.76	194,925.49
<b>Lodging Tax</b>	374,418.66	283,112.20	91,306.46
<b>Street Lights</b>	16,704.70	15,450.20	1,254.50
<b>Star Fort Fees</b>	4,110.00	4,170.81	(60.81)
<b>Total</b>	18,190,165.56	17,483,642.77	706,522.79

**(3)Permits&Privileges**

<b>Dog Licenses</b>	31,424.00	21,263.00	10,161.00
<b>Land Use Application Fees</b>	3,792.00	9,600.00	(5,808.00)
<b>Transfer Fees</b>	2,250.67	2,095.20	155.47
<b>Development Review Fees</b>	267,947.92	397,803.59	(129,855.67)
<b>Building Permits</b>	1,007,633.40	824,779.29	182,854.11
<b>2% State Fees</b>	13,733.54	7,428.29	6,305.25
<b>Electrical Permits</b>	66,358.00	73,030.00	(6,672.00)
<b>Plumbing Permits</b>	15,526.40	12,985.80	2,540.60
<b>Mechanical Permits</b>	57,553.00	88,346.00	(30,793.00)
<b>Sign Permits</b>	3,875.00	3,376.72	498.28
<b>Explosive Storage Permits</b>	1,000.00	1,100.00	(100.00)
<b>Commercial Burning Permits</b>	225.00	75.00	150.00
<b>Blasting Permits</b>	165.00	330.00	(165.00)
<b>Land Disturbance Permits</b>	103,462.00	102,246.00	1,216.00
<b>Residential Pump and Haul Fee</b>	50.00	-	50.00
<b>Septic Haulers Permit</b>	300.00	300.00	-
<b>Sewage Installation License</b>	-	1,150.00	(1,150.00)
<b>Transfer Development Rights</b>	200.00	-	200.00
<b>Total</b>	1,575,495.93	1,545,908.89	29,587.04

**(4) Revenue from use of**

<b>Money</b>	193,195.55	111,834.51	81,361.04
<b>Property</b>	26,069.88	28,090.84	(2,020.96)
<b>Total</b>	219,265.43	139,925.35	79,340.08

(5) Recovered Costs	FY17	FY16	Increase/Decrease
	2/28/2017	2/29/2016	
Recovered Costs Treasurer's Office	33,861.00	44,626.00	(10,765.00)
Worker's Comp	750.00	800.00	(50.00)
Purchasing Card Rebate	161,675.29	124,206.59	37,468.70
Recovered Costs-IT/GIS	20,000.00	20,313.98	(313.98)
Fire & Rescue Fee Recovery	291,885.41	362,043.85	(70,158.44)
Recovered Cost Fire Companies	120,674.40	38,672.90	82,001.50
Reimbursement Circuit Court	6,583.41	8,615.67	(2,032.26)
Reimb.Public Works/Planning Clean Up	2,590.00	2,496.25	93.75
Clarke County Container Fees	45,261.90	42,236.25	3,025.65
City of Winchester Container Fees	37,643.25	33,177.14	4,466.11
Refuse Disposal Fees	72,816.79	55,008.46	17,808.33
Recycling Revenue	47,700.22	46,763.94	936.28
Sheriff Restitution	160.00	-	160.00
Fire & Rescue Merchandise(Resale)	-	1,050.00	(1,050.00)
Container Fees Bowman Library	1,240.84	1,021.16	219.68
Litter-Thon/Keep VA Beautiful Grant	750.00	500.00	250.00
Restitution Victim Witness	6,597.19	4,775.00	1,822.19
Reimb.of Expenses Gen.District Court	22,916.45	16,555.84	6,360.61
Reimb.Task Force	37,489.14	51,245.26	(13,756.12)
Reimb. Elections	5,460.29	-	5,460.29
Sign Deposits- Planning	-	50.00	(50.00)
Westminster Canterbury Lieu of Taxes	13,967.40	12,456.00	1,511.40
Grounds Maintenance Frederick Co.Schools	225,039.65	225,070.61	(30.96)
Comcast PEG Grant	62,810.50	53,839.80	8,970.70
Fire School Programs	17,475.00	14,244.25	3,230.75
Clerks Reimbursement to County	6,741.51	7,687.66	(946.15)
Sheriff Reimbursement	8,443.97	1,537.59	6,906.38
Subtotal Recovered Costs	1,250,533.61	1,168,994.20	81,539.41
Proffer-Other	-	483,090.46	(483,090.46)*1
Proffer Lynnhaven	54,052.96	20,269.86	33,783.10
Proffer Redbud Run	90,356.00	38,724.00	51,632.00
Proffer Canter Estates	57,231.58	57,231.58	-
Proffer Village at Harvest Ridge	13,851.00	12,312.00	1,539.00
Proffer Southern Hills	44,190.00	19,640.00	24,550.00
Proffer Snowden Bridge	464,066.79	390,882.69	73,184.10
Proffer Meadows Edge Racey Tract	241,728.00	201,440.00	40,288.00
Proffer Cedar Meadows	39,048.00	48,810.00	(9,762.00)
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Subtotal Proffers	1,004,524.33	1,273,400.59	(268,876.26)
Grand Total	2,255,057.94	2,442,394.79	(187,336.85)

