

AGENDA CLOSED SESSION AND REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, OCTOBER 11, 2017 6:00 P.M., 7:00 P.M. BOARD ROOM, COUNTY ADMINISTRATION BUILDING 107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:00 P.M. - Closed Session:

There will be a Closed Session pursuant to Section 2.2-3711, A (7) of the <u>Code of Virginia</u>,1950, as amended, for consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel.

There will be a Closed Session pursuant to Section 2.2-3711 A (3) of the <u>Code of Virginia</u>, 1950, as amended, for discussion or consideration of the acquisition of real property for a public purpose, and 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 Board.

7:00 P.M. - Regular Meeting - 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: B, C, G, H and O)

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

Board of Supervisors Comments

AGENDA CLOSED SESSION AND REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, OCTOBER 11, 2017 PAGE 2

County Officials:

	1.	Committee Appointments. (See Attached)	Α
	2.	Correspondence from Virginia Association of Counties (VACo) Re: Voting Credentials for the Annual Business Meeting – Request to	_
		Designate County Administrator to Vote. (See Attached)	B
	3.	Request to Approve Holding Two Rabies Clinics in 2018. (See Attached)	С
Comi	nitt	ee Reports:	
	1.	Parks and Recreation Commission. (See Attached)	D
	2.	Finance Committee. (See Attached)	Ε
		Transportation Committee. (See Attached)	
	4 .	Human Resources Committee. (See Attached)	G
	<mark>5.</mark>	Public Safety Committee. (See Attached)	Н
<u>Publi</u>	c H	<u>earing</u> :	
	1.	Proposed Amendment to the Frederick County Code, Chapter 89 Fire and Rescue Services; Article IV Volunteer Membership; Section 89-12, Volunteer Fire Fighter and Rescue Members. This Proposed Amendment Would Provide an Alternative Option for Completing Background Checks Necessary to Approve Volunteer Fire and Rescue Members. (See Attached)	ı
	2.	Proposed Amendment to the Frederick County Code, Chapter 122 Nuisances; by the Addition of Section 122-11, Methamphetamine Lab Cleanup and Removal Responsibility for Costs; Determination of Amount. This Proposed Amendment Would Provide an Additional Means for the County to Recover Any Costs It Might Incur to Protect the Public Health and Safety in the Cleanup of Methamphetamine Labs. (See Attached)	J

Failure to File. The Proposed Amendments are Technical Amendments

AGENDA CLOSED SESSION AND REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, OCTOBER 11, 2017 PAGE 3

	to the Provision Governing Personal Property Tax Return Filings Regarding Mobile Homes and to Establish a Uniform Filing Deadline of March 1 for Personal Property Returns. (See Attached)	K
<u>Planning</u>	Commission Business:	
<u>Pu</u>	blic Hearing:	
1.	South Frederick Agricultural and Forestal District - To Consider Adding Additional Parcels into the South Frederick Agricultural and Forestal District. These Properties are Located at 933 Barley Lane, Winchester, Virginia and are Identified with Property Identification Numbers 60-A-89, 61-A-15 and 61-A-17 in the Back Creek Magisterial District (See Attached)	L
<u>Ot</u>	her Planning Items:	
1.	Discussion - Subdivision Application #05-17 of Freedom Crossing. (See Attached)	M
2.	Discussion – Residential Separation Buffer Waiver in the RP (Residential Performance) District. (See Attached)	N
3.	Road Resolutions: (See Attached)	0

- a. Roscommon, Sections 6 and 7;
- b. Meadows Edge Phase 2.

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

<u>Adjourn</u>





Kris C. Tierney
County Administrator

540/665-6382 Fax: 540/667-0370

E-mail: ktierney@fcva.us

MEMORANDUM

TO:

Board of Supervisors

FROM:

Kris C. Tierney, County Administrator

DATE:

October 5, 2017

RE:

Committee Appointments

Listed below are the vacancies/appointments due through October, 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.

VACANCIES/OTHER

Old Dominion ASAP Policy Board (ASAP) and Community Criminal Justice Board (CCJB)

County Administrator – Frederick County Representative Term Expires: 02/22/20 Three year term

The Board of Supervisors at their meeting of 02/11/15 appointed the county administrator position to serve on these boards. County Administrator Kris Tierney is recommending the appointment of Deputy County Administrator Jay Tibbs to serve on these Boards. (By-Laws of both boards ensures that each jurisdiction is represented on both boards by a single appointee.)

Metropolitan Planning Organization (MPO)

Alternate Position - County Representative

With the appointment of Kris Tierney to County Administrator, the Alternate position is now vacant. County Administrator Kris Tierney is recommending the appointment of Planning Director Mike Ruddy to fill the Alternate position. (Current representatives on the MPO are Chairman of the Board of Supervisors Chuck DeHaven, Judy McCann-Slaughter and the County Administrator.)

Northern Shenandoah Valley Regional Commission (NSVRC)

Alternate Position - County Representative

With the appointment of Kris Tierney to County Administrator, the Alternate position is now vacant. County Administrator Kris Tierney is recommending the appointment of Deputy County Administrator Jay Tibbs to fill the Alternate position. (Current representatives on the NSVRC are Supervisor Slaughter, and Supervisor Fisher who serve their elected term of office. Also on the Commission serving a three-year term are County Administrator Tierney and Eric Lawrence who serves as Citizen member.)

Juvenile Detention Center Commission

Alternate Position – County Representative Term Expires: 12/31/19 Four year term

County Administrator Kris Tierney is recommending the appointment of Deputy County Administrator Jay Tibbs to fill the Alternate position. (Current Frederick County representative on the Commission is Bob Williamson. The Alternate serves the same term as the Frederick County Representative. According to the service agreement dated December 20, 1996, and the amendment dated November 15, 1999, recommendations for appointment are made by the Board of Supervisors and submitted to the Chief Judge of the Juvenile and Domestic Relations Court for consideration.)

Frederick County Planning Commission

Charles F. Dunlap – Red Bud District Representative 401 Lynnehaven Drive Winchester, VA 22602 Home: (540)323-7438 Term Expires: 01/27/18 Four year term

(Mr. Dunlap has resigned from the Planning Commission as he has moved out of state.)

Historic Resources Advisory Board (HRAB)

William H. Schuller, Sr. – Red Bud District Representative 915 Valley Mill Road Winchester, VA 22602 Home: (540)6145 Term Expires: 07/08/19

Four year term

Clint Jones – Shawnee District Representative 3108 Middle Road Winchester, VA 22602 Phone: (540)667-6350 Term Expires: 05/22/18 Four year term

(Staff has been advised that Mr. Schuller and Mr. Jones have resigned from the Historic Resources Advisory Board.)

Community Policy and Management Team (CPMT)

Leslie Stewart - Parent Representative 121 Garden Court Winchester, VA 22601 Home: (540)336-8086 Term Expires: 06/30/18 Two year term

(Staff has been advised that Ms. Leslie Stewart has resigned. The CSA Coordinator and CPMT staff is attempting to get recommendation(s) for appointment and, upon receipt, will forward same to the Board of Supervisors at a future meeting.)

APRIL 2017

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.)

OCTOBER 2017

No appointments due.

NOVEMBER 2017

Economic Development Authority

Dennis McNutt - Frederick County Representative HP Hood 160 Hood Way Winchester, VA 22602 Office: (540)869-0045 Term Expires: 11/18/17 Four year term

(As the Board may recall, the Industrial Development Authority was renamed the Economic Development Authority via public hearing at the Board of Supervisors meeting of January 8, 2014 and reorganization of the authority was completed during 2014. There are seven members on the authority and they serve a four year term.)

Handley Regional Library Board

Carole Fox - Frederick County Representative 211 Fairfield Drive Winchester, VA 22602 Home: (540)723-6382 Term Expires: 11/30/17

Four year term

Staff has been notified that the Handley Regional Library Board recommends the reappointment of Carole Fox.

Larry Sullivan – Frederick County Representative 1301 Front Royal Pike Winchester, VA 22602

> Home: (540)662-4994 Term Expires: 11/30/17

Four year term

Mr. Sullivan has served two full terms and <u>is not eligible</u> for reappointment. (The County has five seats on the Handley Regional Library Board. As stated in the library by-laws, members serve a four year term and are limited to two consecutive terms.)

Frederick County Planning Commission

June M. Wilmot – Member-At-Large Representative 412 Westside Station Drive Winchester, VA 22601 Home: (540)678-0278 Term Expires: 11/14/17 Four year term

Shawneeland Sanitary District Advisory Committee

Marianne Biviano 109 Doe Trail Winchester, VA 22602 Home: (540)535-6574 Term Expires: 11/09/17 Two year term

Hugh B. Van Meter 106 Potomac Trail Winchester, VA 22602 Home: (540)877-3522 Term Expires: 11/09/17 Two year term

(The ShawneeLand Sanitary District Advisory Committee is comprised of five members made up of resident property owners and serve a two year term

DECEMBER 2017

Board of Equalization

Betsy Brumback – Frederick County Representative 540 Barley Lane Winchester, VA 22602 Home: (540)545-8774 Term Expires: 12/31/17

Three year term

(The Board of Equalization is composed of five members. Members must be free holders in the county. In October 2010, the Board of Supervisors appointed the Board of Equalization as a "permanent" board for subsequent reassessments. The original five members were appointed for the following terms: one member for a one-year term; one member for a two-year term; and three members for a three-year term. Going forward, all future appointments shall be for a three-year term. Recommendation for appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)

Board of Zoning Appeals

Reginald K. Shirley, III – Opequon District Representative 108 Patrick Place Stephens City, VA 22655 Home: (540)869-5305 Term Expires: 12/31/17 Five year term

(There are seven members on the Board of Zoning Appeals. Recommendations for appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)

Northwestern Services Community Services Board

Deborah A. Rockwell – Frederick County Representative 123 Oakridge Lane Winchester, VA 22602 Home: (540)665-8555 Term Expires: 12/31/17

Three year term

(The Northwestern Community Services Board is comprised of representatives from each of the jurisdictions within the planning district. The county has three seats on the Northwestern Community Services Board. Members serve a three year term and are limited to three consecutive terms.)

KCT/tjp

CONSENT AGENDA

Virginia Association of Counties

Virginia Association of Counties

Connecting County Governments since 1934

W. Biggs Wuntgomery County

President-Elect
William A. Robertson, Jr.
Prince George County

First Vice President Sherrin C. Alsop King and Queen County

Second Vice President Robert Thomas, Jr. Stafford County

Secretary-Treasurer Donald L. Hart, Jr. Accomack County

Immediate Past President Judy S. Lyttle Surry County

Executive Director Dean A. Lynch, CAE

General Counsel Phyllis A. Errico, Esq., CAE TO: Chairs, County Board of Supervisors

County Chief Administrative Officers

FROM: Dean A. Lynch, Executive Director

RE: Voting Credentials for the Annual Business Meeting

DATE: September 27, 2017

The 2017 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 14 at 10:30 a.m. at The Omni Homestead in Bath County.

Article VI of the VACo Bylaws states that each county shall designate a representative of its board of supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the board of supervisors cannot be present for this meeting, the Association's Bylaws allow a county to designate a non-elected official from your county or a member of a board of supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2017. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 13 at 1:00 p.m. in the Monroe Room or to the conference registration desk before this meeting.

NOMINATING COMMITTEE

The Nominating Committee will meet at 4:00 p.m. in the Mount Vernon Room on Monday, November 13th during VACo's Annual Conference at the Omni Homestead. The committee is charged to nominate a candidate for President, President-Elect, First Vice President, Second Vice President and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee and to VACo's Executive Director.

REGIONAL DIRECTORS

Pursuant to VACo's Bylaws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6:00 p.m. on Monday, November 13th. The attached list shows the regional directors that must be selected.

Attachments
VACo Board of Directors
Nominations Committee
Credentials Committee
Nominations Committee Guidelines
Regional Director Caucuses

1207 E. Main St., Suite 300 Richmond, Va. 23219-3627

P⁺ 9: 804.788.6652 1 34.788.0083

Email: mail@vaco.org Website: www.vaco.org



VACo 2017 Annual Meeting Voting Credentials Form Form may be returned by mail or fax (804-788-0083)

Voting Deleg (Supervisor)	-	
(Supervisor)	Name	
	Title	
	Locality	r
Alternate De	legate:	* *
(Supervisor)	Name	•
	Title	
	Locality	
Certified by: (Clerk of the	Board) Name	8
w	Title	у и
	Locality	
	VACo 2017 Annual Meeting Proxy Statement County authorizes the following person to cast its le Virginia Association of Counties on November 14, 2017.	
Kris C. Ti	erney , a non-elected official of this coun -OR-	ty.
	a supervisor from	County.
	ation is: acted. The proxy may use his/her discretion to cast <u>Frederical Section</u> before the annual meeting.	ck County's votes on any
issues on which	d. The proxy is limited in how he/she may castch he/she may cast those votes and how he/she should vote nd instructions on the back of this form)	County's votes. The are:
Certified by:	Name	
	Title Deputy County Administrator	
	Locality Frederick County	

VACo 2017 Board of Directors

President - Mary Biggs | Montgomery County

President-Elect - Bill Robertson | Prince George County

First Vice President - Sherrin Alsop | King and Queen County

Second Vice President - Bob Thomas | Stafford County

Secretary-Treasurer - Don Hart | Accomack County

Region 1 Director - John M. Seward | Surry County

Region 2 Director - John D. Miller | Middlesex County

Region 3 Director - Wayne T. Hazzard | Hanover County

Region 3 Director – James M. Holland | Chesterfield County

Region 3 Director - Frank J. Thornton | Henrico County

Region 4 Director - Nancy R. Carwile | Charlotte County

Region 5 Director - Ann H. Mallek | Albemarle County

Region 6 Director - Barbara J. Byrd | Clarke County

Region 7 Director - Meg Bohmke | Stafford County

Region 7 Director - Stephanie L. Koren | Louisa County

Region 8 Director - Sharon Bulova | Fairfax County

Region 8 Director - Maureen S. Caddigan | Prince William County

Region 8 Director – John D. Jenkins | Prince William County

Region 8 Director – Jeffrey C. McKay | Fairfax County

Region 8 Director - Linda Q. Smyth | Fairfax County

Region 8 Director - Phyllis J. Randall | Loudoun County

Region 8 Director - Daniel G. Storck | Fairfax County

Region 8 Director - John Vihstadt | Arlington County

Region 9 Director - William B. Kyger, Jr. | Rockingham County

Region 10 Director - Sara E. Carter | Appomattox County

Region 10 Director - Annette Perkins | Montgomery County

Region 11 Director - Bill Thomasson | Bedford County

Region 12 Director - Timothy A. Reeves | Wythe County

Region 13 Director - Larry R. Mosley | Lee County

Past President – Penelope A. Gross | Fairfax County; Harrison A. Moody | Dinwiddie County and Catherine M. Hudgins | Fairfax County

2017 Nominations Committee

REGION	MEMBER	COUNTY	TITLE
1	Judy Lyttle	Surry	Supervisor
2	Prue Davis	Essex	Supervisor
3	Frank Thornton	Henrico	Supervisor
4	Steve Bowen	Nottoway	Supervisor
5	Connie Brennan	Nelson	Supervisor
6	David Cox	Greene	Supervisor
7	Stephanie Koren	Louisa	Supervisor
8	Penny Gross-C	Fairfax	Supervisor
9	Claire Collins	Bath	Supervisor
10	Jessie Barksdale	Pittsylvania	Supervisor
11	John Williamson	Botetourt	Supervisor
12	Dean Pratt	Pulaski	Supervisor
13	Larry Mosley-VC	Lee	Supervisor

VACo Nominating Committee Process

NOMINATING COMMITTEE

- The VACo By-Laws provide that the President appoint a Nominating Committee that shall consist of one member from each VACo Region.
- The By-Laws specify that the Nominating Committee shall nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting.
- The Nominating Committee shall receive letters of interest from candidates prior to the November Nominating Committee Meeting with a copy to the VACo Executive Director.
- In November the Nominating Committee will meet at the VACo Annual Conference to develop a slate of recommended candidates.
- The Nominating Committee Chair should briefly describe the duties of each office prior to taking nominations.

OFFICERS

- President. The President shall be the chief elected officer of the Association and shall serve as
 Chairman of both the Board of Directors and the Executive Committee. The President shall make
 all required appointments to standing and special committees and trustees; provided, however,
 that reasonable consideration shall be given to achieving broad regional representation on such
 committees.
- President Elect. Upon the death, resignation or incapacitation of the President, the President-Elect shall fill the unexpired term of the President and shall then succeed to an additional full term of office. The President-Elect shall perform such duties as are delegated or assigned by the President or the Board of Directors.
- Vice Presidents. There shall be a First Vice President and a Second Vice President, who shall be responsible for such duties as are individually assigned to them by the President.
- Secretary-Treasurer. The Secretary-Treasurer shall chair a five-member committee appointed by the President to oversee the financial operations and official records of the Association.

MEETING PROCESS

- The Nominating Committee Chair will announce the candidates for each office.
- Each candidate may have three minutes to speak and they may also have up to three additional VACo members speak on their behalf for no more than three minutes each.
- Upon completion of these comments, members of the Nominating Committee will make motions for candidates for each office.
- A candidate must have a majority votes to be placed on the Nomination Committee's recommended slate.

2017 Credentials Committee

MEMBER

John Jenkins-C

Judy Lyttle

Harrison Moody

Rudolph Jefferson

COUNTY

Prince William

Surry

Dinwiddie

Isle of Wight

TITLE

Supervisor

Supervisor

Supervisor

Supervisor

83rd VACo Annual Conference

Sunday, November 12

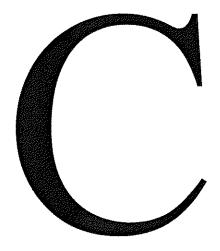
4:30 - 5:30 p.m.

Regional Caucuses to Nominate Representatives on VACo Board of Directors

- Region 2 | Blue Ridge
- Region 3 | Wilson
- Region 4 | Appalachian
- Region 7 | Stratford
- Region 8 | Tower Suite
- Region 9 | Mount Vernon
- Region 10 | Madison
- Region 13 | Piedmont

Region 2John D. (Jac	k) Miller (Middlesex County)
Region 3Wayne T. H	azzard (Hanover County)
Region 3James M. He	olland (Chesterfield County)
Region 4Nancy R. Ca	arwile (Charlotte County)
Region 7Meg Bohmk	e (Stafford County)
Region 8John Jenkins	(Prince William County)
Region 8Maureen Cad	ddigan (Prince William County)
Region 8Linda Q. Sm	yth (Fairfax County)
Region 8Jeffrey C. M	cKay (Fairfax County)
Region 9William "Bil	ly" Kyger (Rockingham County)
Region 10Annette Perk	ins (Montgomery County)
Region 10Sara Carter (Appomattox County)
Region 13Larry Mosley	(Lee County)
Past Presidents: Judy Lyttle Penelope A. Gross Harrison A. Moody	

CONSENT AGENDA





Kris C. Tierney
County Administrator

540/665-6382 Fax: 540/667-0370

E-mail: ktierney@fcva.us

MEMORANDUM

TO:	Board of Supervisors
FROM:	Kris C. Tierney, County Administrator
SUBJECT:	Request to Approve Two Rabies Clinics
DATE:	October 4, 2017

The Lord Fairfax Health District has, over the past several years, held two rabies clinics at the Frederick County Esther Boyd Animal Shelter in May and October. Pursuant to Virginia Code Section 3.2-6521 the clinics must be approved by the locality and the health department. Staff is seeking Board approval to conduct two rabies clinics during 2018 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October with the specific dates to be finalized at a later time.

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

KCT/jet

Attachments



Kris C. Tierney
County Administrator

540/665-6382 Fax: 540/667-0370

E-mail: ktierney@fcva.us

October 12, 2017

Colin M. Greene, MD, MPH District Director Lord Fairfax Health District 107 Kent Street, Suite #201 Winchester, VA 22601

Dear Dr. Greene:

The Board of Supervisors of Frederick County deems that there is a need to hold two Rabies Clinics during 2018 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October of 2018. This need is based on the high incidence of Rabies in the county, the high rate of unvaccinated animals in the county, and the barrier of transportation and cost to the citizens of the county to have their animals vaccinated. Thus, the board requests that the Health Department approve such clinics for the sole purpose of Rabies vaccination.

Again, thank you for your cooperation in advance.

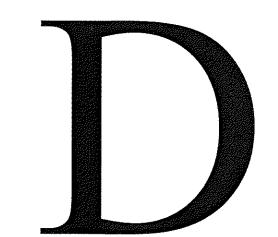
With kindest regards, I am

Sincerely,

Kris C. Tierney County Administrator

KCT/kco

cc: file





COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687 E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To:

Jay Tibbs, Deputy County Administrator for Human Services

From:

Jason L. Robertson, Director, Parks & Recreation Dept.

Subject:

Parks and Recreation Commission Action

Date:

September 20, 2017

The Parks and Recreation Commission met on September 19, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Amy Strosnider and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Charles Sandy, Jr.

Items Requiring Board of Supervisors Action:

1. Frederick Water Easement Request – The Buildings and Grounds Committee recommended approval of the Frederick Water easement request as submitted, second by Ms. Natalie Gerometta, motion carried unanimously (7-0). Please find attached a copy of the Frederick Water Deed of Easement. Public hearing is needed to grant this easement.