\*1 Transportation Costs for Blackburn Commerce Ctr.& Clearbrook Business Ctr.



(6) Commonwealth Revenue	2/28/2017	2/29/2016	
	FY17	FY16	Increase/Decrease
Motor Vehicle Carriers Tax	26,854.52	37,721.45	(10,866.93)
Mobile Home Titling Tax	104,845.41	98,521.12	6,324.29
Recordation Taxes	299,794.03	284,889.59	14,904.44
P/P State Reimbursement	6,526,528.18	6,526,528.26	(0.08)
Shared Expenses Comm.Atty.	314,636.11	291,053.90	23,582.21
Shared Expenses Sheriff	1,396,527.42	1,434,286.59	(37,759.17)
Shared Expenses Comm.of Rev.	125,425.77	126,508.25	(1,082.48)
Shared Expenses Treasurer	95,174.70	95,822.18	(647.48)
Shared Expenses Clerk	281,145.43	253,186.96	27,958.47
Public Assistance Grants	2,649,109.46	2,781,082.23	(131,972.77) *1
Litter Control Grants	15,152.00	15,687.00	(535.00)
Emergency Services Fire Program	219,662.00	214,535.00	5,127.00
DMV Grant Funding	13,450.55	8,880.11	4,570.44
State Grant Emergency Services	-	30,754.29	(30,754.29)
Sheriff State Grants	17,381.86	20,000.00	(2,618.14)
JJC Grant Juvenile Justice	96,269.00	96,269.00	-
Rent/Lease Payments	178,946.48	113,715.96	65,230.52
Spay/Neuter Assistance - State	2,235.75	2,318.10	(82.35)
Wireless 911 Grant	40,968.59	39,533.81	1,434.78
State Forfeited Asset Funds	13,177.82	30,270.65	(17,092.83)
F&R OEMS Reimbursement	289.80	2,142.00	(1,852.20)
Total	12,417,574.88	12,503,706.45	(86,131.57)

\*Timing of receipt of 2/17 revenue in following month.

**County of Frederick****General Fund****February 28, 2017**

<b>(7) Federal Revenue</b>	FY17	FY16	Increase/Decrease
Federal Forfeited Assets	-	11,538.45	(11,538.45)
Housing Illegal Aliens-Federal	9,803.00	12,581.00	(2,778.00)
Federal Funds Sheriff	15,444.06	38,983.00	(23,538.94)
Emergency Services Grant	6,475.00	12,848.00	(6,373.00)
Total	31,722.06	75,950.45	(44,228.39)

**(8) Expenditures**

Expenditures increased \$2,927,180.05. **Public Safety** increased \$1,492,471.92 and reflects an increase of the local contribution to the Jail of \$147,460.50. Additionally, the year to date salaries and fringe benefits for the Sheriff and Fire and Rescue increased \$1,246,390.75 impacted by staff turnover, position reclassifications, and the addition of seven deputy and sixteen firefighter positions. **Community Development** reflects the \$479,797 increase in transfers to the Economic Development Authority for EDA incentives. The Transfers decreased \$4,276,826.83. See chart below:

**(9) Transfers Decreased \$4,276,826.83**

Transfer to School Operating	39,093,518.88	36,743,038.31	2,350,480.57	*1
Transfer to Debt Service Schools	7,986,237.50	7,313,075.50	673,162.00	*2
Transfer to School Construction	0.00	3,200,000.00	(3,200,000.00)	
Transfer to Debt Service County	1,679,466.80	1,431,080.22	248,386.58	*3
Transfer to School Operating Capital	0.00	4,314,746.72	(4,314,746.72)	
Transfer to Development Fund Project	50,000.00	-	50,000.00	
Operational Transfers	-25,818.38	58,290.88	(84,109.26)	*4
Total	48,783,404.80	53,060,231.63	(4,276,826.83)	

\*1 Increase in FY17 School Operating Fund Transfer

\*2 Increase in FY17 School Debt Service Transfer

\*3 Payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, the Animal Shelter, and The City of Winchester for Courtroom, Roof, and HVAC Projects.

\*4 Timing of insurance charge outs.

County of Frederick  
FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
February 28, 2017

ASSETS	FY2017 <u>2/28/17</u>	FY2016 <u>2/29/16</u>	Increase (Decrease)
Cash	7,511,310.49	6,588,986.27	922,324.22 *1
GL controls(est.rev/est.exp)	<u>(808,205.92)</u>	<u>(764,761.03)</u>	<u>(43,444.89)</u>
TOTAL ASSETS	<u>6,703,104.57</u>	<u>5,824,225.24</u>	<u>878,879.33</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
TOTAL LIABILITIES	<u>2,395,005.00</u>	<u>2,258,904.00</u>	<u>136,101.00</u>
EQUITY			
Fund Balance			
Reserved			
Encumbrances	73,398.50	13,391.31	60,007.19
Undesignated			
Fund Balance	<u>4,234,701.07</u>	<u>3,551,929.93</u>	<u>682,771.14</u> *2
TOTAL EQUITY	<u>4,308,099.57</u>	<u>3,565,321.24</u>	<u>742,778.33</u>
TOTAL LIABILITY & EQUITY	<u>6,703,104.57</u>	<u>5,824,225.24</u>	<u>878,879.33</u>

**NOTES:**

\*1 Cash increased \$922,324.22. Refer to the following page for comparative statement of revenues expenditures and changes in fund balance.

\*2 Fund balance increased \$682,771.14. The beginning balance was \$3,860,407.45 and includes adjusting entries, budget controls for FY17(\$746,029), the first bond payment for the security system upgrade(\$105,475.42), and the year to date revenue less expenditures of \$1,225,798.04.

<b>Current Unrecorded Accounts Receivable-</b>	<u>FY2017</u>
Prisoner Billing:	23,813.90
Compensation Board Reimbursement 2/17	<u>\$454,030.07</u>
<b>Total</b>	477,843.97

County of Frederick  
Comparative Statement of Revenues, Expenditures  
and Changes in Fund Balance  
2/28/2017

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>		FY2017 2/28/17	FY2016 2/29/16	YTD Actual
	<u>Appropriated</u>	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>
Credit Card Probation	-	90.29	111.17	(20.88)
Interest		14,740.00	5,938.38	8,801.62
Supervision Fees	38,896.00	19,334.62	24,771.00	(5,436.38)
Drug Testing Fees	1,000.00	200.00	-	200.00
Work Release Fees	414,868.00	205,152.23	212,572.13	(7,419.90)
Federal Bureau Of Prisons	0.00	1,263.28	1,147.52	115.76
Local Contributions	6,988,314.00	5,241,235.50	4,871,329.50	369,906.00
Miscellaneous	6,500.00	21,972.71	4,742.81	17,229.90
Phone Commissions	420,000.00	173,511.88	184,141.40	(10,629.52)
Food & Staff Reimbursement	112,000.00	40,138.26	41,398.71	(1,260.45)
Elec.Monitoring Part.Fees	85,000.00	58,657.55	66,647.18	(7,989.63)
Share of Jail Cost Commonwealth	1,250,000.00	703,598.61	747,470.60	(43,871.99)
Medical & Health Reimb.	75,000.00	49,898.85	49,516.58	382.27
Shared Expenses CFW Jail	5,200,000.00	3,149,371.56	3,133,557.31	15,814.25
State Grants	276,233.00	136,060.00	144,570.00	(8,510.00)
Local Offender Probation	247,636.00	139,079.00	138,164.00	915.00
Bond Proceeds	0.00	2,197.44	77,024.08	(74,826.64)
Transfer From General Fund	5,299,912.00	3,974,934.00	3,827,473.50	147,460.50
<b>TOTAL REVENUES</b>	<b>20,415,359.00</b>	<b>13,931,435.78</b>	<b>13,530,575.87</b>	<b>400,859.91</b>
<b>EXPENDITURES:</b>	<b>21,296,963.42</b>	<b>12,705,637.74</b>	<b>12,463,070.48</b>	<b>242,567.26</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		<b>1,225,798.04</b>	<b>1,067,505.39</b>	<b>158,292.65</b>
<b>FUND BALANCE PER GENERAL LEDGER</b>		<b><u>3,008,903.03</u></b>	<b><u>2,484,424.54</u></b>	<b><u>524,478.49</u></b>
<b>Fund Balance Adjusted To Reflect Income Statement 2/28/17</b>		<b>4,234,701.07</b>	<b>3,551,929.93</b>	<b>682,771.14</b>