Submitted for Board Information Only:

None

Attachment

cc: Gary Longerbeam, Chairman Robert Wells, Board of Supervisors' Non-Voting Liaison

Tax Map No.: Project:

FREDERICK COUNTY SANITATION AUTHORITY DEED OF EASEMENT

THIS DEED OF EASEMENT, made and entered into this _____ day of ______, 2017, by and between FREDERICK COUNTY VIRGINIA (collectively, "Owner"), as grantor for indexing purposes, and FREDERICK COUNTY SANITATION AUTHORITY d.b.a. FREDERICK WATER, a body politic and corporate (the "Authority"), as grantee for indexing purposes.

WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Owner does hereby grant and convey unto the Authority, its successors and assigns, an easement (the "Water Storage Easement") for the purpose of installing, constructing, operating, maintaining, repairing, adding to or altering and replacing one or more present or future water storage tanks, water mains and sanitary sewer lines, including, without limitation, fire hydrants, valves, vaults, meters, building service connections and connection lines, sanitary lateral lines, manholes and other appurtenant facilities (collectively, the "Facilities"), for the storage, transmission and distribution of water and the collection of sanitary sewer and its transmission through, upon and across the portion of the property of Owner bounded and described as "Dot-Shaded Area Denotes Proposed Easements For Waterlines, Tank and Equipment, and Access" (the "Water Storage Easement Area") on the plat entitled "WATER TANK EASEMENT DEDICATION PLAT ON PARCEL 33-(A)-162B", dated September 11, 2017 and prepared by Gary R. Oates (the "Plat"), attached hereto and made a part hereof, subject to the following conditions; and

FURTHER WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid, the receipt and sufficiency of which are hereby acknowledged, Owner does hereby grant and convey unto the Authority, its successors and assigns, an easement and right of way (the "Access Easement") for the purpose of installing, constructing, operating, maintaining, repairing, adding to or altering and replacing a vehicular access driveway and Facilities other than storage tanks, for access to the Water Storage Easement Area and for the transmission and distribution of water and the collection of sanitary sewer and its transmission through, upon and across the portion of the property of Owner bounded and described as "Hatched Area Denotes Proposed Easement for Access Only" (the "Access Easement Area") on the Plat.

- 1. All Facilities which are installed in the Water Storage Easement Area and Access Easement Area (collectively the "Easement Areas") shall be and remain the property of the Authority, its successors and assigns.
- 2. The Authority and its agents shall have full and free use of the Easements for the purposes named, and shall have all rights and privileges reasonably necessary to the exercise of

the Easement, including the right of access to and from the Easement Areas, and the right to use adjoining land within 100 feet of the Easement Areas when necessary; provided, however, that this right to use adjoining land shall be exercised only during periods of actual construction or maintenance, and then only to the minimum extent necessary for such construction and maintenance; and further, this right shall not be construed to allow the Authority to erect any building or structure of a permanent nature on such adjoining land.

- 3. The Authority shall have the right to trim, cut and remove trees, shrubbery, fences, structures or other obstructions in or reasonably near the Easement Areas, including those existing at the time of execution of this Deed, deemed by it to interfere with the proper and efficient construction, operation and maintenance of the Facilities; provided, however, that the Authority, at its own expense, shall restore, as nearly as possible, to their original condition all land or premises included within or adjoining the Easement Areas which are disturbed in any manner by the construction, operation and maintenance of the Facilities. Such restoration shall include (i) the backfilling of trenches, (ii) repaving of asphalt, concrete, composite, and other impervious areas, (iii) the reseeding or resodding of lawns or pasture areas, and (iv) the replacement of trees, flowers, shrubbery, vegetable plants, porous/permeable paving, pavers, structures, and other obstructions located outside the Easement Area, but shall not include the replacement of trees, flowers, shrubbery, vegetable plants, porous/permeable paving, pavers, structures, or other obstructions located within the Easement Areas.
- Owner reserves the right to construct and maintain roadways over the Easement Area and to make any use of the Easement Area which may not be inconsistent with the Easement rights herein conveyed, or interfere with the use of the Easement by the Authority for the purposes named; provided, however, that Owner shall not erect any building or other structure, or install any underground facilities or utilities, or change existing ground elevation or impound any water on or within the Easement Areas without obtaining the prior written approval of the Authority. In the event a use of the Easement Areas by Owner is approved by the Authority, but requires the relocation of any of the Facilities or the adjustment of the depth of any of the Facilities, all costs required to accomplish such relocation or adjustment shall be paid by Owner. Owner agrees that no vegetation other than (i) grass, (ii) shrubbery, and (iii) flowers and vegetable plants with root systems that extend no more than 12 inches below the surface at maturity, may be planted in the Easement Area; provided, however, that such flowers, shrubbery and vegetable plants are planted at Owner's risk and the Authority shall have no obligation to replant such flowers, shrubbery and vegetable plants nor to compensate Owner for such vegetation in the event such vegetation is damaged or destroyed during the exercise of the Authority's rights under this Easement.
- 5. At such time as any portion of the land within the Easement Areas is accepted by the Commonwealth of Virginia or any appropriate agency thereof for maintenance into the state highway system, all easement rights acquired by the Authority by this instrument in such portion of land shall cease and terminate, provided that the Commonwealth of Virginia or any appropriate agency thereof concurrently grants to the Authority all necessary permits for the continued operation, maintenance, inspection, repair and replacement of its facilities in said location.

- 6. Owner covenants that it is seized of and has the right to convey said Easements, rights and privileges, that the Authority shall have quiet and peaceable possession, use and enjoyment of the Easement, rights and privileges, and that Owner shall execute such further assurances thereof as may be required.
- 7. Owner agrees that the agreements and covenants stated in this Deed are not covenants personal to Owner but are covenants running with the land which are and shall be binding upon Owner, its heirs, personal representatives, successors and assigns.

[Signature appears on the following page]

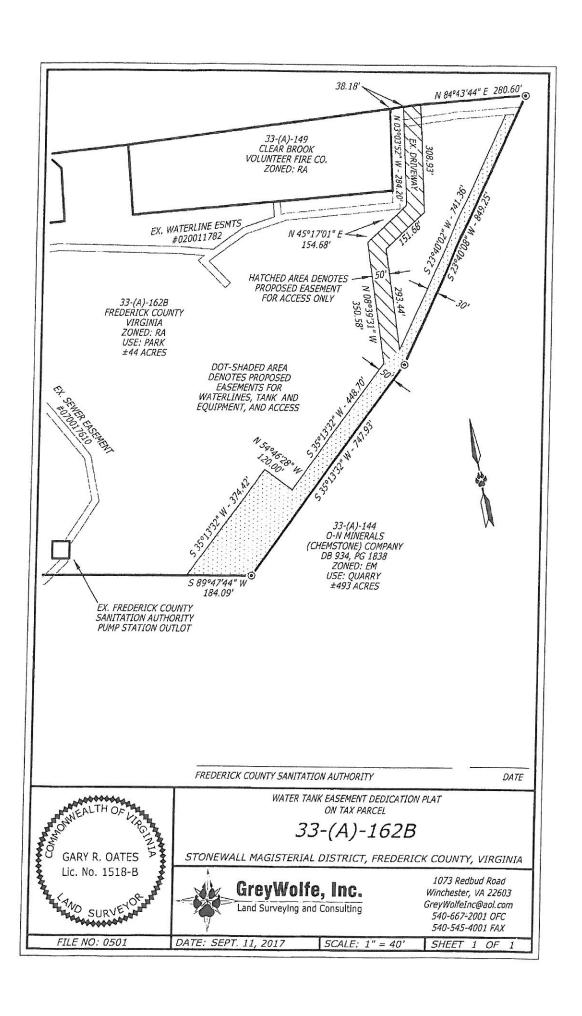
Witness the following signature and seal:

FREDERICK COUNTY SANITATION AUTHORITY d.b.a. FREDERICK WATER:

BY:
STATE OF, CITY/COUNTY OF, TO-WIT:
I,
Notary Public
Registration No.:
My Commission Expires:

Witness the following signature and seal:

	FREDERICK COUNTY VIRGINIA:
	BY:
STATE OF	
CITY/COUNTY OF	, TO-WIT:
I, aforesaid, do certify that foregoing instrument dated	, a notary public in and for the State and County, whose name is signed to the, 20, has acknowledged the same before me.
GIVEN under my hand this	day of, 20
	Notary Public
Registration No.:	
My Commission Expires:	





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: September 20, 2017

SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, September 20, 2017 at 8:00 a.m. All members were present. (☑) Items 5, 6, and 7 were approved under consent agenda. (☑) Items 2, 9, 10, 11, 12, 14, and 17 require no action.

- Shenandoah Valley Community Residences, Inc. requests real property tax exemption. See attached application and Code of Virginia Tax Exempt Property, p. 4 – 37. The committee recommends approval of the exemption. An ordinance amendment is required to reflect the change, draft attached, p. 38 – 40. A public hearing is required on the ordinance amendment.
- 2. (Presentation by SCS Engineers of Pro Forma Analysis and FY 2019 budget recommendations for the Frederick County Regional Landfill. This item has been forwarded by the Landfill Oversight Committee. See attached information, p. 41 60. No action required.
- 3. The Public Works Director requests a <u>General Fund supplemental appropriation in amount of \$50,000</u>. This amount represents funds donated to the Frederick County Esther Boyd Animal Shelter and will be used for the engineering and architectural services to develop a site plan and architectural plans for a building addition at the shelter. No local funds required. This item was approved by the Public Works Committee. See attached information, p. 61 63. The committee recommends approval.
- 4. The Public Works Director requests a <u>General Fund supplemental appropriation in the amount of \$10,000</u>. This amount represents funds donated to the Frederick County Esther Boyd Animal Shelter and will be used to expand the existing spay/neuter program. No local funds required. This item was approved by the Public Works Committee. See attached information, p. 61 63. The committee recommends approval.

- (☑) The Sheriff requests a <u>General Fund supplemental appropriation in the amount of \$4,354.45</u>.
 This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 64.
- 6. (☑) The Shawneeland Manager requests a <u>Shawneeland Fund supplemental appropriation in the amount of \$13,692.56.</u> This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 65.
- 7. (☑) The Superintendent of Parks request a <u>General Fund supplemental appropriation in the amount of \$20,000.</u> This amount represents a carry forward of unspent FY 2017 funds to be used for the installation of a fire hydrant at the Sherando Park maintenance facility. See attached memo, p. 66.
- 8. Discussion is requested on committee and commission compensation. The committee recommends the changes per the attached information, p. 67.
- 9. (☑) The committee will continue discussion on the airplane tax rate. See attached information, p. 68 74. The committee requested continued discussion at the next committee meeting.
- 10. (☑) The committee will continue discussion on real property tax relief. See attached information, p. 75 76. The committee concluded discussions on the topic.
- 11. (☒) The Finance Director presents FY 2017 Year End financial information. See attached,p. 77 92. No action required.
- 12. () The FCPS Finance Director provides FY 2017 Year End financial information and is available for discussion. See attachment, p. 93 119. No action required.
- 13. The FCPS Finance Director requests <u>School Operating Fund and General Fund supplemental</u>
 appropriations in the amount of \$285,003.55. This amount represents grant funds received during FY 2017 for specific purposes. See attached memo, p. 120. The committee recommends approval.
- 14. (☑) The FCPS Finance Director requests <u>School Operating Fund and General Fund supplemental</u> <u>appropriations in the amount of \$997,264.55.</u> This amount represents unspent FY 2017 funds to be spent on buses. Local funds are required. See attached memo, p. 120. The committee postpones the request awaiting further information.

Finance Committee Report and Recommendations

September 20, 2017

Page 3

15. The FCPS Finance Director requests School Operating Fund supplemental appropriation in the

amount of \$502,498.66. This amount represents the FY 2018 Preschool Expansion Grant. No

local funds are required. See attached memo, p. 120. The committee recommends approval.

16. The FCPS Finance Director requests School Operating Fund supplemental appropriation in the

amount of \$100,000. This amount represents a grant award from the National Oceanic and

Atmospheric Administration. No local funds are required. See attached memo, p. 120. The

committee recommends approval.

17. (X) The Finance Director provides updated debt service information reflecting the \$27 million

for the 12th elementary school, and is available for discussion. See attached information,

p. 121 – 125. No action required.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for August 2017. See attached, p. 126.

2. The Finance Director provides financial statements ending August 31, 2017. See attached,

p. 127 – 137.

3. The Finance Director provides an FY 2018 Fund Balance Report ending September 14, 2017. See

attached, p. 138.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Angela Rudolph

Jeffrey Boppe

By Church & Shiffles

Cheryl B. Shiffler, Finance Director

3



301 N. Cameron Street Suite 103 Winchester VA 22601 (540) 722-4900 (540) 536-3207 fax

Frederick County Board of Supervisors 107 N. Kent Street Winchester VA 22601

August 7, 2017

To Whom It May Concern;

Shenandoah Valley Community Residences, Inc. (SVCR) wishes to request real estate tax exemption from Frederick County for the recent purchase of 113 Forrest Drive, Winchester VA 22603, Tax #54J-2-3-59. SVCR is a private, not for profit 501(c)(3) corporation operating as a contract agency of the Northwestern Community Services Board and licensed in 1980 by the Virginia Department of Behavioral Health and Developmental Services to provide services to adults with intellectual and developmental disabilities (mental retardation) in the Winchester and Frederick County areas. SVCR was granted property tax exemption in 1996 by the Virginia General Assembly and as a result SVCR has enjoyed exemption for its two Frederick County group homes (100 Fortress Drive and 123 Wickham Terrace) and three homes in the City of Winchester (210 Beechcroft Road, 25 & 27 E. James Street, and 809 Chelsea Drive).

SVCR's mission is to promote the quality of life of adults with intellectual and developmental disabilities by establishing, operating and maintaining community-integrated residential settings and associated support services. SVCR's goal is to help each adult achieve the greatest degree of independence while enjoying the best possible quality of life. SVCR residential programs are for adults, ages 18 and older, with a primary diagnosis of developmental disability and whose intellectual and adaptive behavior patterns are sufficiently developed to benefit from education and training that assists in the achievement of community integration, communication, socialization, and other independent living skills. SVCR staff support the adults in this program by providing guidance and supervision so that the individuals may develop life styles consistent with the community at large with consideration for normalization and inclusion.

SVCR has operated a supervised living residential service at 113 Forrest Drive continuously since 1989, having been tenants of the former owners, The Association for Retarded Citizens of the Northern Shenandoah Valley.

Thank you for your thoughtful consideration of this request for property tax exemption. Please do not hesitate to contact us should you require additional information about our agency or its mission.

Sincerely,

Stacey M. Umbenour Executive Director

Matthew Bradley

President, Board of Directors

Attachments

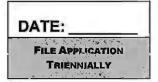
(application, 501(c)(3) designation, brochure, FY'16 IRS 990 return)



Frederick County Code Section 155-153(B):

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 • www.fcva.us/re



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

pursuant to de the Commissi the Revenue November 15 such other inf	esigna ioner o shall s on wi ormati	which owns real property exempt fraction of the General Assembly shall find the Revenue as a requirement for send notice of this requirement to exhich such application is due. Such a con as the entity deems desirable, for	ile triennially, retention of ach such or pplication sh the property	commencing the exempt ganization by all show the for which ret	g on Nove status of not later ownersh ention of	ember 15, 2014, an application with the property. The Commissioner of r than September 15 preceding the ip and usage of such property, and such exemption is sought.
*:	* * C	OMPLETE AS LEGALLY APPROPR	IATE PER T	HE DATE OF	THIS A	PPLICATION. * * *
Organization's Na	ame:	Shenandoah Valley Commu	nity Reside	nces, Inc.		
Organization's Fed	deral E	mployer Identification No. (EIN):	54-11479	61		
Contact Name:	Sta	cey M. Umbenour		Phone Nu	ımber:	(540) 536-0337
Contact Title:	Exe	ecutive Director	Email	stacey	/umben	our@svcr.org
Mailing Address:	31	0 N. Cameron Street, Suite 103	3, Winches	ter VA 2260	01	
Frederick Count Location Address		113 Forrest Drive, Winchester	· VA 22603			
Date Organization	on Bes	an or Will Begin Operating in Frede	erick County	1989		
1. What is the org	ganiza	tion's purpose?				
		training and services to intelled d residential settings and associ				Commonwealth by operating
2. What is the org	ganiza	tion's federal tax designation (selec	t one): 🐃	i de est		
风 501(c)(3)	□ 50	1(c)(4) 🗆 501(c)(6) 🗆 501(c)	(7) <u> </u>	ther [specify]:	
3. How is the orga	anizat	ion funded? अस्ताका अस्त्र अध्यान	ยสมาร์สาร (ช่ว	TO HE TIME		
82% Medicaid,	13%	Client Fees, 3% State, 2% conf	tributions a	nd investm	ent inco	ome
		rvices does the organization provid				
The organization consistent with	n ena their	bles intellectually disabled citize needs and choice, and who wor	ens to live i rk, shop, di	n the most ne, and enj	commu oy recre	nity-integrated settings eational activities locally.
		t of all real property owned by the tional sheet, if necessary):	organizatio	for which it	is seekir	ng a Frederick County tax
MAP NO.		PROPERTY ADDRESS	DAT	ACQUIRED		USE OF PROPERTY
54J-2-3-59		113 Forrest Drive Winchester VA 22603	08-	07-2017	Super Virginia Develo	vised Apartment licensed by a Dept. Behavioral Health a nd opmental Services
				_		
				·		

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		996 Session General Ass	• -					
□ Park	3	##58.1-3650.650 through	58.1-3650.684					
☐ Playground								
☐ Club, Scouts, or natio	nally-known helpful org	anization [specify]:						
☐ College Foundation o	r Alumni Association							
☐ Recognized Farming A	Association [specify]:			_				
☐ Veterans Association	or Auxiliary of same [sp	ecify]:		_				
NOTE: A copy of your me	ost recent exempt IRS ta	ax return and/or your latest	detailed financial sta	atements may be requested.				
7. List the following info	rmation for <u>all</u> officers v	who have the legal authority	to represent the or	ganization:				
NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	EMAIL ADDRESS				
		c/o SVCR, Inc.						
Matthews Dendless	President	301 N. Cameron Street	540 327-1498	mattbradley@premiermove.com				
Matthew Bradley	Fresident	Winchester VA 22601						
	Immediate Past-President	c/o SVCR, Inc. 301 N. Cameron Street	540 665-5681					
Ellen E. Murphy	rast-riesidelit	Winchester VA 22601		emurphy@fcva.us				
Stacey M. Umbenour	Executive Director	c/o SVCR, Inc. 301 N. Cameron Street	540 536-0337					
otaccy W. Omberiour	Executive Director	Winchester VA 22601	540 556-0557	staceyumbenour@svcr.org				
	- 429	to an address of the state of t	With a second					
		LARATION AND SIGNA						
		ust, partnership, limited liability er person specifically authorized						
company, or corporation to	sign. It is a misdemeanor f			t believed to be true and correct				
as to every material matter. DECLARATION: I do sw	•	y of perjury (1) that the inform	ation herein and in any	attachment(s) hereto are true,				
		e and belief, and (2) that I am t						
application process.	y authorizea in writing to s	sign this Application and repres	ent the organization a	uring the tax exemption				
Kener / Imbreac	W Stacey M. Um	□ Owner <u>OR</u>	Title. Executive Dire	ector 1/27/17				
Signature	Print N	ame Xr Business,	(e.g., President,	VP etc.) Date				
	artheria access a	k & k rop office use only &	· Ballon variety (w					
కాలత చేసుకున్నేత		* * * FOR OFFICE USE ONLY *	445.FA . 181.	Disposition D Second				
Date Received:	☐ Copy sent to Rod Williams	on Initials: _		Disposition: APPROVED DENIED				

[Rev. 10/2014]

DIGEST OF THE ACTS

OF THE

GENERAL ASSEMBLY OF VIRGINIA

AT THE

1996 SESSION

which commenced at the Capitol in the City of Richmond on January 10, 1996, and adjourned sine die March 11, 1996



Published for

THE VIRGINIA CODE COMMISSION
by
THE DIVISION OF LEGISLATIVE SERVICES

Commonwealth of Virginia Virginia Code Commission General Assembly Building Richmond, Virginia 23219 1996

lease to pay the personal property tax on the vehicle. SB 108; CH, 603,

§ 58.1-3506 amended. Classifications of tangible personal property of volunteer public safety workers. Authorizes commissioners of revenue to accept late certifications from persons applying for certain personal property tax classifications. Currently, persons seeking to have their motor vehicles qualify for the reduced personal property tax rates available to volunteer members of rescue squads or fire department volunteers, or to auxiliary police officers, must submit a certificate from the organization or local government by January 31 of each year. This measure allows commissioners of revenue, in their discretion, to waive the deadline for good cause shown and if the member is not at fault. SB 186; CH. 605.

§ 58.1-3506 amended. Classification of motor carrier transportation property for taxation. Clarifies the definition of motor carrier transportation property that constitutes a separate class of property for local tangible personal property taxation. Only motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce will qualify for this classification. The rate of tangible personal property tax on items in this class cannot exceed the machinery and tools tax rate. SB 631; CH 537.

§ 53.1-3508.1 added. Classification of semiconductor manufacturing and food processing machinery and tools. Declares machinery and tools used in semiconductor manufacturing and in food processing to be separate classifications of machinery and tools for local taxation. Localities may tax property in these classifications at rates or assessment ratios that are not greater than those for other machinery and tools. HB 496; CH. 971.

§ 58.1-3516 amended. Proration of personal property tax on motor carrier transportation property. Authorizes the governing body of any county, city, or town to exempt property of motor carriers engaged in interstate commerce from the proration of tangible personal property tax. The property of interstate carriers that may be excluded from a proration ordinance includes motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire. SB 630; CH. 536.

§ 58.1-3518.1 amended. Personal property tax; alternative method of filing certain returns. Expands the current statute which allows localities to provide an alternative method of filing personal property tax returns for motor vehicles to include trailers and boats. HB 760; CH. 322.

§ 58.1-3603 amended. Tax exempt property. Allows leased tax exempt property to maintain its tax exempt status when rent from the property is applied to reduce the principal of a loan against the property, if the loan is held by a political subdivision of the Commonwealth and the lessee is a § 501 (c) (3) entity using the property exclusively for charitable purposes. Currently, property loses its tax exempt status if it is

leased or is a source of revenue or profit. This measure overturns the Virginia Supreme Court's holding in City of Newport News v. Warwick County that the reduction of indebtedness against property by payment of principal of a loan out of earnings from the property is profit. SB 124; CH. 534.

§§ 58.1-3650.650 through 58.1-3650.665 added. Property tax exemptions. Grants property tax exemptions to the following organizations: Rapidan Habitat for Humanity, Inc.; Our Lady of Hope Health Center, Inc.; Family Life Services of Virginia. Southern Inc.; Appalachian Educational Communications Corporation; Mid-Atlantic Teen Challenge, Inc.; Virginia Peninsula Shelter for Abused Children, Inc., t/a Safehaven; Triad Foundation, Inc.; Jefferson Area Board for the Aging, Inc.; Habitat for Humanity in the Roanoke Valley, Inc.; Crisis Pregnancy Center of Roanoke Vailey, Inc.; Richmond Metropolitan Habitat for Humantity, Inc.; St. Chivas Corporation; Pathway Visions, Inc.; Louisa County Library Foundation; George C. Marshall Home Preservation Fund, Inc.; and George C. Marshall Home Preservation Fund, Inc. SB 104; CH. 602.

§§ 58.1-3650.650 through 58.1-3650.684 added. Property tax exemptions. Grants property tax exemptions to the following organizations: Louisa County Library Foundation; Shenandoah Valley Community Residences, Inc.; Special Love, Inc.; Cedarwoods Residential, Inc.; Windmore Foundation for the Arts; Rapidan Habitat for Humanity, Inc.; Purcellville Preservation Association; Save the Railroad Station, Inc.; Serve Inc.; Family and Child Services of Washington, D.C., Inc.; Bruton Park Home, Inc.; Colony Pines Residents' Association, Inc.; Crisis Pregnancy Center of Roanoke Valley, Inc.; The Menokin Foundation, Inc.; Serenity House Substance Abuse Recovery Program; Mid-Atlantic Teen Challenge, Inc.; Saddleer Home, Inc.; Chase City Community Services, Inc.; Loudoun Hospital Center; Richmond Metropolitan Habitat for Humanity, Inc.; Pamplin Foundation; Wayside Museum of American History and Arts; Culpeper Cavalry Museum, Inc.; Birdsong Trust Fund; Wesley Agape House, Inc.; Kent Gardens Recreational Club, Inc.; Iverson Properties, Inc.; Terjo Properties, Inc.; Winters Hill Properties, Inc.; Habitat for Humanity in the Roanoke Valley, Inc.; Family Life Services of Southern Virginia, Inc., Cape Charles Historical Society, Inc.; Oxhow Human Services Consortium, Inc.; John Paul I Knights of Columbus; and E-TRON Systems, Inc., d/b/a Wildflour Breadmill. HB 44; CH. 751,

§ 58.1-3660.1 added. Property tax classification; certified stormwater management developments and property. Provides a separate classification for certified stormwater management developments and property for purposes of local property taxation. Such property may, by ordinance, be exempt or partially exempt from local taxation. Such developments and property are defined as real estate improvements constructed from permeable materials which are certified by the Department of Environmental Quality as being designed and constructed for the primary purpose of reducing. §formwater runoff. HB 863; CH. 595/SB 179; CH. 581.

Internal Revenue Service

District Director

Date:

MAR 8 1982

Shenandoah Valley Community Residences Inc. 1010 Amherst Street

Winchester, Virginia 22601

Department of the Treasury

Our Letter Dated:

December 2, 1981 Person to Contact:

S. Geller Contact Telephone Number:

(301) 962-4787

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section *See below . Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a 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 that resulted in your loss of section _ knowledge that the Internal Revenue Service had given notice that you would _____ organization. be removed from classification as a section ____

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above. *509(a)(1) & 170(b)(1)(A)(vi)

Sincerely yours,

Teddy R. Kern

District Director

cc: Deborah M. Brumback 31 South Braddock Street Winchester, Virginia 22601

Internal Revenue Service

For Paperwork Reduction Act Notice, see the separate instructions. DAA

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

► Information about Form 990 and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047 2015 Open to Public inspection

Form 990 (2015)

For the 2015 calendar year, or tax year beginning 07/01/15, and ending 06/30/16 D Employer Identification number C Name of organization SHENANDOAH VALLEY COMMUNITY Check if applicable: RESIDENCES, INC. Address change Doing business as 54-1147961 Name change Number and street (or P.O. box if mail is not delivered to street address) Room/suite 540-536-0336 301 N. CAMERON STREET, STE. 103 Initial return City or town, state or province, country, and ZiP or foreign postal code Final return/ terminated WINCHESTER VA 22601-6018 1,894,009 G Gross receipts\$ Amended return Name and address of principal officer: H(a) Is this a group return for subordinates? Application pending **ELLEN MURPHY** 301 N. CAMERON STREET H(b) Are all subordinates included? It "No," attach a list. (see instructions) WINCHESTER VA 22601-6018 X 501(c)(3) 501(c) (insert no.) 4947(a)(1) or Tax-exempt status: WWW.SVCR.ORG Website: 🕨 H(c) Group exemption number Year of formation: 1980 VA X Corporation Trust Form of organization: Other -Part I Summarv 1 Briefly describe the organization's mission or most significant activities: TO PROVIDE EDUCATION, TRAINING, AND A VARIETY OF SERVICES TO CITIZENS OF Activities & Governance THE COMMONWEALTH OF VIRGINIA WITH INTELLECTUAL DISABILITIES. 2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets. 3 Number of voting members of the governing body (Part VI, line 1a) 3 4 Number of Independent voting members of the governing body (Part VI, line 1b) 7 4 5 Total number of individuals employed in calendar year 2015 (Part V, line 2a) 45 5 7 6 Total number of volunteers (estimate if necessary) 6 7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 7b b Net unrelated business taxable income from Form 990-T, line 34 **Current Year** 16,219 ,601 17 8 Contributions and grants (Part VIII, line 1h) 1,817,069 1,836,280 9 Program service revenue (Part VIII, line 2g) 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 32,337 20,087 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) ,380 -538 1,868,387 1,872,048 12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 13 Grants and similar amounts paid (Part IX, column (A), lines 1–3) 14 Benefits paid to or for members (Part IX, column (A), line 4) 1,490,384 1,551,386 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 16a Professional fundraising fees (Part IX, column (A), line 11e) b Total fundraising expenses (Part IX, column (D), line 25) ▶ 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 330.781 312,678 1,821,165 1,864,064 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 47,222 7,984 19 Revenue less expenses. Subtract line 18 from line 12 Beginning of Current Year End of Year 1,855<u>,545</u> 1,918,531 20 Total assets (Part X, line 16) 178,766 134,020 21 Total liabilities (Part X, line 26) 1,739,765 1,721,525 22 Net assets or fund balances. Subtract line 21 from line 20 Signature Block Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based of all information of which preparer has any knowledge. Signature of office Sian KATHERINE GREGG TREASURER Here Type or print name and title Print/Type preparer's name Check Paid 10/27/16 self-employed P00426536 G. MICHAEL CUNDIFF, CPA Preparer CUNDIFF & ASSOCIAPES, 54-1462757 <u>Firm'</u>s EIN ▶ Firm's name **Use Only** 321 S LOUDOUN ST 540-667-0441 WINCHESTER, VA 22601-4637 May the IRS discuss this return with the preparer shown above? (see instructions) X Yes

	n 990 (2015) SHENANDOAH V		<u>54-1147961</u>	Page 2
P		m Service Accomplishments		•
	Check if Schedule O c	contains a response or note to an	y line in this Part III	X
1	Briefly describe the organization's mis	sion:		
- 5	TO PROVIDE EDUCATION	, TRAINING, AND A V	ARIETY OF SERVICES	TO CITIZENS OF
-	THE COMMONWEALTH OF	VIRGINIA WITH INTEL	LECTUAL DISABILITI	ES.

2		gnificant program services during the year	ar which were not listed on the	
	prior Form 990 or 990-EZ?	********************************	• • • • • • • • • • • • • • • • • • • •	Yes X No
	If "Yes," describe these new services			
3		, or make significant changes in how it o	onducts, any program	
	services?	***************************************	· · · · · · · · · · · · · · · · · · ·	Yes 🕱 No
	If "Yes," describe these changes on S			
4		ervice accomplishments for each of its ti		
		c)(4) organizations are required to report	the amount of grants and allocation	s to others,
	the total expenses, and revenue, if any	y, for each program service reported.		
		1,490,697 including grants of		
r V V F	RAINING, RESIDENTIA INTELLECTUAL DISABIL VALLEY PLANNING DIST THE ORGANIZATION OPE FAMILY-LIKE HOUSING THE BEECHCROFT GR THE CHELSEA DRIVE THE FORTRESS DRIVE THE WICKHAM TERRA THE ORGANIZATION ALS	RATES FOUR CONGREGATES ITUATIONS FOR THE ACCUPATIONS FOR THE ACCUPANCE (SUPPORTS OF GROUP HOME (SUPPORTS OF GROUP HOME (SUPPORTS OF GROUP HOME (SUPPORTS OF GROUP HOME (SUPPORTS OF GROUP HOME)	SION AND SUPPORT T LIVE IN THE NORTE TE GROUP HOMES WHI ADULTS WHO LIVE TH UP TO 7 MEN) IS UP TO 8 WOMEN) RTS UP TO 6 MEN) ORTS UP TO 7 WOMEN ISED LIVING RESIDE	O INDIVIDUALS WITH ERN SHENANDOAH CH PROVIDES ERE: ONLY OF THE SERVICE IN
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4 c	(Code:) (Expenses \$	including grants o	f \$) (Re	venue \$)
	(Code:) (Expenses \$ Other program services (Describe in S		f \$) (Re	venue \$)
4d			f \$) (Re	venue \$)

40	THE Checklist of Required Schedules			
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes."		Yes	No
•	complete Schedule A	1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to			
	candidates for public office? if "Ves " complete Schedule C. Part I	3		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbyling activities, or have a section 501(h)			
	election in effect during the tax year? If "Yes," complete Schedule C, Part II	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues,			
	assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C,			
	Part III	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors			
	have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If			
	"Yes," complete Schedule D, Part I	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space,			
	the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes,"			
	complete Schedule D, Part III	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a	***		
	custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or			
	debt negotiation services? If "Yes," complete Schedule D, Part IV	9		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted			
	endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10	- 1	X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI,			
	VII, VIII, IX, or X as applicable.			
а			""	2, 2,000
	complete Schedule D, Part VI	11a	ж	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more			
	of its total assets reported in Part X, line 16? if "Yes," complete Schedule D, Part VII	11b	i	X
C	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more			
	of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	110		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets		$\neg \uparrow$	
	reported in Part X, line 167 if "Yes," complete Schedule D, Part iX	11d	i	X
е	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses			
	the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	111	1	X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete			
	Schedule D, Parts XI and XII	12a	x	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If			
	"Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b	1	X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	امما		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking,			
	fundraising, business, investment, and program service activities outside the United States, or aggregate			
	foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or			
	for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other		一	
	assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV	16		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on			
	Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)	17		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on	··· - 	1	
	Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a?	··· ···	-	
	If "Yes," complete Schedule G, Part III	[[X

Checklist of Required Schedules (continued)

			Yes	No
20a	and an end and an end an end an end an end and an end an e	20a		X
Ь	and the site of Service and only of its addition interior statements to fills leftritis.	20b		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or			
•	domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		X
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on			
	Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the			
	organization's current and former officers, directors, trustees, key employees, and highest compensated		1	1
	employees? If "Yes," complete Schedule J	23		X
24a	the distriction of the series to the series and the series of the series		İ	
	\$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b		j	
	through 24d and complete Schedule K. If "No," go to line 25a	24a		X
Ь	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
C	Did the organization maintain an escrow account other than a refunding escrow at any time during the year	1 1		
	to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit			
	transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior			
	year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ?			
	If "Yes," complete Schedule L, Part i	25b		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any			
	current or former officers, directors, trustees, key employees, highest compensated employees, or		- 1	-
	disqualified persons? If "Yes," complete Schedule L, Part II	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee,			
	substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled		1	
	entity or family member of any of these persons? If "Yes," complete Schedule L, Part III	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L,		1300	
	Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28a		X
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete	i I		
	Schedule L, Part IV	28b		X
C	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof)			
	was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	28c		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified			
	conservation contributions? If "Yes," complete Schedule M	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N,			
	Part I	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes,"			
	complete Schedule N, Part II	32		X
33	Uid the organization own 100% of an entity disregarded as separate from the organization under Regulations			
	sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I	33		X
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III,			
	or IV, and Part V, line 1	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a			
	controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35b		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable			
	related organization? If "Yes," complete Schedule R, Part V, line 2	36	1	X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization			
	and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R,	[
	Part VI	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and	T		
	19? Note. All Form 990 filers are required to complete Schedule O.	38	X	
			000	

Statements Regarding Other IRS Filings and Tax Compliance Check if Schedule O contains a response or note to any line in this Part V 1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 8 Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambiling) winnings to prize winners? 1c 2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return If at teast one is reported on line 2a, did the organization file all required federal employment tax returns? 2b Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions) Did the organization have unrelated business gross income of \$1,000 or more during the year? 3a X If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O 3Ь 4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial 4a If "Yes," enter the name of the foreign country: ▶ See instructions for filing requirements for FinCEN Form 114. Report of Foreign Bank and Financial Accounts Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5a Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? If "Yes" to line 5a or 5b, did the organization file Form 8886-T? 5c Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? X b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6b 7 Organizations that may receive deductible contributions under section 170(c). Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7a if "Yes," did the organization notify the donor of the value of the goods or services provided? b 7b Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7c X If "Yes," indicate the number of Forms 8282 filed during the year 7d Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7e Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? **7**f If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7g If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? h 7h Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8 Sponsoring organizations maintaining donor advised funds. Dld the sponsoring organization make any taxable distributions under section 4966? 9a Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9b 10 Section 501(c)(7) organizations. Enter: Initiation fees and capital contributions included on Part VIII, line 12 a Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities b 11 Section 501(c)(12) organizations. Enter: Gross income from members or shareholders 11a Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12a 12a 13 Section 501(c)(29) qualified nonprofit health insurance issuers. Is the organization licensed to Issue qualified health plans in more than one state? 13a Note. See the instructions for additional information the organization must report on Schedule O. b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans Enter the amount of reserves on hand c Did the organization receive any payments for Indoor tanning services during the tax year? 14a

DAA

If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O

	art VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and	for a	"No"	Page (
	response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. Se	e inst	ructic	ากร.
	Check if Schedule O contains a response or note to any line in this Part VI			X
Se	ction A. Governing Body and Management	:::::::	*****	<u></u>
			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year 1a 7			110
	If there are material differences in voting rights among members of the governing body, or			
	If the governing body delegated broad authority to an executive committee or similar		1	
	committee, explain in Schedule O.	17.4	4.0	
b		野豆		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with			
	any other officer, director, trustee, or key employee?	#:****;	1.120011	X
3	Did the organization delegate control over management duties customarily performed by or under the direct	2		+~
	supervision of officers, directors, or trustees, or key employees to a management company or other person?	,		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	-	x
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		 	X
6	Did the organization have members or stockholders?	5	├	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint	_6	\vdash	X
	one or more members of the governing body?			-
b		7a		X
•	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	l		
8		7b	1,8-252-22	X
_	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		35,040	
a	The governing body?	8a	X	
ь	Each committee with authority to act on behalf of the governing body?	8b	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at			l
East	the organization's mailing address? If "Yes," provide the names and addresses in Schedule O	9		X
<u> </u>	tion B. Policies (This Section B requests information about policies not required by the Internal Revenue Co	<u>de.)</u>		
40-	Political design of the second	لــــا	Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	if "Yes," did the organization have written policies and procedures governing the activities of such chapters,			
	affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	the state of the government of	11a	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		Phil	
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	12a	X	
þ	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
C	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes,"	. [
	describe in Schedule O how this was done	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by			7
	independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
а	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	16b	X	
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			134
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement		33.4	
	with a taxable entity during the year?	16a	-1117 1 Y	X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its			
	participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the			
	organization's exempt status with respect to such arrangements?	48h	· 2 1 1 1	r vid.
Sec	tion C. Disclosure	16b		
17	List the states with which a copy of this Form 990 is required to be filed NONE			
18	Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only)			
	available for public inspection. Indicate how you made these available. Check all that apply			
10	Own website X: Another's website Upon request Other (explain in Schedule O)			
19	Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and			
20	financial statements available to the public during the tax year.			
20 en	State the name, address, and telephone number of the person who possesses the organization's books and records:			
9.7	PACEY UMBENOUR, EXEC. DIRECTOR 301 N. CAMERON STREET			

VA 22601-6018 540-536-0336

Page 7

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- 1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.
- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - . List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

 List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee. (8) (F) Name and Title Average Position Reportable Reportable Estimated (do not check more than one compensation compensation from hours per amount of week box, unless person is both an from related other (list any officer and a director/trustee) the organizations compensation (W-2/1099-MISC) hours for organization from the ndividual trustee related (W-2/1099-MISC) organization ighest stitutional trustee and related organizations employee organizations below dotted compensateo line). (1) ELLEN MURPHY 1.00 0.00 PRESIDENT X X 0 0 0 (2) DAVID STEGMAIER 1.00 0.00 1ST VICE PRESIDENT X X 0 0 0 (3) MARY HALL 1.00 2ND VICE PRESIDENT 0.00 X X 0 0 0 (4) MATTHEW BRADLEY 1.00 X 0.00 X 0 0 SECRETARY 0 (5) KATHY DUNCAN 1.00 0.00 X X 0 0 ASSISTANT TREASURER 0 (6) MELODY SCHWARTZMAN 1.00 DIRECTOR 0.00 0 0 0 (7) A. KATHERINE GREGG 2.00 0.00 X X TREASURER 0 0 0 (8) RALPH COMBS, 0.00 EXEC DIR (7/1 - 5/31 0.00 X 0 108,075 10,929 (9) STACEY UMBENOUR 0.00 EXEC DIR (6/1 - 6/30 0.00 X 6,154 0 355 (11)DAA Form 990 (2015)

	compensation from the organization. Report compensation for the cale	ingar year enging with or within the organization's tax year.	
	Name and business address	(B) Description of services	(C) Compensation
			
_		· · · · · · · · · · · · · · · · · · ·	
	•		
	·		
2	Total number of independent contractors (including but not limited to the	nose listed above) who	
	received more than \$100,000 of compensation from the organization	<u>18</u>	
AA		. •	Form 990 (2015)

Statement of Revenue Check if Schedule O contains a response or note to any line in this Part VIII (A) Total revenue (B) Related or (D) Revenue Unrelated exempt function business excluded from tax revenue under sections ravanue 1a Federated campaigns 1a 1b b Membership dues c Fundralsing events 1c d Related organizations 1d 1e e Government grants (contributions) f All other contributions, gifts, grants, and similar amounts not included above 16,219 9,900 g Noncash contributions included in lines 1a-1f: h Total. Add lines 1a-1f. Revenue Busn. Code GOVERNMENT FUNDING 1,510,286 623990 1,510,286 623990 258,541 258,541 CLIENT FEES Program Service ORGANIZATIONAL FUNDING 623990 67,453 67,453 All other program service revenue 1,836,280 • Total. Add lines 2a-2f. Investment income (including dividends, interest, and other similar amounts) 6,973 6,973 Income from investment of tax-exempt bond proceeds Royalties ... (i) Real (ii) Personal 21,062 6a Gross rents 21,600 **b** Less: rental exps. -538 Rental inc. or (loss) -538 538 Net rental income or (loss) Gross amount from (i) Securities (ii) Other sales of assets 13,475 other than inventory Less: cost or other 361 basis & sales exps 13,114 c Gain or (loss) 361 13,475 13,114 Net gain or (loss) 8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18 b Less: direct expenses c Net income or (loss) from fundraising events 9a Gross income from gaming activities. See Part IV, line 19 b Less: direct expenses c Net income or (loss) from garning activities 10a Gross sales of inventory, less returns and allowances b Less: cost of goods sold Net income or (loss) from sales of inventory Miscellaneous Revenue Busn. Code 11a All other revenue Total. Add lines 11a-11d 1,872,048 1,835,381 20,448 Total revenue. See instructions.