County of Frederick  
Fund 12 Landfill  
February 28, 2017

ASSETS	FY2017 <u>2/28/17</u>	FY2016 <u>2/29/16</u>	Increase (Decrease)
Cash	34,731,507.18	33,435,477.26	1,296,029.92
Receivables:			
Accounts Receivable			
Fees	502,050.47	566,596.92	(64,546.45) *1
Accounts Receivable Other	1,452.66	0.00	1,452.66
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	45,498,224.85	44,899,611.07	598,613.78
Accumulated Depreciation	(27,824,334.18)	(26,818,616.30)	(1,005,717.88)
GL controls(est.rev/est.exp)	<u>(1,715,790.56)</u>	<u>(731,470.00)</u>	<u>(984,320.56)</u>
 TOTAL ASSETS	 <u>51,109,110.42</u>	 <u>51,267,598.95</u>	 <u>(158,488.53)</u>
 LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	183,021.61	191,362.47	(8,340.86)
Accrued Remediation Costs	12,516,507.64	12,233,415.93	283,091.71 *2
Retainage Payable	26,133.20	0.00	26,133.20
Deferred Revenue Misc.Charges	<u>1,452.66</u>	<u>0.00</u>	<u>1,452.66</u>
 TOTAL LIABILITIES	 <u>12,727,115.11</u>	 <u>12,424,778.40</u>	 <u>302,336.71</u>
 EQUITY			
Fund Balance			
Reserved:			
Encumbrances	774,413.84	0.00	774,413.84 *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>27,749,139.27</u>	<u>28,984,378.55</u>	<u>(1,235,239.28) *4</u>
 TOTAL EQUITY	 <u>38,381,995.11</u>	 <u>38,842,820.55</u>	 <u>(460,825.44)</u>
 TOTAL LIABILITY AND EQUITY	 <u>51,109,110.22</u>	 <u>51,267,598.95</u>	 <u>(158,488.73)</u>

**NOTES:**

\*1 Landfill fees decreased \$64,546.45. Landfill fees 2/17 were \$462,142.28 compared \$441,083.96 at 2/16 for an increase of \$21,058.32. Delinquent fees for 2/17 were \$36,060.99 compared to \$121,597.71 at 2/16 for a decrease of \$85,536.72.

\*2 Remediation increased \$283,091.71 and includes \$252,368.00 for post closure and \$30,723.71 interest.

\*3 The encumbrance balance at 2/28/17 was \$774,413.84 and includes \$122,539.84 for CDD Landfill partial closure of Area 1, Phase 1, and \$651,874 for a Cat 826K compactor.

\*4 Fund balance decreased \$1,235,239.28. The beginning balance was \$27,678,717.24 and includes adjusting entries budget controls for FY17(\$645,965), carry forward funds of (\$15,000) for chiller repair on the landfill gas treatment skid, (\$200,000) carry forward funds for the partial closure of Area 1, CDD landfill, and \$931,387.03 year to date revenue less expenditures.

Note that FY16 budget controls (\$75,138.00) compared to FY17(\$645,965) for a difference of \$570,827.00 reduction in fund balance.

County of Frederick  
Comparative Statement of Revenue,Expenditures  
and Changes in Fund Balance  
February 28, 2017

<b>FUND 12 LANDFILL REVENUES</b>		<b>FY17 2/28/17 <u>Actual</u></b>	<b>FY16 2/29/16 <u>Actual</u></b>	<b>YTD Actual <u>Variance</u></b>
	<u>Appropriated</u>			
Credit Card Charges	0.00	2,206.12	2,246.81	(40.69)
Interest on Bank Deposits	60,000.00	60,367.29	37,719.65	22,647.64
Salvage and Surplus	0.00	71,917.50	48,688.00	23,229.50
Sanitary Landfill Fees	5,516,450.00	3,582,167.78	3,425,095.73	157,072.05
Charges to County	0.00	331,103.61	254,051.18	77,052.43
Charges to Winchester	0.00	130,296.66	73,282.20	57,014.46
Tire Recycling	120,000.00	92,044.18	60,250.24	31,793.94
Reg.Recycling Electronics	66,000.00	35,693.00	28,635.00	7,058.00
Greenhouse Gas Credit Sales	10,000.00	0.00	21,275.00	(21,275.00)
Miscellaneous	63,049.96	3,315.96	234.00	3,081.96
Wheel Recycling	70,000.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	137,893.96	92,430.42	45,463.54
Landfill Gas To Electricity	370,758.00	237,876.38	231,002.06	6,874.32
Waste Oil Recycling		0.00	1,920.53	(1,920.53)
<b>TOTAL REVENUES</b>	<b>6,392,519.96</b>	<b>4,684,882.44</b>	<b>4,276,830.82</b>	<b>408,051.62</b>
Operating Expenditures	5,538,485.06	2,172,861.25	2,167,160.01	5,701.24
Capital Expenditures	3,344,239.30	1,580,634.16	780,925.98	799,708.18
<b>TOTAL Expenditures</b>	<b>8,882,724.36</b>	<b>3,753,495.41</b>	<b>2,948,085.99</b>	<b>805,409.42</b>
<b>Excess(deficiency)of revenue over expenditures</b>		<b>931,387.03</b>	<b>1,328,744.83</b>	<b>(397,357.80)</b>
<b>Fund Balance Per General Ledger</b>		<b>26,817,752.24</b>	<b>27,655,633.72</b>	<b>(837,881.48)</b>
<b>FUND BALANCE ADJUSTED</b>		<b>27,749,139.27</b>	<b>28,984,378.55</b>	<b>(1,235,239.28)</b>

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NOTICE OF PUBLIC HEARING  
FREDERICK COUNTY, VIRGINIA

The Board of Supervisors of Frederick County invites comments on the Proposed Budget for the fiscal year ending June 30, 2018. Verbal comments may be presented at the Public Hearing scheduled at:

7:00 p.m., Wednesday, March 22, 2017 at County Administration Office Building

For the purpose of the public hearing on March 22, 2017, written comments may be mailed to the Office of the County Administrator, 107 North Kent Street, Winchester, Virginia 22601, or may be presented to the Board at its public hearing. Anyone wishing to address the Board on March 22, 2017, is encouraged to call the County Administrator's office (665-5600) and have their name placed on a speaker list. The following synopsis of the budget is published for information and planning purposes only. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an appropriation by the Board of Supervisors.

PROPOSED FY 2017-2018 BUDGET

	ADOPTED 2016-2017	PROPOSED 2017-2018	DIFFERENCE
GENERAL OPERATING FUND:			
Revenue	159,706,583	171,569,759	11,863,176
Non-Revenue	3,600,000	7,918,047	4,318,047
<b>TOTAL REVENUE - GENERAL OPERATING FUND</b>	<b>163,306,583</b>	<b>179,487,806</b>	<b>16,181,223</b>
GENERAL OPERATING FUND:			
Expenditures	66,292,136	70,392,908	4,100,772
Capital Reserve Funding	0	4,323,620	4,323,620
Capital Expenditures - General Fund	0	2,329,760	2,329,760
Transfer to Adult Detention Center	5,299,912	5,394,459	94,547
Transfer to Airport Operating	133,642	129,897	-3,745
Transfer to EDA Fund	570,245	582,770	12,525
Transfer to School Operating	75,038,173	77,273,630	2,235,457
Transfer to School Capital	0	3,088,287	3,088,287
Transfer to School Debt	15,972,475	15,972,475	0
<b>TOTAL EXPENDITURES - GENERAL OPERATING FUND</b>	<b>163,306,583</b>	<b>179,487,806</b>	<b>16,181,223</b>
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Revenue	15,115,447	15,961,378	845,931
Non-Revenue	746,029	1,008,000	261,971
Transfer from General Operating Fund	5,299,912	5,394,459	94,547
<b>TOTAL REVENUE - NRADC FUND</b>	<b>21,161,388</b>	<b>22,363,837</b>	<b>1,202,449</b>
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Expenditures	21,161,388	22,363,837	1,202,449
FREDERICK-WINCHESTER LANDFILL FUND:			
Revenue	6,389,470	6,734,695	345,225
Non-Revenue	645,965	2,997,546	2,351,581
<b>TOTAL REVENUE - LANDFILL FUND</b>	<b>7,035,435</b>	<b>9,732,241</b>	<b>2,696,806</b>
FREDERICK-WINCHESTER LANDFILL FUND:			
Expenditures	7,035,435	9,732,241	2,696,806
DIVISION OF COURT SERVICES FUND:			
Revenue	669,587	651,446	-18,141
Non-Revenue	35,407	0	-35,407