Statement of Functional Expenses

Do not include s	Check if Schedule O contains a responsion of the contains a responsion of	(A)	(B)	(C)	(D)
7b, 8b, 9b, and 1		Total expenses	Program service expenses	Management and general expenses	Fundralsing expenses
1 Grants and othe	r assistance to domestic organizations •	-			
and domestic go	overnments. See Part IV, line 21			or or the or significant in the second state of the second state o	eci, i o congliciale i militari, i
2 Grants and	other assistance to domestic				The complete of
individuals.	See Part IV, line 22				
3 Grants and o	ther assistance to foreign				
organizations	, foreign governments, and foreign				
individuais. S	ee Part IV, lines 15 and 16		j	Principal College	
4 Benefits pa	ld to or for members				
	tion of current officers, directors,	-			
trustees, ar	nd key employees	125,513		125,513	
6 Compensatio	n not included above, to disqualified				
	lefined under section 4958(f)(1)) and				
	ribed in section 4958(c)(3)(B)				
	es and wages	1,036,144	908,746	127,398	
8 Pension plan	accruals and contributions (include				
) and 403(b) employer contributions)	11,857	7,826	4,031	
	oyee benefits	286,863			
10 Pavroll taxe	S	91,009			
11 Fees for se	rvices (non-employees):	J 2 , 00 9	11,0/1		
b Legal	nt	5,200		5,200	
o Accounting		8,500			
d Lobbuing		8,500		8,500	·
d Lobbying	Fundamining agricus One Deat Dr. Co. 47	·			
	fundraising services. See Part IV, line 17			111111111111111111111111111111111111111	
	management fees	- -			· · · · · · · · · · · · · · · · · · ·
	g amount exceeds 10% of line 25, column				
	ine 11g expenses on Schedule O.)	······································		<u></u>	
	and promotion				
Office expense	nses	912	10	902	
14 Information	technology		<u></u>		<u> </u>
15 Royalties					
6 Occupancy		54,472			
7 Travel		3,452	2,477	975	<u>. </u>
18 Payments o	of travel or entertainment expenses				
	rai, state, or local public officials	<u></u>			
9 Conference	s, conventions, and meetings	3,600		1,052	
0 Interest		6,900	6,900		
21 Payments to	o affiliates				
22 Depreciation	n, depletion, and amortization	62,957	60,988	1,969	
13 Incurence		16,513	12,004	4,509	
	es. Itemize expenses not covered				
-	iscellaneous expenses in line 24e. If				
	ant exceeds 10% of line 25, column				
	st line 24e expenses on Schedule O.)				
a FOOD		82,012	74,503	7,509	<u> 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 </u>
* * * * * * * * * * * * *	MENT & SUPPLIES	18,113			
* * * * * * * * * * * * * * * * * * * *	LE OPERATING COSTS	16,470		20	
* * * * * * * * * * * * * * * * * * * *	ATIONS/REPAIRS	7,378			
e All other exp		26,199		7,513	
		1,864,064		373,367	
	al expenses. Add lines 1 through 24e Complete this line only if the	<u> </u>	1,130,03/	313,301	
organization r	eported in column (B) joint costs				
from a combin	ned educational campaign and		1		
	olicitation. Check here ► : If				
tollowing SOF	98-2 (ASC 958-720)		20		Form 990 (201

Form 990 (2015)

Part X **Balance Sheet** Check if Schedule O contains a response or note to any line in this Part X (A) (日) Beginning of year End of year 86,357 56,207 Cash—non-interest bearing Savings and temporary cash investments 21,914 50,487 2 2 Pledges and grants receivable, net 3 Accounts receivable, net 4 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L 5 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L Notes and loans receivable, net Inventories for sale or use 8 Prepaid expenses and deferred charges 9 10a Land, buildings, and equipment: cost or 1,847,762 other basis. Complete Part VI of Schedule D 10a b Less: accumulated depreciation 10b 1,331,339 1,274,986 10c 470,486 Investments—publicly traded securities 11 11 Investments—other securities. See Part IV, line 11 12 12 Investments—program-related. See Part IV, line 11 13 13 14 Intangible assets 14 8,435 9.162 15 Other assets. See Part IV, line 11 15 1,918,531 1,855,545 16 Total assets. Add lines 1 through 15 (must equal line 34) 54,666 41,720 Accounts payable and accrued expenses 17 17 18 Grants payable 18 19 19 Deferred revenue 20 20 Tax-exempt bond liabilities Escrow or custodial account liability. Complete Part IV of Schedule D 21 21 22 Loans and other payables to current and former officers, directors, Liabilities trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L 77 87,500 Secured mortgages and notes payable to unrelated third parties 57,500 23 23 24 Unsecured notes and loans payable to unrelated third parties Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X 36,600 34,800 of Schedule D 178,766 134,020 26 Total llabilities. Add lines 17 through 25. Organizations that follow SFAS 117 (ASC 958), check here Balances complete lines 27 through 29, and lines 33 and 34. 1,721,525 1,739,765 Unrestricted net assets 28 28 Temporarily restricted net assets Vet Assets or Fund Permanently restricted net assets 29 Organizations that do not follow SFAS 117 (ASC 958), check here complete lines 30 through 34. Capital stock or trust principal, or current funds 30 Paid-in or capital surplus, or land, building, or equipment fund 31 31 32 32 Retained earnings, endowment, accumulated Income, or other funds 1,739,765 1,721,525 33 33 Total net assets or fund balances 1,918,531 1,855,545 Total liabilities and net assets/fund balances

	n 990 (2015) SHENANDOAH VALLEY COMMUNITY 54-1147961			Pa	age 1
P	Reconciliation of Net Assets				
	Check if Schedule O contains a response or note to any line in this Part XI]
1	Total revenue (must equal Part VIII, column (A), line 12)	1 1	1,8	72,	046
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,8		
3	Revenue less expenses. Subtract line 2 from line 1				984
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	1,7		
5	Net unrealized gains (losses) on investments	5		26,	
6	Donated services and use of facilities	6			
7	Investment expenses	7			a krivesa-
8	Prior period adjustments	8		_	
9	Other changes in net assets or fund balances (explain in Schedule O)	9			_3
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line				
	33, column (B))	10	1,7	21,	525
Pa	it XII Financial Statements and Reporting				
	Check if Schedule O contains a response or note to any line in this Part XII				1.1
				Yes	No
1	Accounting method used to prepare the Form 990: Cash Accrual X Other MODIFIED	CASH			
	If the organization changed its method of accounting from a prior year or checked "Other," explain in				1. F
	Schedule O.		200		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?		2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or		类刺	la s	
	reviewed on a separate basis, consolidated basis, or both:				
	Separate basis Consolidated basis Both consolidated and separate basis				M.
b	Were the organization's financial statements audited by an independent accountant?		2b	X	
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a		15.750	3.4	., ep
	separate basis, consolidated basis, or both:		92.K3		
	X Separate basis Consolidated basis Both consolidated and separate basis			G11 (21)	
C	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight			136	
	of the audit, review, or compilation of its financial statements and selection of an Independent accountant?		2c	x	
	If the organization changed either its oversight process or selection process during the tax year, explain in				
	Schedule O.				
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in			\$*. my	5 to 30
	the Single Audit Act and OMB Circular A-133?		3a		x
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the				
	required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		3b		

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section

4947(a)(1) nonexempt charitable trust.

Attach to Form 330 or Form 390-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.lrs.gov/form990.

Reason for Public Charity Status (All organizations must complete this part.) See instructions.

OMB No. 1545-0047 Open to Public Inspection

Department of the Treasury Internal Revenue Service Name of the organization

SHENANDOAH VALLEY COMMUNITY

A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i). A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

RESIDENCES, INC. Employer identification number 54-1147961

3	1	A hospital or	a cooperative hospital servi-	ce organization described in se	ction 1 70	(b)(1)(A)	iii).		
4		A medical res	search organization operate	d in conjunction with a hospital o	described	in sectio	n 170(b)(1)(A)(iii). Enter the h	ospital's name,	
		city, and state	3;						
5	1	•		of a college or university owned	or operate	ed by a g	overnmental unit described in	,	••
		=	b)(1)(A)(Iv). (Complete Part	•		, .			
6	1 :	-		overnmental unit described in s	ection 17	0(b)(1)(A)(v).		
	X			substantial part of its support fro				:	
•	i.T.T.		section 170(b)(1)(A)(vi). (C		u gove	***************************************	The second second second	•	
8	.55			i70(b)(1)(A)(vi). (Complete Parl	EII V				
9	e e			l) more than 33 1/3% of its sup	•	no ntributi.	one mombarchin fees and are	200	
3		-	•					<i>J</i> 88	
		=		npt functions—subject to certain nd unrelated business taxable in	=				
		• •	•		•		•		
40	:			0, 1975. See section 509(a)(2).			•		
10	15	•	•	exclusively to test for public safe	•		1		
11	٠.	_		exclusively for the benefit of, to lons described in section 509(a	-				
								CHOCK	
_	91			cribes the type of supporting org					
а		• • • •		ed, supervised, or controlled by		-			
				o regularly appoint or elect a m	ajority of t	ne airecto	ors or trustees of the supporting	g	
	:	•	You must complete Part I	•					
b	i			vised or controlled in connection			*		
				organization vested in the same	e persons	that cont	rol or manage the supported		
		•	s). You must complete Pa r	•					
C	:	Type III func	tionally integrated. A supp	orting organization operated in	connectio	n with, an	d functionally integrated with,		
		its supported	organization(s) (see instruc	tions). You must complete Pai	rt IV, Sect	tions A, E), an d E.		
d	4	Type III non-	functionally integrated. A	supporting organization operate	d in conn	ection wit	h its supported organization(s)		
		that is not fur	nctionally integrated. The org	ganization generally must satisfy	y a distr ibi	ution requ	irement and an attentiveness		
		requirement ((see instructions). You mus	t complete Part IV, Sections A	and D, a	nd Part \	V .		
8	1.2	Check this be	ox if the organization receive	d a written determination from t	the IRS th	atitisa 7	Type I, Type II, Type III		
		functionally in	ntegrated, or Type III non-ful	nctionally integrated supporting	organizati	on.		_	
f	Ent	er the number	r of supported organizations						
8	Pro	vide the follow	ving information about the s	upported organization(s).					
(I) Nam	e of supported	(ii) EIN	(III) Type of organization	(iv) is the c	organization	(v) Amount of monetary	(vi) Amount	of
	org	enization		(described on lines 1–9	1	ur governing	support (see	other support	-
				above (see instructions))	9000	ment?	instructions)	instructions	8)
					Yes	No			_
(A)									,
						<u>.</u>			
(B)									
(C)									
				<u> </u>					_
(D)									
(E)									
			B	(4) ** p ****, ** p ** ** ** p ** p ** *** *			I		

Total

Schedule A (Form 990 or 990-EZ) 2015 SHENANDOAH VALLEY COMMUNITY

Part II Support Schedule for Organizations Described in Sections 170 Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi) (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

	tion A. Public Support						
Cale	ndar year (or fiscal year beginning in) 🕨	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1	Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	45,164	20,419	17,043	17,601	16,219	116,446
2	Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3	The value of services or facilities furnished by a governmental unit to the organization without charge						
4	Total. Add lines 1 through 3	45,164	20,419	17,043	17,601	16,219	116,446
5	The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount						
	shown on line 11, column (f).						15,802
6	Public support. Subtract line 5 from line 4.						100,644
	tion B. Total Support	Di	A	Carl Delivership with the about the	dial ad disa benjada da da di	and the first of the miles of the	200,012
	ndar year (or fiscal year beginning in)	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
7	Amounts from line 4	45,164	20,419	17,043	17,601	16,219	116,446
8	Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	2,624	5,118	54,210	24,504	6,973	93,429
9.	Net income from unrelated business activities, whether or not the business is regularly carried on						
10	Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)			-			
11	Total support. Add lines 7 through 10					13. juli 1943. julies, ili pipiliti 1913. julies 1962. julies 11. julies 1	209,875
12	Gross receipts from related activities, etc.	•				12	9,415,582
13	First five years. If the Form 990 is for the	organization's firs	t, second, third, for	ırth, or fifth tax yes	ar as a section 501	(c)(3)	
_	organization, check this box and stop her						
Sec	tion C. Computation of Public Si						
14	Public support percentage for 2015 (line 6			n (f))		14	47.95%
15	Public support percentage from 2014 Sch	edule A, Part II, lin	e 14			15	56.14%
16a	33 1/3% support test—2015. If the organ	ization did not che	ck the box on line :	13, and line 14 is 3	13 1/3% or more, c	heck this	
	box and stop here. The organization qual	•	••				▶ X
þ	33 1/3% support test—2014. If the organicheck this box and stop here. The organic			d amonination		ore,	▶ ;`]
17a	10%-facts-and-circumstances test-20	15. If the organizati	on did not check a				
	10% or more, and if the organization mes						
	Part VI how the organization meets the "fa		_	•			• []
b	organization 10%-facts-and-circumstances test—201						l
Ų	15 is 10% or more, and if the organization	_		-			
	Explain in Part VI how the organization me			•	•		
						· ·	.
18	Private foundation. If the organization di	d not chack a barr	n line 12 12a 12l		nck this havend ==		
.0	-						> [
	instructions			,.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			💆 l. i

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 980.

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

2015
Open to Public

Name of the organization SHENANDOAH VALLEY COMMUNITY RESIDENCES, INC. 54-1147961 Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6. (a) Donor advised funds (b) Funds and other accounts Total number at end of year 1 Aggregate value of contributions to (during year) 2 Aggregate value of grants from (during year) 3 Aggregate value at end of year Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? Did the organization Inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7. Purpose(s) of conservation easements held by the organization (check all that apply). Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area Protection of natural habitat Preservation of a certified historic structure Preservation of open space Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year. Held at the End of the Tax Year Total number of conservation easements 2a Total acreage restricted by conservation easements 2b Number of conservation easements on a certified historic structure included in (a) 2c Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the Number of states where property subject to conservation easement is located ▶ Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year Does each conservation easement reported on line 2(d) above satisfy the regularements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements. Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" on Form 990, Part IV, line 8. 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items. b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (I) Revenue included on Form 990, Part VIII, line 1 (ii) Assets included in Form 990, Part X 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items: Revenue included on Form 990, Part VIII, line 1 Assets included in Form 990, Part X

Description of property	(a) Cost or other basis	(b) Cost or other basis	(c) Accumulated	(d) Book value
	(investment)	(other)	depreciation	
1a Land		258,231		258,231
b Buildings		1,230,079	286,503	943,576
c Leasehold improvements				
d Equipment		359,452	286,273	73,179
e Other				
Total. Add lines 1a through 1e. (Column (d) must	equal Form 990, Part X, colu	ımn (B), line 10c.)	>	1,274,986

Schedule D (Form 990) 2015

Part VII	Investments Other Coverilles	PHONIII	24-114/201	Page	
Call All	Investments—Other Securities. Complete if the organization answered "Yes" or	n Form 990 Part IV iii	ne 11h See Form 000	Dart Y line 13	
	(a) Description of security or extegory	(b) Book value	ľ	of valuation:	
(including name of security)		(2) 22011 7212		Cost or end-of-year market value	
(1) Financial	derivatives				
	eld equity interests				
/O\ O\					
(A)					
(B)					
(C)					
(D)					
(E)					
(F)					
(G)					
(H)	-/h)			The second second second second	
Part VIII	n (b) must equal Form 990, Part X, col. (B) line 12.) ► Investments—Program Related.				
Lati Ain		n Form 000 Bort IV lis	20 110 Soo Form 000	Dort V line 12	
	Complete if the organization answered "Yes" o	(b) Book value		of valuation:	
	faj roomboon er unaammin	(iii) book valus		year market value	
(1)		-		year district Fales	
(2)					
(3)					
(4)					
(5)		· · · · · · · · · · · · · · · · · · ·			
(6)	•				
(7)					
(8)					
(9)					
Total. (Colum	n (b) must equal Form 990, Part X, col. (B) line 13.) ▶				
Part IX	Other Assets.				
	Complete if the organization answered "Yes" o	n Form 990, Part IV, III	<u>ne 11d. See Form 990,</u>	Part X, line 15.	
	(a) Description			(b) Book value	
(1)	· · · · · · · · · · · · · · · · · · ·			<u> </u>	
(3)					
(4)					
(5)					
(6)					
(7)				 	
(8)					
(9)					
_	n (b) must equal Form 990, Part X, col. (B) line 15.)		>		
Part X	Other Liabilities.				
	Complete if the organization answered "Yes" o	n Form 990, Part IV, lii	ne 11e or 11f. See Fori	m 990, Part X,	
	line 25.				
1	(a) Description of liability	(b) Book value			
	income taxes				
	ENT PORTION OF LTD	30,000			
- · · · · · · · · · · · · · · · · · · ·	IBA E-STUDIO COPIER	4,800			
(4)					
(5)		- 		主节2.41.3数型	
(6)		<u> </u>	- [7		
(7)		_			
(8) (9)		 	→陽常性的 医皮肤炎		
	ın (b) must equal Form 990, Part X, col. (B) line 25.) ▶	34,80	7		
- Sear /Opigiti	in the street educate cittle 990, mart A, col. (D) little 20.)	1 34,000	Figure Comment of the state of	<u>i et na diat a la la la Albaktea e</u>	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ...

DAA Schedule D (Fr

SCHEDULE O (Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

OMB No. 1545-0047

Open to Public

Inspection

Department of the Treasury Internal Revenue Service Name of the organization ► Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

SHENANDOAH VALLEY COMMUNITY RESIDENCES, INC.

THE ORGANIZATION IS COMMITTED TO:

Employer Identification number 54-1147961

FORM 990, PART III, LINE 4A - FIRST ACCOMPLISHMENT

THE WINCHESTER AREA. CLIENTS ARE REQUIRED TO DISPLAY A GREATER LEVEL OF

INDEPENDENCE IN THESE LESS-RESTRICTIVE APARTMENT ENVIRONMENTS.

IN ADDITION, THE ORGANIZATION PROVIDES SUPPORTIVE IN-HOME SERVICES TO

INDIVIDUALS WITH INTELLECTUAL DISABILITIES IN THEIR OWN HOME OR APARTMENT.

- PROVIDING AN ARRAY OF STRUCTURED AND INCIDENTAL EDUCATIONAL AND TRAINING
 OPPORTUNITIES IN ADULT LIVING AND COMMUNITY INTEGRATION SKILLS THEREBY
 MAXIMIZING LEVELS OF INDEPENDENCE;
- OFFERING RESIDENTIAL TREATMENT ALTERNATIVES WHICH ARE LESS RESTRICTIVE
 THAN THE ENVIRONMENT IN WHICH THE CLIENT HAD PREVIOUSLY LIVED;
- DEMONSTRATING THAT INDIVIDUALS WITH MENTAL DISABILITIES CAN BE

 HABILITATED IN THE COMMUNITY AND LIVE AS NORMAL CITIZENS OF THE

 COMMUNITY;
- ENSURING EACH INDIVIDUAL'S HUMAN RIGHTS;
- PROVIDING INDIVIDUALS WITH THE SAME OPPORTUNITIES FOR LIFE PROCESSES AND EXPERIENCES AVAILABLE TO THE COMMUNITY AT LARGE; AND
- COORDINATING THE DELIVERY OF SERVICES, REFLECTIVE OF THE INDIVIDUAL
 STRENGTHS AND NEEDS OF EACH CLIENT, IN AN EFFICIENT AND RESPONSIBLE
 MANNER.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990
THE DRAFT OF FORM 990 IS FIRST REVIEWED BY THE ADMINISTRATIVE STAFF. IT IS
THEN SUBMITTED TO THE BUDGET AND FINANCE COMMITTEE OF THE BOARD FOR THEIR
REVIEW. THE DRAFT IS THEN PRESENTED BY THE COMMITTEE TO THE BOARD FOR

SHENANDOAH VALLEY COMMUNITY

Employer identification number

54-1147961

THEIR APPROVAL PRIOR TO IT BEING SUBMITTED TO THE INTERNAL REVENUE SERVICE.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY
THE POLICY REQUIRES BOARD MEMBERS AND STAFF TO ANNUALLY COMPLETE A CONFLICT
OF INTEREST QUESTIONNAIRE MAKING KNOWN THEIR AFFILIATIONS WITH INDIVIDUALS,
BUSINESSES, OR ORGANIZATIONS DOING BUSINESS WITH THE ORGANIZATION. IN
ADDITION, BOARD AND STAFF MUST REFRAIN FROM PARTICIPATION IN DISCUSSIONS
AFFECTING TRANSACTIONS BETWEEN THE ORGANIZATION AND INDIVIDUALS,
BUSINESSES, OR OTHER ORGANIZATIONS IN WHICH AN AFFILIATION HAS BEEN
IDENTIFIED.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

THE EXECUTIVE DIRECTOR'S SALARY, UPON HIRE, WAS ESTABLISHED BY COMPARISON

OF SALARIES PAID TO EXECUTIVE DIRECTORS OF AREA NON-PROFIT ORGANIZATIONS AS

WELL AS A REVIEW OF SALARIES PAID ACROSS THE STATE TO EXECUTIVE DIRECTORS

OF PROGRAMS SIMILAR TO THIS ORGANIZATION. DURING THE ENSUING YEARS, ANNUAL

SALARY INCREASES HAVE BEEN BASED UPON PERFORMANCE EVALUATIONS AND COST OF

LIVING ADJUSTMENTS. EVALUATIONS ARE PERFORMED BY MEMBERS OF THE PERSONNEL

COMMITTEE AND APPROVAL OF SALARY ACTION IS BY VOTE OF THE BOARD.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS

ALL SALARIES AND INCREASES ARE REVIEWED AND ESTABLISHED BY THE BOARD OF

DIRECTORS FOR ALL KEY EMPLOYEES.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

THE ORGANIZATION MAINTAINS GOVERNING DOCUMENTS, CONFLICT OF INTEREST

AGREEMENTS, AND FINANCIAL STATEMENTS IN ITS MAIN OFFICE LOCATED AT 301 N.