TOTAL REVENUE - DIVISION OF COURT SERVICES FUND	704,994	651,446	-53,548
DIVISION OF COURT SERVICES FUND:			
Expenditures	704,994	651,446	-53,548
SHAWNEELAND SANITARY DISTRICT FUND:			
Revenue	689,900	697,180	7,280
Non-Revenue	252,948	260,480	7,532
TOTAL REVENUE-SHAWNEELAND SANITARY DISTRICT FUND	942,848	957,660	14,812
SHAWNEELAND SANITARY DISTRICT FUND:			
Expenditures	942,848	957,660	14,812
AIRPORT OPERATING FUND:			
Revenue	1,668,926	1,426,061	-242,865
Transfer from General Operating Fund	133,642	129,897	-3,745
TOTAL REVENUE - AIRPORT OPERATING FUND	1,802,568	1,555,958	-246,610
AIRPORT AUTHORITY OPERATING FUND:			
Expenditures	1,802,568	1,555,958	-246,610
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Revenue	779,998	779,998	0
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Expenditures	779,998	779,998	0
EMS REVENUE RECOVERY FUND:			
Revenue	1,802,974	1,593,084	-209,890
EMS REVENUE RECOVERY FUND:			
Expenditures	1,802,974	1,593,084	-209,890
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Revenue	7,250	24,050	16,800
Transfer from General Operating Fund	570,245	582,770	12,525
TOTAL REVENUE - ECONOMIC DEVELOPMENT AUTHORITY FUND	577,495	606,820	29,325
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Expenditures	577,495	606,820	29,325
SCHOOL OPERATING FUND:			
Revenue	78,172,827	81,988,387	3,815,560
Transfer from General Operating Fund	75,038,173	77,273,630	2,235,457
Transfer from School Debt Service Fund	0	617,478	617,478
TOTAL REVENUE - SCHOOL OPERATING FUND	153,211,000	159,879,495	6,668,495
SCHOOL OPERATING FUND:			
Expenditures	152,645,655	159,301,983	6,656,328
Transfer to School Nutrition Fund	7,000	7,000	0
Transfer to Textbook Fund	558,345	570,512	12,167
TOTAL EXPENDITURES - SCHOOL OPERATING FUND	153,211,000	159,879,495	6,668,495

## SCHOOL CAPITAL PROJECTS FUND:

Non-Revenue	3,000,000	650,000	-2,350,000
Transfer from General Operating Fund	0	3,088,287	3,088,287
TOTAL REVENUE - SCHOOL CAPITAL PROJECTS FUND	3,000,000	3,738,287	738,287

## SCHOOL CAPITAL PROJECTS FUND:

Expenditures	3,000,000	3,738,287	738,287
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## SCHOOL NUTRITION SERVICES FUND:

Revenue	5,080,114	5,269,149	189,035
Non-Revenue	1,582,643	2,276,431	693,788
Transfer from School Operating Fund	7,000	7,000	0
TOTAL REVENUE - SCHOOL NUTRITION SERVICES FUND	6,669,757	7,552,580	882,823

## SCHOOL NUTRITION SERVICES FUND:

Expenditures	6,669,757	7,552,580	882,823
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## SCHOOL DEBT SERVICE FUND:

Revenue	370,524	403,125	32,601
Non-Revenue	103,290	20,629	-82,661
Transfer from General Operating Fund	15,972,475	15,972,475	0
TOTAL REVENUE - SCHOOL DEBT SERVICE FUND	16,446,289	16,396,229	-50,060

## SCHOOL DEBT SERVICE FUND:

Expenditures	16,446,289	15,778,751	-667,538
Transfer to School Operating Fund	0	617,478	617,478
TOTAL EXPENDITURES - SCHOOL DEBT SERVICE FUND	16,446,289	16,396,229	-50,060

## SCHOOL PRIVATE PURPOSE FUNDS:

Revenue	75,000	75,000	0
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## SCHOOL PRIVATE PURPOSE FUNDS:

Expenditures	75,000	75,000	0
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## SCHOOL TEXTBOOK FUND:

Revenue	888,858	907,978	19,120
Non-Revenue	1,219,249	2,458,893	1,239,644
Transfer from School Operating Fund	558,345	570,512	12,167
TOTAL REVENUE - SCHOOL TEXTBOOK FUND	2,666,452	3,937,383	1,270,931

## SCHOOL TEXTBOOK FUND:

Expenditures	2,666,452	3,937,383	1,270,931
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## NREP OPERATING FUND:

Revenue	5,046,744	5,211,899	165,155
Non-Revenue	300,000	300,000	0
TOTAL REVENUE - NREP OPERATING FUND	5,346,744	5,511,899	165,155

## NREP OPERATING FUND:

Expenditures	5,336,744	5,501,899	165,155
Transfer to NREP Textbook Fund	10,000	10,000	0

TOTAL EXPENDITURES - NREP OPERATING FUND	5,346,744	5,511,899	165,155
NREP TEXTBOOK FUND:			
Non-Revenue	40,000	55,000	15,000
Transfer from NREP Operating Fund	10,000	10,000	0
TOTAL REVENUE - NREP TEXTBOOK FUND	50,000	65,000	15,000
NREP TEXTBOOK FUND:			
Expenditures	50,000	65,000	15,000
CONSOLIDATED SERVICES FUND:			
Revenue	3,600,000	3,600,000	0
CONSOLIDATED SERVICES FUND:			
Expenditures	3,600,000	3,600,000	0
TOTAL REVENUE - ALL FUNDS	389,179,525	418,484,723	29,305,198
Less Transfers Between Funds	97,589,792	103,646,508	6,056,716
NET REVENUE - ALL FUNDS	291,589,733	314,838,215	23,248,482
TOTAL EXPENDITURES - ALL FUNDS	389,179,525	418,484,723	29,305,198
Less Transfers Between Funds	97,589,792	103,646,508	6,056,716
NET EXPENDITURES - ALL FUNDS	291,589,733	314,838,215	23,248,482

#### TAX RATES

##### Property Taxes - Rates per \$100 of assessed value

	<u>Current</u>	<u>Proposed</u>
Real Estate	\$0.60	\$0.60
Personal Property	\$4.86	\$4.86
Qualifying Personal Property for Volunteer Firefighters	\$2.25	\$2.25
Antique Vehicles	\$0.00	\$0.00
Mopeds	\$0.00	\$0.00
Mobile Homes	\$0.60	\$0.60
Aircraft	\$0.01	\$0.01
Business Equipment	\$4.86	\$4.86
Machinery and Tools	\$2.00	\$2.00
Contract Carrier Classified Vehicles	\$2.00	\$2.00

The total value of real estate in Frederick County that is exempt from real estate taxes is \$983,510,700.

At the proposed tax rate of \$0.60/\$100, the foregone tax would be \$5,901,064.20.

Machinery and Tools are assessed on declining values based on acquisition year, as follows:

<u>Year</u>	<u>Assessment Ratio</u>
1	60%
2	50%
3	40%
4 and all subsequent years	30%

Vehicle License Taxes

Vehicles other than motorcycles	\$25 each
Motorcycles	\$10 each

Business and Professional Occupational License Taxes

Contracting, and persons constructing for their own account for sale	\$0.16 per \$100 of gross receipts
Retail sales	\$0.20 per \$100 of gross receipts
Financial, real estate, and professional services	\$0.58 per \$100 of gross receipts
Repair, personal, and business services	\$0.36 per \$100 of gross receipts
Wholesale merchants	\$0.05 per \$100 of purchases

All other Business and Professional Occupational License Taxes will remain unchanged, all as currently set forth in Article XVI of Chapter 155 of the County Code.