PAGE 1 OF 2

Schedule O (Form 990 or 990-EZ) (2015)	Page 2
Name of the organization SHENANDOAH VALLEY COMMUNITY	Employer identification number 54-1147961
CAMERON STREET, SUITE 103, WINCHESTER, VA 2260 MADE AVAILABLE TO THE PUBLIC UPON REQUEST.	1-6018. THESE DOCUMENTS ARE
FORM 990, PART XI, LINE 9 - OTHER CHANGES IN N	ET ASSETS EXPLANATION
ROUNDING	\$ 3
TOTAL	\$ 3
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PAGE 2 OF 2

Form 4562

Department of the Treasury

Depreciation and Amortization

(Including Information on Listed Property)

Attach to your tax return.

▶ Information about Form 4562 and its separate instructions is at www.irs.gov/form4562.

OMB No. 1545-0172

chment 170

Internal Revenue Service Name(s) shown on return

SHENANDOAH VALLEY COMMUNITY

Identifying number

RESIDENCES. 54-1147961 Business or activity to which this form relates INDIRECT DEPRECIATION Part Election To Expense Certain Property Under Section 179 Note: If you have any listed property, complete Part V before you complete Part I. Maximum amount (see instructions) 1 500,000 1 Total cost of section 179 property placed in service (see instructions) 2 Threshold cost of section 179 property before reduction in limitation (see instructions) 3 2,000,000 3 Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filling separately, see instructions (a) Description of property 6 (b) Cost (business use only) Listed property. Enter the amount from line 29 7 Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7 8 Tentative deduction. Enter the smaller of line 5 or line 8 9 Carryover of disallowed deduction from line 13 of your 2014 Form 4562 10 10 Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions) 11 11 12 Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11 12 Carryover of disallowed deduction to 2016. Add lines 9 and 10, less line 12 Note: Do not use Part II or Part III below for listed property. Instead, use Part V. Special Depreciation Allowance and Other Depreciation (Do not include listed property.) (See instructions. Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions) 14 Property subject to section 168(f)(1) election 15 16 Other depreciation (including ACRS) 16 62 . 957 MACRS Depreciation (Do not include listed property.) (See instructions.) Section A MACRS deductions for assets placed in service in tax years beginning before 2015 0 If you are electing to group any assets placed in service during the tax year into one or more general esset accounts, check here Section B-Assets Placed in Service During 2015 Tax Year Using the General Depreciation System (b) Month and year (c) Basis for depreciation (d) Recovery (a) Classification of property (business/investment use (e) Convention placed in (f) Method (g) Depreciation deduction service only-see instructions) 19a 3-year property b 5-year property 7-year property d 10-year property 15-year property 20-year property g 25-year property S/L 25 yrs. h Residential rental 27.5 yrs. MM S/L property 27.5 vrs MM S/L Nonresidential real MM 39 yrs. S/L property MM S/L Section C—Assets Placed in Service During 2015 Tax Year Using the Alternative Depreciation System 20a Class life 12-year 12 yrs. S/L 40-year 40 vrs. S/L Part IV Summary (See instructions.) Listed property. Enter amount from line 28 21 Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions For assets shown above and placed in service during the current year, enter the

23

Sharon Kibler

From: Lorraine Mossburg

Sent: Monday, August 21, 2017 8:51 AM

To: Sharon Kibler

Cc: Jane Anderson; Barbara Hummer **Subject:** RE: Finance Committee Agenda Item

The total assessed value is \$121,200 and tax for the year 2017 would be \$727.20. Please let me or Jane know if you have any further questions. Thanks!

Lorraine Mossburg
Deputy Commissioner of the Revenue
Frederick County VA
107 N. Kent Street
Winchester VA 22601
Main Phone: 540.665.5681

Fax: 540.667.6487 Imossbur@fcva.us

Direct Phone: 540.722.8337

From: Sharon Kibler

Sent: Friday, August 18, 2017 2:34 PM **To:** Lorraine Mossburg <lmossbur@fcva.us> **Subject:** RE: Finance Committee Agenda Item

In reference to the exemption, what is the value and taxes associated with the request for exemption?

Charon Kibler

County of Frederick, VA Finance Department <u>skibler@fcva.us</u> 540-722-8286

From: Lorraine Mossburg

Sent: Thursday, August 10, 2017 11:21 AM
To: Sharon Kibler < < skibler@fcva.us >
Subject: Finance Committee Agenda Item

Sharon: Attached is an Application for RE Tax Exemption filed by Shenandoah Valley Community Residences. (The property was previously owned by ARC – Northern Shenandoah Valley and was tax exempt.) Please include the Application on the Finance Committee's next agenda (September 20) and let me know if you need anything

further. Thanks! --Lorraine

Lorraine Mossburg
Deputy Commissioner of the Revenue
Frederick County VA
107 N. Kent Street
Winchester VA 22601
Main Phone: 540.665.5681

Sharon Kibler

From: Ellen Murphy

Sent: Tuesday, August 22, 2017 9:14 AM

To: Sharon Kibler

Shenandoah Valley Community Residences (SVCR) **Subject:**

The exemption for the above – that goes to Finance in September – was reported as \$727.20 tax, however just a note – the property is exempt now under its current owner and would remain exempt under SVCR if approved – so there would be no fiscal impact. Thanks!

Ellen E. Murphy

Commissioner of the Revenue Frederick County, Virginia Phone (540) 665-5681 Fax (540) 667-6487 emurphy@fcva.us

Code of Virginia Title 58.1. Taxation Chapter 36. Tax Exempt Property

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 58.1-3651. (Effective until January 15, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a) (6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

- B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:
- 1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
- 2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property;
- 3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
- 4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
- 5. Whether the organization provides services for the common good of the public;
- 6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
- 7. The revenue impact to the locality and its taxpayers of exempting the property; and
- 8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.
- C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.
- D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032; 2004, c. 557.

§ 58.1-3651. (Effective January 15, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a)(6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

- B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:
- 1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
- 2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the VirginiaAlcoholic Beverage Control Authority to such organization, for use on such property;
- 3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
- 4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
- 5. Whether the organization provides services for the common good of the public;
- 6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
- 7. The revenue impact to the locality and its taxpayers of exempting the property; and
- 8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.
- C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.
- D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.
- E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606)

et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032; 2004, c. 557; 2015, cc. 38, 730.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired. 7/26/2017

■ Virginia Law Library
The Code of Virginia, Constitution of
Virginia, Charters, Authorties, Compacts
and Uncodified Acts are now available in
both EPub and MOBI eBook formats. •

• Helpful Resources

Virginia Code Commission

Virginia Register of Regulations

U.S. Constitution

For Developers
The Virginia Law website data is available via a web service. ◆





ORDINANCE [date]

The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 155-153 (Property exempted from taxation by designation) of Article XXV (Exemption for Nonprofit Organizations) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia be, and the same hereby is, amended by enacting an amended Section 155-153 (Property exempted from taxation by designation) of Article XXV (Exemption for Nonprofit Organizations) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows (additions are shown in **bold underline** and deletions are shown in **bold strikethrough**):

CHAPTER 155 TAXATION

Article XXV Exemption for Nonprofit Organizations

§ 155-153 Property exempted from taxation by designation.

- A. The real or personal_property of an organization designated by the Board of Supervisors and used by such organization exclusively for one or more of the purposes as set forth in Article X, Section 6(a) of the Constitution of Virginia shall be exempt from taxation so long as such organization is operated not for profit and the property so exempted is used in accordance with the purpose(s) for which the organization is classified. The indicated real or personal property of each of the following organizations is so designated by the Board of Supervisors pursuant to this section:
 - 1. ARC-Northern Shenandoah Valley, Incorporated, The (formerly known as Winchester-Frederick County Association for Retarded Citizens and as Northern Shenandoah Valley Association for Retarded Citizens, Inc., The) tax parcels 54J-2-3-59, 54J-2 3-60, and 54J-2-3-61;
 - 2. Belle Grove, Inc. tax parcels 90-A-33A and 90-A-37;
 - 3. Blue Ridge Hospice, Inc. personal property of thrift shop in Stephens City;
 - 4. Cedar Creek Battlefield Foundation, Inc. tax parcels 90-A-23A, 90-A-23B, 90-A-32A, 90-A-34, 90-A-55, 90-A-59A, and 91-A-28C;

- Conservation Club [Winchester- Frederick County Conservation Club, Inc.] tax parcels 19-A-27, 19-A-49, 19-A-50, 19-A-51, 19-A-52E, 19-A-53A, 19-A-81A, 29-A-37B, 29-A-38, and 29-A-43B;
- Fort Collier Civil War Center, Inc. tax parcel 54-A 81G;
- 7. Frederick United Methodist Housing Development Corp. tax parcel 75-A-80B;
- 8. Kernstown Battlefield Association, Inc. tax parcels 63-A-6A, 63-A-7A, 63-A-18, 63-A-18A, 63-A-18B, 63-A-18C, and 63-A-18D;
- 9. Leary Educational Foundation, Inc. tax parcels 6-A-17 and 6-A-18;
- 10. Nature Conservancy, The tax parcels 48-A-45 and 48-A-47;
- 11. NW Works, Inc. (formerly known as Northwestern Workshop, Inc.) tax parcel 75-A-1F;
- 12. People-to-People Health Foundation, Inc., The (Project Hope) tax parcel 64-A-40C;
- 13. Potomac Appalachian Trail Club tax parcels 19-A-41D, 28-A-119A, 48-A-29C, 48-A-33A, 48-A-37, 48-A-37I, 48-A-37A, 48-A-37R, 48-A-49B, and 49-1-2-48;
- 14. Salvation Army, The tax parcel 54-A-36F;
- 15. Shenandoah Valley Battlefields Foundation tax parcels 43-A-154, 43-A-155, 43-A-159A, 54-A-1B, 54-A-1C, 54-A-88, 54-A-89C, 54-A-90, 55-A-3, and 55-A-4;
- 16. Shenandoah Valley Community Residences, Inc. tax parcels <u>54J-2-3-59</u>, 54N-2-2-32, and 65H-12A-108;
- 17. Stone House Foundation tax parcels 74A03-A-77, 74A03-A-141, 74A03-A-142, 74A03-A-144, and 74A03-A-146;
- 18. Wayside Foundation for the Arts, Inc., The tax parcel 91B-1-B-27;
- 19. Winchester Chapter of the Izaak Walton League tax parcels 77-A-72 and 77-A-76A;
- 20. Woodmen of the World tax parcel 54E-8-33; and
- 21. Youth Development Center, Inc., The tax parcel 63-A-110B.
- 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.
- C. Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section (6)(f) of the Constitution of

Virginia.		
Enacted this day of, 2017.		
Charles S. DeHaven, Jr., Chairman	 Gary A. Lofton	
Bill M. Ewing	 Robert W. Wells	
Blaine P. Dunn	 Gene E. Fisher	
Judith McCann-Slaughter		
	A COPY ATTEST	
	Kris C. Tierney Frederick County Administrator	



SCS ENGINEERS

Frederick County, Virginia Pro Forma Model for the County Regional Landfill August 29, 2017



Project Purpose and Objectives

Project Purpose and Objectives

Background

Pro Forma Analysis

Findings/Recommendations

Project Purpose and Objectives

URPOS

 Prepare pro forma model to assist with long-term fiscal planning of the County's landfill operations. OBJECTIVE

- Provide planning tool for the County's landfill operations
- Schedule and budget capital expenses
- Estimate annual expenses, revenues, and tip fees required to support enterprise Landfill Fund
- Estimate required accruals to support future capital expenses
- Evaluate reserve funds

Fundamental Questions

- What are the future operational and capital costs for the landfill?
- Are the current tip fees and reserves adequate to provide sufficient cash flow funding for future operational and capital cost obligations?

Background

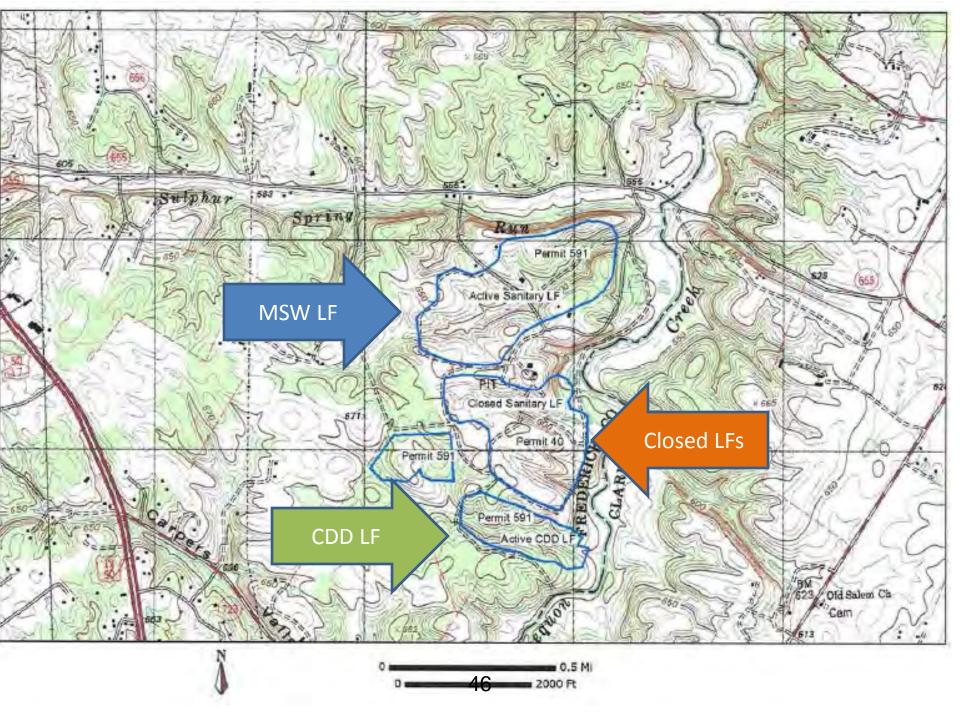
County Landfill

Total area – 932 acres MSW Landfill – 92 acres, 44 years capacity CDD Landfill – 50 acres, 39 years capacity

Primary Customers
Frederick & Clarke Counties
City of Winchester
Commercial accounts

Operations

Landfilling
Citizen's Convenience Center/HHW/Tires
Yard Waste Processing
LFGE



Tip Fees Vary By Customer Type

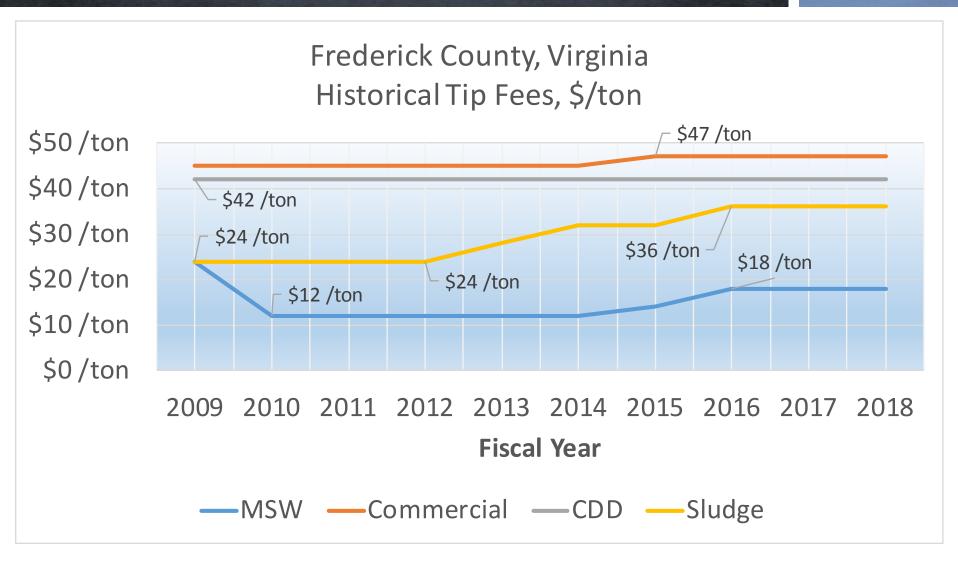
TYPE	PRICE
Factory	\$47 / ton
Commercial	\$47 / ton
Petroleum contaminated soil	\$47 / ton
Commercial brush	\$47 / ton
Construction debris	\$42 / ton
Concrete	\$12 / ton
Tires (25 and under)	
Car tire (16.5" and under)	\$0.80 each
Car tire on rim	\$1.80 each
Truck tire (17.5" and over)	\$3 each
Truck tire on rim	\$4 each
Tractor trailer tires	\$6 each
Tires (over 25)	\$80 / ton

Commercial: \$47/ton

Municipal: \$18/ton

CDD: \$42/ton

Historical Tip Fees



Pro Forma Model

Tool for short-term and long-term planning

Tracks and projects annual operational expenses

Schedule construction and equipment outlays

Allows for tip fee scenario modeling

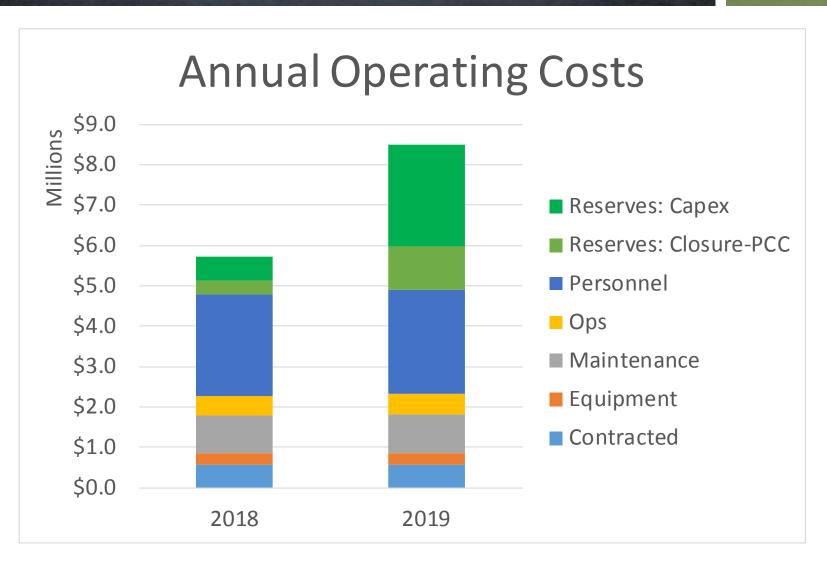
Allows for sensitivity "what if" analyses

Key Assumptions/Inputs

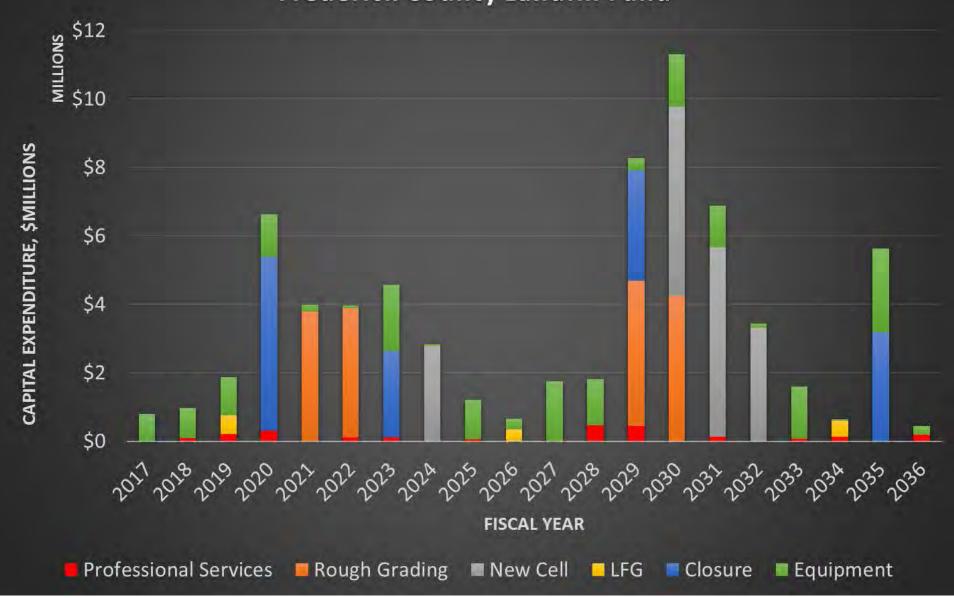
- Inflation 2%
- Debt no debt (need adequate accruals)
- Reserve fund balances stay positive
- Disposal growth rate 1.5%
- Effective in-place density 1,200 pcy
- Landfill sequencing plan

Major Cost Elements

Operational Equipment
New LF Cell Closure
Post-Closure Accruals



Projected Capital Expenditures By Fiscal Year Frederick County Landfill Fund



Tip Fee Calculation

Operational

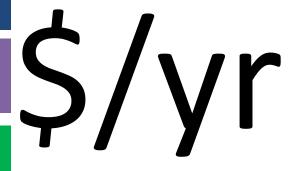
Equipment

New LF Cell

Closure

Post-Closure

Accruals



Simplistic Formula:

System Cost/User Tonnages = Tip Fee

Commercial Tip Fees – Nearby Communities

County	Tip fee (\$/ton)
Warren County (Transfer Station, MSW)	\$60
Shenandoah County MSW CDD	\$45 \$52
Loudoun County, MSW	\$62
Page County MSW CDD	\$45 \$60

Frederick County

Commercial: \$47/ton

Municipal: \$18/ton

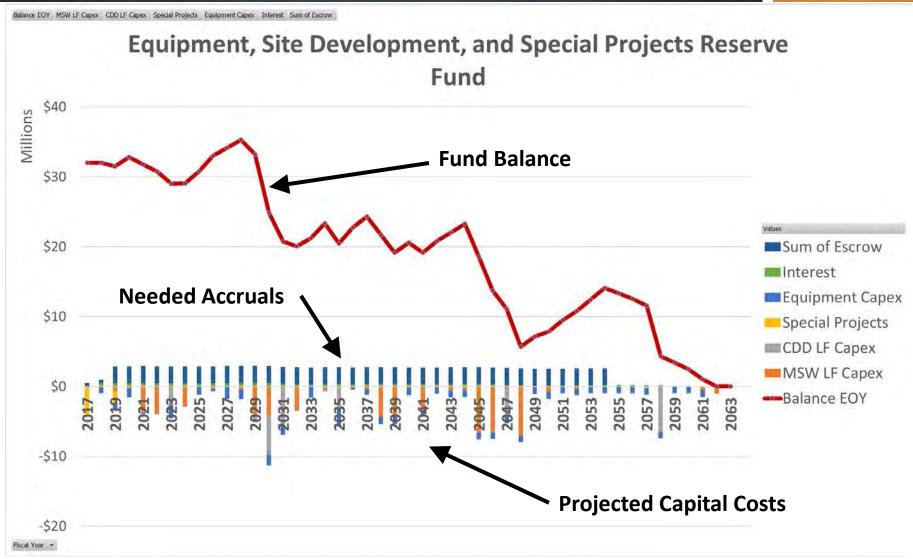
CDD: \$42/ton

Current Reserve Funds

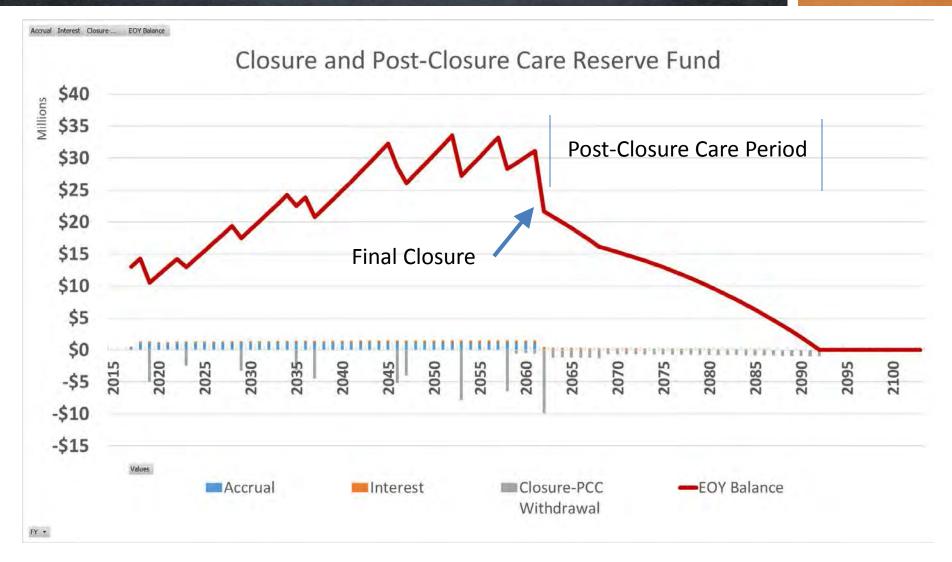
Description	Туре	Category	Fund Balance
LF Closure Reserve	Restricted	Closure/PCC	\$12,516,508
F/B Reserve for Encumbrances	Restricted	Capital	\$774,414
F/B Reserve - Land Acquisition	Restricted	Capital	\$1,048,000
F/B Reserve - New Dev. Costs	Restricted	Capital	\$3,812,000
F/B Reserve - Envir. Project Fund	Restricted	Environmental	\$1,948,442
F/B Reserve - Equipment Fund	Restricted	Capital	\$3,050,000
Unreserved Retained Earnings	Unrestricted	Capital	\$26,817,752
Totals			\$49,967,116

Future Capital Needs = \$71 million

Reserve Fund Balance Projections



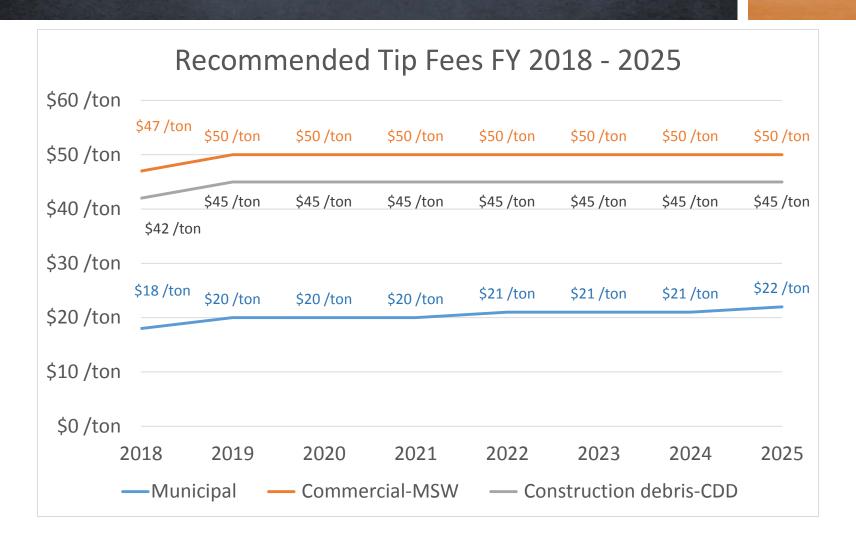
Reserve Fund Balance Projections



Findings/Recommendations

- Additional accruals needed to meet future capital obligations
 - Closure: \$1.05 million/year
 - Other: \$2.4 million/year
- Tip fees need to be increased to meet future obligations
- Tip fees can be gradually increased over 5 years to achieve desired objectives if a tip fee stabilization fund is established
 - Municipal: Increase from \$18/ton to \$20-\$23/ton
 - Commercial: Increase from \$47/ton to \$50-\$54/ton

Recommended Future Tip Fees







Department of Public Works 540/665-5643 FAX: 540/678-0682

MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Supplemental Appropriation Requests

DATE: September 5, 2017

In a regularly scheduled meeting held on August 29, 2017, the Public Works Committee endorsed the following supplemental appropriation requests:

- a. Request for \$50,000.00 for the Frederick County Esther Boyd Animal Shelter (See attachment 1 for justification of request):
- b. Request for \$10,000.00 Frederick County Esther Boyd Animal Shelter (See attachment 1 for justification of request)
- c. Presentation of Pro Forma Analysis and FY 2019 budget recommendations (See attachment 2):

Please include the above supplemental appropriation requests and the Pro Forma informational presentation on the next Finance Committee agenda.

JCW/kco

Attachments: as stated

cc: Sharon Kibler, Assistant Finance Director

file





Department of Public Works 540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

FROM: Joe C. Wilder, Director of Public Works

SUBJECT: Frederick County Esther Boyd Animal Shelter Subcommittee Recommendations

for Building Addition and Supplemental Appropriation Requests

DATE: August 25, 2017

On Wednesday, August 9, 2017, the subject subcommittee met to discuss the possible building addition at the Frederick County Esther Boyd Animal Shelter. The subcommittee was made up of the following members:

Staff Members: Kathy Whetzel Amy Feltner

Holly Grim Steve Richman

Mark Fleet Joe Wilder

Board and

Citizen Members: Gene Fisher Whit Wagner

Ed Strawsnyder

After some discussion, the subcommittee made the following recommendations:

- 1. Construct a stand-alone building on the northwest part of the site as shown on the attached drawing. (attached sketch)
- 2. Construct the building to match the existing brick portion of the building with a flat roof and covered walkway between buildings.
- 3. Define the use of the building as a training facility, but will be used for multiple functions.
- 4. Use masonry construction with epoxy coated walls and concrete floors with a special coating to assist in maintaining a clean environment in the building.
- 5. Provide accessible site, expanded parking lot, separate secured entrance, accessible restrooms, a maintenance room, office area and intercom system with the new building.

Page 2 Public Works Committee/Landfill Oversight Committee August 25, 2017

6. Procure services by local architect to develop plans for construction.

I am recommending that staff be allowed to move forward with commencing design of the building based on these recommendations. As you are aware, the Animal Shelter has been the beneficiary of almost one million dollars in donations over the past year. These donated funds have been placed in a separate Reserved Fund, line item 10-240-2501. About 75% of the funds can be used for a purpose that the county and staff determine to be of the most beneficial use. It was recommended by staff and the Public Works Committee that a building addition be constructed to provide a long term benefit to the Animal Shelter and the community.

We are therefore requesting a supplemental appropriation in the amount of \$50,000.00 to be placed in Professional Services Engineering/Design, line item 10-4305-3002-02 from the Reserved Fund, line item 10-240-2501. This will allow staff to procure engineering and architectural services to develop a site plan and architectural plans for a building addition at the Animal Shelter. Our plan is to have design plans completed by the end of the year and be back to this committee for further review.

Also, about 25% of the donated funds were earmarked to expand the existing spay/neuter program. Therefore, we are requesting a supplemental appropriation in the amount of \$10,000.00 to be placed in Professional Health Services, line item 10-4305-3001-00. These funds will allow staff to expand our current program and assist with more adoptable animals being spayed and neutered.

We recommend both requests be forward to the Finance Committee for further review and approval and on to the Board of Supervisors if recommended by this committee.

JCW/kco

Attachments: as stated

cc: Kathy Whetzel, Animal Shelter Manager

file

FREDERICK COUNTY SHERIFF'S OFFICE

Sheriff Lenny Millholland



1080 COVERSTONE DRIVE WINCHESTER, VIRGINIA 22602

> 540/662-6168 FAX 540/504-6400

Major Steve A. Hawkins



TO

: Cheryl Shiffler Director of Finance

FROM

: Sheriff Lenny Millholland

DATE

: August 31, 2017

SUBJECT

: Insurance Reimbursement

We are requesting the insurance check received in the amount of \$4,354.45 for the auto claim involving Deputy Gregory dated July 30, 2017 be appropriated into our budget line of 3102-3004-000-002.

Thank you

LWM/adl

C.S. 8/30/17 3-010-018990-0001



Sanitary District of Shawneeland

Kevin Alderman District Manager

Office: 540/877-1035

Fax: 540/877-1361

-

MEMORANDUM

TO:

Finance Department

FROM:

Kevin C. Alderman, District Manager, Shawneeland Sanitary District

DATE:

5

September 6, 2017

SUBJECT:

Request for Appropriation of Funds

Frederick County Sanitary District of Shawneeland would like to request the appropriation of funds to be forwarded to the Finance Committee. The funds would be appropriated to the line item

16-8108-3004-002-Repairs & Maintenance-Vehicles of the Shawneeland FY18 budget. The amount requested for appropriation is \$13,692.56. The said amount comes from a check that the Finance Department received from

Good 2 Go Insurance Company for damages to the 2015 Dodge Pick-up Truck as the result of an accident.

If there are any questions concerning the matter, please do not hesitate to contact me.

cc: file

C.S. 9/7/17 3-016-08990-0005



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: Matthew Hott, Superintendent of Parks

Subject: Carry Forward Request for Installation of Fire Hydrant

Date: September 12, 2017

I would like to request \$20,000 from FY 2016-17 surplus funds for the installation of a fire hydrant for the maintenance facility at Sherando Park. During the site plan review process to add a 20'x24' addition to the pole building storage shed, the County Fire Marshall is requiring a fire hydrant in the area of the storage building. In addition to the installation of the fire hydrant, we will have to extend a supply water line from the Frederick Water system 130' to the desired location of the hydrant.

If you should have any questions, please contact me at your convenience

Committee & Commission Compensation

Committee/Group	Retr	o to 7/2	1/17	
Board Subcommittees:	Amo	ount	Per	NOTES:
Technology	\$	50	meeting	
Code & Ordinance	\$	50	meeting	
Human Resources	\$	50	meeting	
Public Safety	\$	50	meeting	
Finance	\$	50	meeting	
Public Works	\$	50	meeting	
Transportation	\$	50	meeting	
Other:				
Board of Zoning Appeals	\$	50	meeting	
Social Services Board	\$	50	meeting	
Planning Commission	\$	300	month	
Parks & Rec Commission	\$	75	month	
Economic Development Authority	\$	200	meeting	
Board of Equalization	\$	100	meeting up to 4 hours	
	\$	200	meeting greater than 4 hours	
Electoral Board - Chair & VC	\$:	223.83	month	Increase effective 8/1/17, per General Assembly
Secretary	\$.	447.50	month	Increase effective 8/1/17, per General Assembly
Board of Building Appeals	\$	50	meeting	
Historic Resources Advisory Board	\$	50	meeting	
Landfill Oversight Committee	\$	50	meeting	

Policies:

- + Planning Commission, Parks & Recreation Commission, and Electoral Board compensation is paid per month.
- + Compensation is only made to citizen members of a committee. BOS members, liasons, and/or representitives from other committees/organizations/localities, are not compensated. Frederick County staff does not receive additional per meeting compensation outside of normal salary guidelines.
- + Subcommittees do not receive compensation for additional meetings.
- + With the exception of the Planning Commission, Parks & Recreation Commission, and the Electoral Board, compensation is only paid for meeting attendance.
- + The Electoral Board compensation is set by the General Assembly and communicated through the Virginia Department of Elections.
- + Member meeting attendance will be tracked and reported to the Board of Supervisors annually for all listed above.

Code of Virginia-Airplanes

http://www.doav.virginia.gov/Downloads/Studies/Competitive%20Analysis/DOAVAviationCompetitiveAnalysisRevised.pdf

https://law.lis.virginia.gov/vacode/title58.1/chapter35/section58.1-3506/

§ 58.1-3506. Other classifications of tangible personal property for taxation.

- A. The items of property set forth below are each declared to be a separate class of property and shall constitute a classification for local taxation separate from other classifications of tangible personal property provided in this chapter:
- 1. a. Boats or watercraft weighing five tons or more, not used solely for business purposes;
- b. Boats or watercraft weighing less than five tons, not used solely for business purposes;
- 2. Aircraft having a maximum passenger seating capacity of no more than 50 that are owned and operated by scheduled air carriers operating under certificates of public convenience and necessity issued by the State Corporation Commission or the Civil Aeronautics Board;
- 3. Aircraft having a registered empty gross weight equal to or greater than 20,000 pounds that are not owned or operated by scheduled air carriers recognized under federal law, but not including any aircraft described in subdivision 4;
- 4. Aircraft that are (i) considered Warbirds, manufactured and intended for military use, excluding those manufactured after 1954, and (ii) used only for (a) exhibit or display to the general public and otherwise used for educational purposes (including such flights as are necessary for testing, maintaining, or preparing such aircraft for safe operation), or (b) airshow and flight demonstrations (including such flights necessary for testing, maintaining, or preparing such aircraft for safe operation), shall constitute a new class of property. Such class of property shall not include any aircraft used for commercial purposes, including transportation and other services for a fee;
- 5. All other aircraft not included in subdivisions A 2, A 3, or A 4 and flight simulators;

Table 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016

	Boats & Watercraft Over 5 Tons*		Private Pleasure Bo & Watercraft*	Aircraft*			
Locality	Basis Ra	e/\$100 [†]	Basis Ra	te/\$100 [†]	Basis		Rate/\$100 [†]
ities (Note: All citie	s responded to this surve	/. Those that	t answered "not applicat	le" for all ite	ms in the ta	able are excli	ıded.)
Alexandria	Commercial boats	\$5.00	N/A	\$0.00001	N/A		N/A
3ristol	BV	\$2.10	BV	\$2.10	11% OC		\$7.00
Sustain Vieta	1 year 80% OC, 70%,	\$5.85	1 year 80% OC, 70%,	\$5.85		% OC, 70%.	\$5.85
_{3uena} Vista	60%, 50%, 40%, 30%,	Ψ0.00	60%, 50%, 40%, 30%,	40.00		, 40%, 30%,	44.00
			20%, 10% min.		20%, 10%		
	20%, 10% min.		min. value \$100		2070, 1076	muri.	
	min. value \$100	04.00	The Mark and the Control of the Cont		A17A		NIZA
Charlottesville	ABOS; min. value \$100	\$4.20	ABOS; min. value \$100		N/A		N/A
Chesapeake	ABOS	\$0.09	ABOS	\$0.09	20% OC		\$0.58
	min. value \$16,670		min. value \$16,670		min. value	\$2,590	5-00-2-0
Colonial Heights	1 year 90%, thereafter	\$3.50	1 year 90%, thereafter	\$3.50	N/A		N/A
,	less 10% prior year's		less 10% prior year's				
	value; min. \$30		value; min. \$30				
Covington	N/A	N/A	NADA 55% RV	\$5.60	N/A		N/A
00411/91411	,		min. value \$200				
Denville	BV	\$3.00	BV	\$3.00	BV		\$0.30
Danville	30% OC	\$5.00	N/A	N/A	N/A		N/A
Emporia			OC	\$4.13	OC		\$4.13
Fairfax	OC	\$4.13					
Falls Church	ABOS, % OC	\$4.84	ABOS, % OC	\$4.84	N/A		N/A
Franklin	N/A	N/A	25% OC	\$4.50	N/A		N/A
			min. value \$100				
Fredericksburg	N/A	N/A	1 year 90%, 80%, 70%,	3.40	N/A		N/A
			60%, 45%, 30%,				
			20% min.				
Hampton	1 yr. 80% OC, then less	\$1.00a	1 yr. 80% OC, then	\$1.00 ^a	1 vr. 80%	OC, thereaft	er \$1.00
1 190 colorase co	10% prior yr. value	* ***	less 10% prior yr.			prior yr. value	
	to \$100 min.		value to \$100 min.		to \$100 m		
Hadanah ma	1 yr. 90% OC, 80%, 70%,	¢2 60	1 yr. 90% OC, 80%, 70%	93.50		OC, 80%, 70	% \$3.50
Harrisonburg		ψ3.30				40%, 30% mi	
	60%, 50%, 40%, 30% min.	00.50	60%, 50%, 40%, 30% min.				
Hopewell	1 yr, 35% OC, 2-7: 30%,	\$3.5U	ABOS: 65% RV	\$3.50		OC, 1 yr. 50	76, \$3.50
	8-13:25%, 14-22: 15%				40%, 30%	6, 20% min.	
	23+: 10%						
Lexington	85% OC to \$200 min.	\$4.25	85% OC to \$200 min.	\$4.25	25% OC t		\$4.25
Lynchburg	ABOS	\$3.80	ABOS	\$3.80		OC, 70%, 60	
	Min. value \$100		Min. value \$100		50%,40%,	30%, 20%, 1	0%
					then 90%	prev. yr. to \$	100
Manassas	DS	\$3.25	NADA	\$3.25	Aircraft B	ue Book RV	\$0.0001
Manassas Park	NADA or OC	\$3.50	NADA or OC	\$3.50	N/A		N/A
Martinsville	ABOS	\$2.30	NADA or OC	\$2.30	N/A		N/A
mornio anie	Min. value \$125	φ	Min. value \$125	dem care	1.60		
Darrian at Mr		PO 00	ABOS or % OC	64.00	Aironne Dio	jest 100% BV	\$2.10
Newport News	1 year 85%, thereafter	\$0.90		\$1.00			φ2.10
	less 5% of prior year's		Min. value \$200		Min. value	\$1,000	
	value to \$10,000 min.		- i	rana acada			
Norfolk	ABOS ; commercial	\$1.50	ABOS	\$0.50 ^b	20% of ba		\$2.40
	craft only				from Blue	Book. \$250	
Norton	FMV	\$2.05	FMV	\$2.05	N/A		N/A
Petersburg	ABOS	\$4.40	ABOS	\$4.40	N/A		N/A
Poquoson	ABOS	\$0.00001	ABOS	\$0.00001	N/A		N/A
Portsmouth	ABOS	\$0.50	ABOS	\$0.50	50% OC		\$5.00
Radford	NADA	\$2.44	NADA	\$2.44	N/A		N/A
Richmond	1 year 70%, 60%, 50%,	\$3.70	1 year 70%, 60%, 50%		N/A		N/A
Monthona		φυ. (U		, ψψ.τψ	(11/7)		1,977"\
Donnala	40%, 30%, 20% min.	40 AF	40%, 30%, 20% min.	@2 AE	OC: min	value \$225	\$1.06
Roanoke	ABOS	\$3.45	ABOS	\$3.45	OO, MIN.	value \$225	φ1.00

N/A Not applicable.

Norfolk City reports that the rate applies to non-commercial/pleasure boats of all sizes.

2016

See bottom of last page of Table 9.11 for key to abbreviations.

Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.

Hampton City reports that the rate only applies to commercial craft. Non-commercial craft have a rate of \$0.000001/\$100.