	<u>Current</u>	<u>Proposed</u>
Meals Tax (of gross receipts)	4.0%	4.0%
Transient Occupancy Tax (of gross receipts)	2.5%	2.5%

Shawnee and Sanitary District Taxes

	<u>Current</u>	<u>Proposed</u>
Unimproved Lots	\$190 per lot	\$190 per lot
Improved Lots	\$560 per lot	\$560 per lot
Unimproved - External Users	\$190 per lot	\$190 per lot
Improved - External Users	\$560 per lot	\$560 per lot

Lake Holiday Sanitary District Taxes

Buildable Lots	\$678 per lot	\$678 per lot
Unbuildable Lots	\$264 per lot	\$264 per lot
Lots owned by Lake Holiday Country Club, Inc. (property owners assoc.):		
Buildable Lots	\$0 per lot	\$0 per lot
Unbuildable Lots	\$0 per lot	\$0 per lot
<u>Star Fort Subdivision Taxes/Fees</u>	\$60 per lot	\$60 per lot

Street Light Fees

Oakdale Crossing, Stephens City	\$60 Annually	\$60 Annually
Green Acres	\$25 Annually	\$25 Annually

Sanitary Landfill Fees

<u>Current</u>	<u>Proposed</u>
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Commercial/Industrial	\$47 per ton	\$47 per ton
Construction Demolition Debris	\$42 per ton	\$42 per ton
Municipal Solid Waste	\$18 per ton	\$18 per ton
Municipal Sludge	\$36 per ton	\$36 per ton
Miscellaneous Rubble Debris	\$12 per ton	\$12 per ton

All other taxes and fees imposed by Frederick County will remain unchanged, all as currently set forth in the County Code, otherwise previously adopted by the Board of Supervisors, or authorized pursuant to state law.

CHERYL B. SHIFFLER  
 FINANCE DIRECTOR  
 FREDERICK COUNTY, VIRGINIA

# CONSENT AGENDA

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## COUNTY of FREDERICK

Department of Planning and Development

540/ 665-5651

Fax: 540/ 665-6395

### *Memorandum*

To: Frederick County Board of Supervisors

From: Mark R. Cheran, Zoning and Subdivision Administrator

Date: March 15, 2017

RE: Snowden Bridge Subdivision – Section 3

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The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Arrow Crown Court, State Route Number 893	0.05 miles
Centennial Drive, State Route Number 894	0.13 miles

Staff is available to answer any questions.

MRC/dlw



**RESOLUTION  
BY THE  
FREDERICK COUNTY BOARD OF  
SUPERVISORS**

The Board of Supervisors of Frederick County, in regular meeting on the 22nd day of March, 2017, adopted the following:

**WHEREAS**, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Frederick County; and

**WHEREAS**, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

**WHEREAS**, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and

**NOW, THEREFORE, BE IT RESOLVED**, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

**BE IT FURTHER RESOLVED**, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Robert W. Wells	_____
Blaine P. Dunn	_____	Gene E. Fisher	_____
Judith McCann-Slaughter	_____		

**A COPY ATTEST**

\_\_\_\_\_  
Brenda G. Garton  
Frederick County Administrator



In the County of Frederick

By resolution of the governing body adopted March 22, 2017

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee

Signed (County Official): \_\_\_\_\_

**Report of Changes in the Secondary System of State Highways**

**Project/Subdivision Snowden Bridge, Section 3**

**Type Change to the Secondary System of State Highways:**

**Addition**

The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

**Street Name and/or Route Number**

◆ **Arrow Crown Court, State Route Number 893**

Old Route Number: 0

- From: Centennial Drive, Route 894

To: Existing Arrow Crown Court, Route 893, a distance of: 0.05 miles.

Recordation Reference: Inst.070005227 & 110007386 Pg. 0082

Right of Way width (feet) = 50'

**Street Name and/or Route Number**

◆ **Centennial Drive, State Route Number 894**

Old Route Number: 0

- From: Existing Centennial Drive, Route 894

To: Arrow Crown Court, Route 893, a distance of: 0.13 miles.

Recordation Reference: Inst.070005227 & 110007386 Pg. 0082

Right of Way width (feet) = 50'