Table 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016 (continued)

	Boats & Watercra Over 5 Tons*	ft	Private Pleasure & Watercraft		Aircraft*		
Locality	Basis Ra	ite/\$100 [†]	Basis	Rate/\$100 [†]	Basis R	ate/\$100	
Cities (continued)						100	
Salem	New 90%, 80%, 70%, 60%, 50%, 40%, 30%, 25% min.	\$3.20	New 90%, 80%, 70% 60%, 50%, 40%, 30%, 25% min.	5, \$3.20	New 90%, 80%, 70%, 60%, 50%, 40%, 30%, 25% min.	\$3.20	
Staunton Suffolk	7 year str. line to 15% min. ABOS	\$2.75 \$1.50	7 year str. line to 15% n ABOS	nin. \$2.75 \$1.50	N/A 20% OC	N/A \$0.58	
Virginia Beach Waynesboro	NADA marine 1 year 40%, 30%, 20% min.	1 100	NADA marine 1 year 40%, 30%, 20% i		1-10 yrs.: 3%, 11+: 1.59 1 year 40%, 30%, 20% mi	% \$4.00 n. \$5.00	
Williamsburg	N/A	N/A N/A	LV	\$3.50 \$4.50	N/A N/A	N/A	
Winchester	N/A		NADA TV			N/A	
Counties (Note: All o	counties responded to this s	urvey. Tho	se that answered "not app	licable" for all	items in the table are exclu	ded.)	
Accomack	1 year 30%, 28%, 26%, 24%, 22%, 20%, 18%, 16%, 14%, 12%, 10%, 8%, 6%, 4%, 2% mir	\$3.63 h.	ABOS or NADA	\$3.63	Aircraft Blue Book	\$3.63	
Albemarle	1 year 90%, thereafter 90% of prior year's value to \$200 min. 1901-80: flat \$100	\$4.28	1 year 90%, thereafte 90% of prior year's value to \$200 min. 1901-79: flat \$100	r \$4.28	12.5% OC; 90% of prior assessed value thereafte min. value \$1,000		
Alleghany	N/A	N/A	20% OC	\$5.95	12% OC	\$5.95	
Amelia	1 year 60%, 45%, 37.5%, 33%, 20%, then 80% of prior year	\$4.20	1 year 60%, 45%, 37.5%, 33%, 20%, then 80% of prior ye	\$4.20	1 year 60%, 45%, 37.5%, 33%, 20%, then 80% of prior year	\$4.20	
Amherst	1 year 80%, thereafter less 10% prior year's value to \$250 min.	\$3.45	1 year 80%, thereafte less 10% prior year's value to \$250 min.	r \$3.45	N/A	N/A	
Appomattox	50% avg. RV	\$5.13	50% avg. RV	\$5.13	50% avg. RV	\$5.13	
Arlington	NADA or % OC min. value \$100	\$5.00	NADA or % OC min. value \$100	\$5.00	Aircraft Blue Book	\$5.00	
Augusta	OC	\$2.50	OC	\$2.50	Aircraft Blue Book	\$2.00	
Bath	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20%, 10%; min. \$1,000	\$0.35	1 year 90%, 80%, 70% 60%, 50%, 40%, 30 20%, 10%; min. \$1,00	%,	1 year 90%, 80%, 70% 60%, 50%, 40%, 30%, 20%, 10%; min. \$1,000	\$0.35	
Bedford	ABOS	\$2.35	ABOS	\$2.35	N/A	\$2.3	
Bland	N/A	\$2.29	Vessel Valuation Sv		% OC	\$2.2	
Botetourt	1 year 90%, 70%, 50%, 30%, 10% min.	\$2.71	1 year 90%, 70%, 50% 30%, 10% min.		1 year 90%, 70%, 50% 30%, 10% min.		
Brunswick	ABOS	\$3.60	ABOS	\$3.60	25% OC	\$3.6	
Buchanan	1 year 85%,70%, 60%, 50%, 40%, 35%, 25%, 15%, 10% min.	\$1.95	1 year 85%, 70%, 60 50%, 40%, 35%, 25% 15%, 10% min.		FMV	\$1.9	
Buckingham	NADA	\$4.05	NADA	\$4.05	Aircraft Bluebook	\$0.5	
Campbell	1 year 80%, 70%, 60%, 50%, 40%, 30%, 7-20 years: 20%, 21+ years: 10%	terret are a second	1 year 80%, 70%, 60% 50%, 40%, 30%, 7-20 years: 20%, 21+ years: 10%		1 year 13.9%, 12.4%, 10.8%, 9.3%, 7.7%, 6.2% r	\$4.4	
Caroline	N/A	N/A	ABOS; to \$600 min.	\$3.80	1 year 100%, 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20%; min. \$4,000		
Carroll	1 year 85%, 75%, 65%, 55%,45%, 40%, 35%, 30% min.	\$1.95	1 year 85%, 75%, 65%, 55%,45%, 40%, 35%, 30% mir	\$1.95 n.	1 year 60%, 55%, 50% min.	\$1.9	
Charles City	100% ABOS	\$3.75	100% ABOS	\$3.75	1 year 60%, 50%, 40% 30%, 20%, 10% min.		
Charlotte	80% OC to 10% min.	\$3.75	80% OC to 10% mir	n. \$3.75	80% OC to 10% min.	\$3.7	

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N/A Not applicable

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* See bottom of last page of Table 9.11 for key to abbreviations.

Accomack County divides itself into several districts. The tax rates vary among districts: District 2 (Atlantic), 3 (Metompkin), 4 (Lee), and 5 (Pungoteague), \$3.72; District 6 (Chincoteague), \$3.63. District 1 (Islands), no longer exists.

The Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.

rable 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016 (continued)

	ible Personal Property Boats & Watercra Over 5 Tons*	ft	Private I	Pleasure Boats /atercraft*	Aircraft*		
Locality	The state of the s	ate/\$100 [†]	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]	
Counties (continue	ed)						
Chesterfield	1 year 70%, 50%, 40%, 30%, 20%, 10% min.	\$3.60	1 year 70%, 30%, 20%,		Aircraft Blue Book	\$0.50	
Clarke	75% multiplied by BV of 75%, 60%, 50%,	\$4.496	75% multiple of 75%, 60°		100% WV from Aircraft Blue Boo	\$4.496 ok	
	40%, 30% 20% min.		40%, 30% 2				
Craig	N/A	N/A	1 year 80%, 50%, 40%, min. \$200		1 year 80%, 70%, 60° 50%, 40%, 30%, 20%		
Culpeper	100% low-trade ABOS min. value \$100	\$1.50	100% low-tr		Aircraft Blue Book min. value \$2,000	\$0.0001	
Cumberland	1 year 80%, then less	\$4.50	1 year 80%		Aircraft Blue Book	\$0.50	
Cumperiaria	10% prior value to 20% m			lue to 20% min.		* - 1	
n'alannan	N/A	N/A	BV	\$1.82	DC	\$1.82	
Dickenson	Marine Blue Book	\$4.90	Marine Blue	· ·	Aircraft Blue Book	\$0.50	
Dinwiddie	min. value \$100	\$4.00	min, value 5		min. value \$100 50% FMV	\$4.00	
Essex	50% FMV OC	\$0.01	OC	\$0.01	OC	\$0.01	
Fairfax Fauquier	1 year 70%, 60%, 50% 40%, 30%, 20%, 10% min.	•	1 year 70%,		Aircraft Blue Book	\$0.001	
Floyd	1 year 70%, thereafter	\$2.95	1 year 70%		1 year 70%, thereafte	er \$2.95	
noya .	less 10% prior year's value, 20% min.	******	less 10% p value, 20%	rior year's	less 10% prior year's value, 20% min.		
Fluvanna	100% avg. TV	\$4.35	Marine Blue		1-10 years: 20% OC	\$4.35	
Franklin	100% low BV	\$2.36	100% low E		100% low BV	\$2.36	
Frederick	N/A	N/A	Blue Book	and the same of th	Aircraft Blue Book	\$0.01	
Giles	100%	\$1.96	100%	\$1.96	N/A	N/A	
Gloucester	and the second s	0.00001	N/A	\$0.00001	30% OC	\$2.95	
Goochland	1 year 60%, 45%, 37.5%, 30%, 20% min.	\$4.00	1 year 60% 37.5%, 30%		1 year 60%, 45%, 37.5%, 30%, 20% mi	\$4.00 n.	
Grayson	FMV; min. value \$500	\$1.75	FMV; min v	alue \$500 \$1.75	N/A	\$1.75	
Greensville	1 year 50%, 45%, 40%, 37.5%, 35%, 32.5%, 30%, 37.5%, 35%, 32.5%, 30%,	\$5.00		45%, 40%, \$5.00 32.5%, 30%, 32.5%, 30%,	1 year 50%, 45%, 40 37.5%, 35%, 32.5%, 30%, 27.5%, 25%,	%, \$0.001	
	20%, 17.5%, 15% min.			6, 15% min.	22.5%, 20%, 17.5%, 15	% min.	
Halifax	1 year 80%, less 10% each year to 10% min.	\$3.60		, less 10% \$3.60 to 10% min.	1 year 80%, less 10% each year to 10% mit		
Hanover	ABOS	\$3.57	ABOS;	\$3.57	Aircraft Blue Book;	\$0.50	
			min, value	\$300	min. value \$300		
Henrico :	New 75%, 60%, 50%, 40%, 30%, 20% min.	\$3.50	New 75%, 40%, 30%,	20% min.	New 75%, 60%, 50% 40%, 30%, 20% min.		
Henry	NADA TV	\$1.48	NADA TV	\$1.48	Aircraft Blue Book	\$1.48	
Highland	N/A	N/A	1 year 40% depreciation to \$300 mi	n per year,	N/A	N/A	
Isle of Wight	ABOS	\$0.32	ABOS	\$1.00	Aircraft Blue Book LV	\$1.00	
James City	50% BV	\$1.00	50% BV	\$3.50	25% BV	\$4.00	
King & Queen	TV TV	\$3.94	TV	\$3.94	40% RV	\$3.94	
King George	1 year 80%, less 5% each year to 10% min.	\$3.25	1 year 80%		1 year 80%, less 5% each year to 10% mi	\$3.25	
King William	Buck boats guide	\$3.65	NADA guid		Airpac Guide	\$1.30	
Lancaster	100% \$	0.00001	100%	\$1.52	100%	\$1.52	
Lee	100% FMV	\$2.00	100% FM\		100% FMV	\$2.00	
Loudoun	1 year 70%, 60%, 50% 40%, 30%, 20% min.	, \$4.20	1 year 70%, 40%, 30%,		Blue Book: avg. WV	\$0.01	
Louisa	N/A	N/A	NADA WS	\$1.90	100% FMV Blue Boo		
Lunenburg	100% TV	\$3.60	100% TV	\$3.60	100% FMV	\$2.10	
Madison	OC; min. value \$100	\$3,10	OC; min. v	alue \$100 \$3.10	OC; min. value \$100	\$3.10	

N/A Not applicable.

See bottom of last page of Table 9.11 for key to abbreviations.

Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.

Table 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016 (continued)

,	Boats & Watercraft Over 5 Tons*			Private Pleasure Boats & Watercraft*			Aircraft*		
Locality	-		te/\$100 [†]	Basis Rat		e/\$100 [†]	Basis R		ate/\$100
Counties (continue			r - Noore - Control	of sharper to the last of the same of		and an 1 - 19 - 27 - 27 -	CONTRACTOR OF STREET		
Mathews	ABOS		\$1.45	ABOS		\$1.45	100% BV		\$2.14
Mecklenburg	1 year 80%, 7	70%, 60%,	\$3.36	1 year 80%, 709	%, 60%,	\$3,36		1%, 70%, 60%,	\$3.36
	50%, 40%, 3	30%,		50%, 40%, 30	%,		50%, 40%	6, 30%,	, -, 00
	25%, 15% m	in.		25%, 15% mir			25%, 159		
Middlesex	35% RV		\$3.50	35% RV		\$3.50	35% RV		\$3.50
Montgomery	1 year 80%,	60% 50%	\$2.55	1 year 80%, 60°	% 50%	\$2.55		1%, 60%, 50%	\$1.23
	30%, 20%, 1		4	30%, 20%, 10		4.00.00		6, 10% min.	Ψ1.23
New Kent	75% NADA	10 70 Hint.	\$3.75	NADA	An exility	\$3.75	100% RV	The second second	00
			\$0.99	ABOS		\$0.99	100% W	and the first of the control of the first of	\$0.75
Northampton	ABOS		*			,		V	\$3.90
Northumberland	20% OC	man, mma,	\$3.60	40% avg. RV		\$3.60	40% OC		\$3.60
Nottoway	1 year 80%,		\$3.75	1 year 80%, 70°		\$3.75		%, 70%, 55%	\$1.00
	40%, 25%, 1	10% min.		40%, 25%, 10	% min.			%, 10% min.	
Orange	ABOS		\$2.09	ABOS		\$2.09	Aircraft B	lue Book	\$0.70
Page	1 year 72%	OC, 10%	\$4.64	1 year 72% O	C, 10%	\$4.64	Aircraft E	lue Book	\$0.50
	depreciation	per vear		depreciation p	er vear		min. valu	e \$100	
	min. value \$			min. value \$10					
Patrick	1 year 95%,		\$1.71	1 year 95%, th		\$1.71	1 year 0	%, thereafter	\$1.71
· Catalons	10% from pre		Ψ16.7 7	10% from prev				previous yea	
		avious year		to 25% min.	nous year		to 25% n	* '	70.00
Course of some	to 25% min.		66.76			00.75			1000
Pittsylvania	30% used W	/\	\$8.75	30% used WV		\$8.75		, 27.5%, 25%	
								0%, 17.5%, 15	
								0%, 7.5%, 5%	
Powhatan	100% FMV (to \$100 min.	\$3.60	100% FMV to	\$100	\$3.60	100% FN	IV to \$100 mir	\$3.60
Prince Edward	N/A		N/A	NADA LV		\$4.50	Based or	year, model,	\$4.50
							and cond		
Prince George	New 60%, 5	0% 40%	\$4.25	NADA		\$4.25		6, 50%, 40%,	\$4.25
	30%, 20% n		4	1 10 1001 1		4	30%, 20		de stame
Prince William	OC	91144	\$0.00001	OC		\$0.00001	Commut		\$0.0000
Pulaski		10/ 6 10	\$2.35		Divo Dook	•		60%, 3-4: 50%	
ruiaski	1-5 years 60		ΦZ.33	ABOS Marine	DIUE DOOK	φ <u>ζ</u> .30			\$2.3
	years 40%,	20% min.						, 7-8: 30%,	
								6 min. to \$1,50	
Rappahannock	NADA		\$4.25	NADA		\$4.25	N/A		\$4.2
Richmond	N/A		N/A	NADA		\$3.50	1 year 40)% (min. \$200)	\$3.50
Roanoke	NADA		\$3.50	NADA		\$3.50	N/A		N/A
Rockbridge	BV (min. \$10	00)	\$4.25	BV (min. \$100)	\$4.25	N/A		\$4.2
Rockingham	8 year 10% s		\$2.90	8 year 10% stra		\$2.90	8 year 10	% straight line	\$2.9
	\$100 min.		C	\$100 min.			\$100 mir		
Russell	1-2 yrs.: 80%	4 3-4 60%	\$1.95	1-2 yrs.: 80%,	3-4-60%	\$1.95		80%, 3-4: 60%	\$1.9
11400011	5-6:50%, 7-		V 1.00	5-6:50%, 7-10		Ψ1.00		7-10: 40%,	, 01.0
Observations	11-14:30%,		00.00	11-14:30%, 15		00.00		%, 15+: 20%	02.0
Shenandoah	1 year 90%,		\$3.60	1 year 90%, 80	20 1 1 1 1 1	\$3.60		0%, 80%, 70%	\$3.6
	60%, 50%, 4			60%, 50%, 40				%, 40%, 30%,	
	20%, 10% n			20%, 10% mir	n. to \$50		20%, 10	% min, to \$100	
Smyth	1 year 90%,	80%, 70%,	\$2.30	1 year 90%, 8	0%, 70%	\$2.30	1 year 5	0%, 40%, 30%	\$1.4
	60%, 50%,	40% 30%,		60%, 50%, 40	% 30%;		20%, 10	% min.	
Ç4	20% to \$100	0 min.		20% to \$100 i	nin.				
Southampton	1 year 80%,	201 2 11 11 11 12 11 11 11 11	\$5.00	1 year 80%, 70		\$5.00	N/A		N/
	50%, 40%,		*****	50%, 40%, 30%		40.00			
	10% min.	0070, 2070		10% min.	0, 200 70,				
Spotsylvania		45%, 40%,	\$6.73		0/ A00/	\$6.72	1 vene E	0%, 45%,	\$0.0000
opotoyivailla			ψυ.13	1 year 50%, 45		\$6.73			ψφ.σσσσ
Cum	30%, 20% n		#4.00	30%, 20% mii		64.00		%, 20% min.	
Surry	AROS; min.	value \$100	\$4.00	ABOS; min. v	alue \$50	\$4.00		e Aircraft Blue	
								s 10% annual	у;
							min. valu	ie \$200	
Sussex	OC less 109	% annually;	\$4.85	OC less 10%	annually:	\$4.85	OC less	10% annually;	\$4.8
	min. value \$			min. value \$1			min. valu	•	
Tazewell	NADA		\$2.00	NADA		\$2.00		0%; 70%, 60%	, \$0.5
			4			4	50%, 40		

N/A Not applicable.

See bottom of last page of Table 9.11 for key to abbreviations.

Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.

Table 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016 (continued)

Boats & Watercraft

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Private Pleasure Boats

	Over 5 Tons*		& Watercraft*		Aircraft*		
Locality		te/\$100 [†]	The state of the s	e/\$100 [†]		te/\$100 ¹	
Counties (continued)							
	100%	\$4.00	100%; min. value \$750	\$4.00	100%; min. value \$1,000	\$0.50	
Washington	1 year 90%, 80%, 70%,	\$1.70	and the same of th	\$1.70	Aircraft Blue Book	\$1.70	
Mastimara	60%, 50%, 40%, 30%,	*	60%, 50%, 40%, 30%,	* *		******	
	20% min. to \$500		20% min. to \$500				
	50% RV	\$3.00	50% RV	\$3.00	100% FMV	\$3.00	
	N/A	N/A	ABOS TV	\$1.56	Aircraft Blue Book LV	\$1.56	
Atten	1 year 80%, 70%, 60%,	\$2.27	and the second s	\$2.27	DC	\$2.27	
	50%, 40%, 30% min.	Was and	50%, 40%, 30% min.	What is the P		Accesses.	
	1 year 80%, less 10%	\$1.00	60% ABOS BV	\$4.00	N/A	N/A	
10111	each year thereafter	φ1.00	00707ABOO BV	ψ-1.00	1977	1307 1	
		for all itams	n in this table are evaluded	For a lin	ting of town roopondants an	d non	
Towns (Towns that a	nswered not applicable	ioi all itemi	s in this table are excluded	. rorans	ting of town respondents an	u non-	
respondents, see App	A SPECIAL SPECIAL PROPERTY OF THE PROPERTY OF			**		00 FF	
Limital	NADA LV	\$0.55	NADA LV	\$0.55	Aircraft Blue Book LV	\$0.55	
	1 yr. 80%, 70%, 60%	\$2.00	1 yr. 80%, 70%, 60%,	\$2.00	1 yr. 13.9%, 12.4%, 10.89	6 \$2.00	
	50%, 25%, 20% min.		50%, 25%, 20% min.		9.3%, 7.7%, 6.2% min.		
Amherst	N/A	\$0.35	N/A	\$0.35	N/A	N/A	
Appomattox	N/A	N/A	100% FMV	\$0.55	N/A	N/A	
	ABOS	\$0.77	ABOS	\$0.77	Aircraft Blue Book	\$0.77	
Blackstone	1 year 80%, 70%, 55%,	\$0.65	1 year 80%, 70%, 55%,	tank and a state of the state of	Done by Nottoway Co.	\$0.65	
	40%, 20%, 10% min.		40%, 20%, 10% min.				
Bluefield	Done by Tazewell Co.	\$0.60	Done by Tazewell Co.	\$0.60	N/A	N/A	
Bridgewater	N/A	N/A	Done by Rockingham Co.	\$0.75	N/A	N/A	
Brookneal	Done by Campbell Co.	\$1.70		\$1.70	N/A	N/A	
Cedar Bluff	Done by Tazewell Co.	\$0.35	Done by Tazewell Co.	\$0.35	N/A	N/A	
Country and a ten of a con-	56% WV	\$4.50	56% WV	\$4.50	ŇA	N/A	
Chatham		\$0.20	FMV; \$5 min.	\$0.20	FMV; \$5 min.	\$0.20	
Chilhowie	FMV; \$5 min.					\$0.45	
Christiansburg	1 year 80%, 60%, 50%,	\$0.45	N/A	N/A	1 year 80%, 60%, 50%,	ф 0.40	
All streets and	30%, 20%, 10% min.	. en . en	Dana bil Orma Ca	en en	30%, 20%, 10% min.	N/A	
Claremont	Done by Surry Co.	\$0.60	Done by Surry Co.	\$0.60	N/A		
Clarksville	100%	\$1.65	100%	\$1.65	100%	\$1.65	
Clintwood	Depreciation schedule	\$0.30	Depreciation schedule	\$0.30	N/A	\$0.30	
Courtland	Done by Southampton Co.	\$1.14	Done by Southampton Co	.\$1.14	N/A	N/A	
Culpeper	100% ABOS TV	\$1.00	100% ABOS TV	\$1.00	N/A	N/A	
Dillwyn	Done by Buckingham Co.	\$0.28	Done by Buckingham Co.	\$0.28	N/A	N/A	
Dublin	100%	\$0.50	100%	\$0.50	100%	\$0.50	
Edinburg	N/A	N/A	Done by Shenandoah Co.	\$1.08	N/A	N/A	
Gordonsville	Done by Orange Co.	\$0.99	Done by Orange Co.	\$0.99	Done by Orange Co.	\$0.99	
Gretna	Done by Pittsylvania Co.		Done by Pittsylvania Co.		N/A	N/A	
Grundy	BV	\$0.50	BV	\$0.50	N/A	NIA	
Hamilton	Done by Loudon Co.	\$1.10	Done by Loudoun Co.		N/A	N/A	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Prince William County		Prince William County	\$0.60	
Haymarket	Prince William County	\$0.60				\$0.40	
Haysi	100% appraisal value	\$0.40	100% appraisal value	\$0.40	100% appraisal value		
Hillsville	85%, 75%, 65%, 55%,	\$0.72	85%, 75%, 65%, 55%,	\$0.72	1 year 60%, 55%, 50% min.	\$0.72	
	45%, 40%, 35%,		45%, 40%, 35%,				
	30% min.		30% min.				
Independence	Done by Grayson Co.	\$0.63	Done by Grayson Co.	\$0.63	N/A	N/A	
Kilmarnockd	Done by Lancaster/	\$0.16/	Done by Lancaster/	\$0.16/	Done by Lancaster/	\$0,16	
	Northumberland Cos.	\$0.40	Northumberland Cos.	\$0.40	Northumberland Cos.	\$0.40	
La Crosse	Mecklenburg County	\$1.05	Mecklenburg County	\$1.05	N/A	NIA	
Lebanon	N/A	N/A	% OC to 50% min.	\$0.75	N/A	N/A	
Leesburg	Done by Loudoun Co.	\$1.00	Done by Loudoun Co.	\$1.00	Done by Loudoun Co.	\$0.00	
Louisa	BV	\$0.71	BV EDGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGGG	\$0.71	BV Education 55.	\$0.71	
McKenney	Done by Dinwiddie Co.	\$0.60	Done by Dinwiddie Co.		Done by Dinwiddie Co.	\$0.50	
N/A Not applicable.	DONE BY DIMMINUME CO.	ψυ.υυ	DOILD BY DITINGUIC CO.	40.00	water of withings of	40.00	

See bottom of last page of Table 9.11 for key to abbreviations.

Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.

Kilmarnock Town falls in two counties. The first tax rate applies to Lancaster County, the second to Northumberland County.

Table 9.11 Tangible Personal Property Taxes for Boats and Aircraft, 2016 (continued)

	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
Locality	Basis	Rate/\$100 [†]	Basis R	ate/\$100 [†]	Basis R	Rate/\$100*
Towns (continued)					
Orange	Done by Orange Co.	\$0.83	Done by Orange Co.	\$0.83	Done by Orange Co.	\$0.83
Pamplin	N/A	N/A	N/A	\$1.00	N/A	N/A
Pearisburg	N/A	N/A	45% OC	\$0.938	N/A	N/A
Pulaski	NADA	\$0.80	NADA	\$0.80	60% OC	\$0.80
Rocky Mount	Done by Franklin Co.	\$0.51	Done by Franklin Co.	\$0.51	Done by Franklin Co.	\$0.51
Round Hill	N/A	N/A	Done by Loudoun Co.	\$1.15	N/A	N/A
Rural Retreat	1 year 70%, less 10% each year to 20% min.	\$0.50	1 year 70%, less 10% each year to 20% min.	\$0.50	N/A	N/A
Smithfield	oc °	\$0.25	oc	\$0.00001	N/A	N/A
South Boston	N/A	N/A	OC, 10% depreciation per year, 15% min.	\$2.00	N/A	N/A
South Hill	Done by Mecklenburg Co	o. \$1.05	Done by Mecklenburg Co	. \$1.05	N/A	\$1.05
Stanley	FMV	\$0.75	FMV	\$0.75	N/A	N/A
Stony Creek	Done by Sussex Co.	\$0.60	Done by Sussex Co.	\$0.60	Done by Sussex Co.	\$0.60
Strasburg	Done by Shenendoah Co	o. \$1.11	Done by Shenendoah C	0.\$1.11	N/A	N/A
Surry	N/A	N/A	NADA	\$0.60	N/A	N/A
Tappahannock	100% FMV	\$1.25	100% FMV	\$1.25	100% FMV	\$1.25
Urbanna	N/A	N/A	NADA	\$0.65	N/A	N/A
Vinton	Done by Roanoke Co.	\$1.00	Done by Roanoke Co.	\$1.00	Done by Roanoke Co.	\$1.00
Virgilina	FMV	\$0.10	N/A	N/A	N/A	N/A
Wakefield	Done by Sussex Co.	\$0.86	Done by Sussex Co.	\$0.86	N/A	\$0.86
Warrenton	N/A	N/A	N/A	N/A	Done by Fauquier Co.	\$1.00
Warsaw	100%	\$0.60	100%	\$0.60	N/A	N/A
Waverly	N/A	\$1.85	N/A	\$1.85	N/A	\$1.85
Windsor	BV	\$0.50	BV	\$0.50	N/A	N/A
Wise	N/A	N/A	OC	\$0.63	N/A	N/A
Woodstock	Done by Shenandoah Co	. \$0.90	Done by Shenandoah Co	. \$0.90	Done by Shenandoah	Co. \$0.90
Wytheville	Done by Wythe Co.	\$0.28	Done by Wythe Co.	\$0.28	Done by Wythe Co.	\$0.28

N/A Not applicable.

Key to abbreviations:

ABOS: Anderson Bugg Outdoor Service Guide

BUC: BUC Used Boat Pricing Guide

BV: Book Value

DC: Depreciated Cost

FMV: Fair Market Value

LV: Loan Value

NADA: National Automibile Dealers Association New and Used Boat Prices and Values

OC: Original Cost

RV: Retail Value

TV: Trade-in Value

WV: Wholesale Value

[†] Certain localities report their rate as being \$0.01/\$100 or less (e.g., \$0.0001 or \$0.00001). A locality reports such a rate not for the purpose of taxing the property holder (the property is, for all practical purposes, exempt) but so that the holder must report having such property for the locality's records.



FREDERICK COUNTY, VIRGINIA Office of the Commissioner of the Revenue

P. O. Box 552 Winchester, Virginia 22604-0552 Phone: (540) 665-5680

Record	Number:		

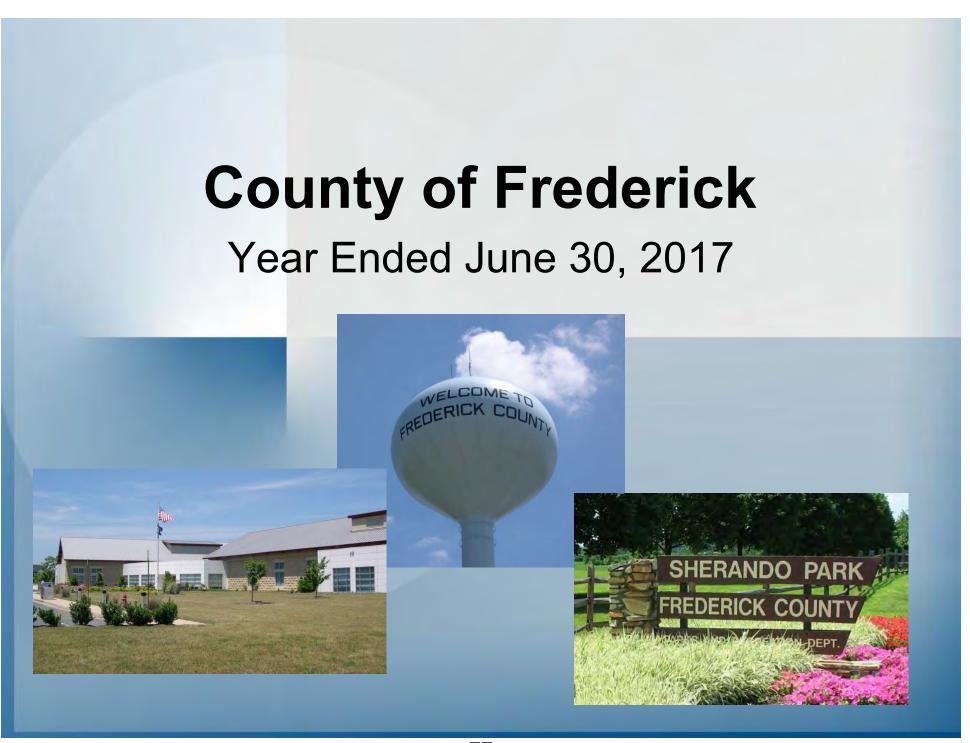
FILING DEADLINE: JANUARY 1st - APRIL 1st

FILE EARLY TO AVOID A DELAY IN PROCESSING APPLICATION FOR REAL ESTATE TAX EXEMPTION FOR ELDERLY AND DISABLED HOMEOWNERS

Date of Application		Арр	Application Number				
Applicant (Property Owner)	Last Name		First		,	Middle	
Address			1 11 36			risk UTG	
Street			City		State	Zip	
Birth Date	Social Securi	ity Number		Phone			
Month Day	Үеаг						
Epouse Last Name			First		0	/iddle	
address			1130		ľ	madie	
Street			City		State	zip	
irth Date	Social Securi	ty Number		Phone			
lame under which property is	listed and appears on th	e tax bill, if differ	ent from the appli	cant or spous	e's name.	TOLLA FOR	
lame		1	1N513V	vhat ir	10 is 1	Dulardia	
						COCHOLL)	
 Please complete this gross income of all residents living in the dwel 	lling. Documentation requir	ed is listed for verif	ed in the statement sr fication.	lould be the to	tal gross income	from all sources	
GROSS INCOME	Documentation Required	Applica	nt s	pouse		es\Others 1 dwelling	
ialaries, Wages, Etc.	W-2, 1099				-	•	
ensions	1099-R				Hans	ATIVE IN	
ocial Security (Check Amt.)	1099-SSA				8500	TAKE UP	
nterest/Dividends	1099-INT/OID 1099-DIV					OFF TOTAL	
RA Distributions	1099-R				INCOM	CV.	
tent(s)	Schedule E				THOOM	8,500	
Velfare	Cola Notice					\$ 1,500	
iifts	Specify					BE cou	
Capital Gains	Schedule D				TF \$30	OO TOTAL U	
rust Fund Income	Schedule E				TAKE	OFF AU	
Other Sources	Specify				VO TO	scone	
TOTAL	IF DISABLE	n 1116 T	akk off \$7	7 570 60	TOTAL	Taisons	
			7	,SUU PR	OM TOTAL	THOME	
otal Gross Combined Income o	*						
OTE: If you filed a Federal Inco							
Is this dwelling occupied by t		dwelling? Yes L	No 🗌				
is the applicant the Owner \Box							
partial ownership, explain how	w the ownership is legall	y held and the pr	oportion owned b	y applicant			
List the names, relationship, a Please indicate their annual in		numbers of all pe	rsons residing with	the applicant	t, except for th	e spouse.	
NAMI		Income Y/N	RELATIONSHIP	AGE	SOCIAL SEC	HIRITY NO	
				27 To Table See			
		75					

Please complete this statement of net financial worth as of December 31, 2016. Net financial worth is computed by substracting liabilities from assets and shall include all assets, including equitable interest, of the owner of the dwelling for which exemption is claimed, and shall exclude the fair market value of the dwelling and the land, not exceeding one acre, upon which the dwelling is situated. Documentation required for verification.

(Use Ac		LUE OF ASSE		Documenta Requires		LICANT	SPOU:	SE Relatives/Others liv	
REAL ESTATE / Exclude value of applicar residence and lot, not to exceed (1) acr			plicants	1/1/201 Assessme	17				
Automobiles:	Yr.	Make	Model_	100	76 Sep				
	Yr	Make	Model	* SEE BEL	ow				
***************************************	Yr.	Make	Model	• 655 051	0111				
Mobile Homes: Yr. Make Model Money in Certificates Checking Account(s) Savings Account(s) Stocks/Bonds Property in Trust				• SEE BEL					
				Stateme					
				Stateme Bank	ent				
				Stateme Accoun					
				Stateme	nt				
				* SEE BELO					
IRA(s)				Accoun Stateme	nt				
Life Insurance Policy - Cash Value				Accoun Stateme	nt				
TOTAL - Assets				As Of 12/31/20	16		\$	\$	
Less - Total Lia	bilities	ATTACH	H STATEMEN	As Of 12/31/20	16 \$		\$	\$	
n (or affirmed) to	before	me this		Signat	ture of Applic	cant			
DA	Y OF			2017					
ture of a notary public					My commission expires				
			_	OFFICE (USE ON	LY –			
Map Number				Record Number					
Value of Bldg Val			Value of Land			Total			
RE Tax				·					
Mobile Home				Value					
MH Tax				;				VERIFIED INCOME	
Total Income			<u> </u>				ASSETS TAX RETURN FILED INITIALS DATE		
								INITIALS	
Amount of Exer								INITIALS	



In Summary, what are the County's year-end General Fund numbers?

Actual Revenues \$169,550,979

Actual Expenditures \$161,922,006

Revenue and Expenditure detail on following slides

Budgeted Revenue

	FY16 ACTUAL	FY17 BUDGETED	FY17 ACTUAL	FY17 VARIANCE
*Property Taxes	104,029,379	109,067,433	112,671,029	3,603,596
Other Local Taxes	33,733,043	34,831,980	35,820,353	988,373
Permits / Fees	2,264,101	1,283,923	2,422,501	1,138,578
Fines / Forfeitures	285,390	324,197	468,331	144,134
Rev. from Use of Prop.	199,252	162,976	297,082	134,106
Charges for Services	2,694,962	2,710,296	2,780,201	69,905
Miscellaneous	215,760	220,438	1,056,315	835,877
Recovered Costs	3,566,501	1,649,566	3,412,858	1,763,292
State / Fed	10,238,319	10,275,688	10,622,309	346,621
TOTALS	157,226,707	160,526,497	169,550,979	9,024,482

^{*}Includes reimbursement for PPTRA.

Property Taxes

	FY 16 ACTUAL	FY 17 BUDGETED	FY 17 ACTUAL	FY 17 VARIANCE
Real Estate	49,292,594	51,899,994	54,201,317	2,301,323
Public Service	2,665,879	2,200,000	2,459,573	259,573
Personal Property	43,584,060	46,435,025	46,401,432	(33,593)
Machinery and Tools	6,664,254	7,057,414	7,469,365	411,951
Short Term Rental Tax	231,059	0	232,015	232,015
Penalties / Interest	1,367,624	1,300,000	1,546,685	246,685
Admin Fees - Treasurer	223,909	175,000	360,642	185,642
TOTALS	104,029,379	109,067,433	112,671,029	3,603,596

^{*}Includes state reimbursement for PPTRA.

Other Local Taxes

	FY16 ACTUAL	FY17 BUDGETED	FY17 ACTUAL	FY16 VARIANCE
Sales Tax	12,941,842	13,217,639	13,613,239	395,600
Communications Tax	1,306,717	1,300,000	1,274,429	(25,571)
Utility Taxes	3,307,711	3,150,000	3,598,024	448,024
Business License	6,571,015	7,220,940	6,986,765	(234,175)
Motor Vehicle Decals	2,417,274	2,300,000	2,577,080	277,080
Bank Stock & Franchise	466,803	450,000	417,798	(32,202)
Taxes on Wills & Recordation	1,450,726	1,488,000	1,638,399	150,399
Meals & Room Taxes	5,230,863	5,662,201	5,672,541	10,340
Street Lights/Star Fort Fees	40,092	43,200	42,078	(1,122)
TOTALS	33,733,043	34,831,980	35,820,353	988,373

Permits / Fees

	FY16 ACTUAL	FY17 BUDGETED	FY17 ACTUAL	FY17 VARIANCE
Dog License	41,629	42,000	47,373	5,373
Land Use Application Fees	9,850	4,000	5,525	1,525
Development Review Fees	511,531	243,063	376,290	133,227
Building Permits	1,285,028	726,570	1,547,484	820,914
Transfer fees	3,083	0	3,288	3,288
Electrical Permits	103,505	89,700	114,576	24,876
Plumbing Permits	22,235	17,940	27,397	9,457
Mechanical Permits	116,099	62,790	107,138	44,348
Sign Permits	6,727	3,000	5,150	2,150
Fire Permits and Inspections	1,990	2,160	2,140	(20)
Land Disturbance Permits	153,889	92,700	158,278	65,578
2% State Fees	6,485	0	6,612	6,612
Transfer Develop. Rights	1,750	0	600	600
Septic Hauler/Sewage Install.	300	0	650	650
TOTALS	2,264,101	1,283,923	2,402,501	1,118,578

Unspent Budgeted Expenditures by category

		FY17 AMENDED		
	FY 16 ACTUAL	BUDGET	FY 17 ACTUAL	FY17 VARIANCE
Administration	10,797,524	11,514,423	11,468,539	45,884
Judicial	2,283,308	2,677,014	2,502,772	174,242
Public Safety	31,056,396	35,656,299	32,727,564	2,928,735
Public Works	4,318,992	5,262,058	4,587,590	674,468
Health / Welfare	8,005,073	8,806,059	8,502,037	304,022
Community College	56,000	78,819	78,819	0
Parks, Rec. & Cultural	6,085,794	7,246,763	6,110,878	1,135,885
Community Development	2,168,019	2,460,531	2,386,464	74,067
Transfers	95,368,917	97,267,705	93,557,343	3,710,362
TOTAL	160,140,023	170,969,671	161,922,006	9,047,665

Detail presented on following pages.

		FY17 AMENDED		
ADMINISTRATION	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Board of Supervisors	241,179	278,085	251,315	26,770
County Administrator	775,948	825,316	804,239	21,077
County Attorney	274,657	380,291	360,842	19,449
Human Resources	382,063	543,605	502,017	41,588
Independent Auditor	63,500	66,000	63,500	2,500
Comm. of Revenue	1,267,615	1,350,352	1,314,989	35,363
Reassessment	236,908	346,894	303,847	43,047
Treasurer	1,232,118	1,325,792	1,255,956	69,836
Finance	792,559	843,771	825,846	17,925
IT /GIS	1,118,380	1,366,200	1,342,059	24,141
MIS	525,003	605,351	603,348	2,003
Other	3,592,368	2,927,194	3,238,991	(311,797)
Electoral Board	135,925	463,632	425,502	38,130
Registrar	159,301	191,940	176,088	15,852
SUBTOTAL	10,797,524	11,514,423	11,468,539	45,884

	FY17 AMENDED				
JUDICIAL	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE	
Circuit Court	64,766	65,500	63,476	2,024	
Gen. District Court	19,276	28,925	25,645	3,280	
J&D Court	15,332	25,563	18,425	7,138	
Clerk	712,308	792,104	743,871	48,233	
Law Library	11,025	12,000	11,258	742	
Comm. Attorney	1,325,951	1,525,972	1,447,027	78,945	
Victim Witness	134,650	226,950	193,070	33,880	
SUBTOTAL	2,283,308	2,677,014	2,502,772	174,242	

		FY17 AMENDED		
PUBLIC SAFETY	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Sheriff	12,337,160	13,614,926	13,107,640	507,286
Vol. Fire Depts.	1,190,868	1,387,973	975,617	412,356
Ambul. / Rescue	401,859	395,200	309,250	85,950
Jail / Juv. Detention	5,507,633	5,684,415	5,675,952	8,463
Juvenile Court	113,988	178,818	152,957	25,861
Inspections	1,183,065	1,321,169	1,211,823	109,346
Fire & Rescue	9,090,314	10,759,020	10,009,771	749,249
Public Comm.	1,231,509	2,314,778	1,284,554	1,030,224
SUBTOTAL	31,056,396	35,656,299	32,727,564	2,928,735

		FY17 AMENDED		
PUBLIC WORKS	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Road Admn.	6,444	26,000	9,732	16,268
Street Lights/Star Ft	45,517	43,200	35,808	7,392
Engineering	409,373	421,520	386,173	35,347
Refuse Collection	1,197,578	1,424,976	1,196,342	228,634
Refuse Disposal	399,709	569,160	519,821	49,339
Litter Control Grant	23,127	25,137	21,917	3,220
Maintenance Admn.	557,221	624,628	573,691	50,937
County Ofc. Bldg.	1,082,086	1,454,381	1,250,222	204,159
Animal Shelter	597,937	673,056	593,884	79,172
SUBTOTAL	4,318,992	5,262,058	4,587,590	674,468

		FY17 AMENDED		
HEALTH/WELFARE	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Local Health Dept.	301,000	393,867	393,867	0
Ch. 10 Board	318,000	343,440	343,440	0
Social Services	6,796,466	7,485,752	7,103,357	382,395
Area on Aging	60,000	63,000	63,000	0
Prop. Tax Relief	529,607	520,000	598,373	(78,373)
SUBTOTAL	8,005,073	8,806,059	8,502,037	304,022

		FY17 AMENDED		
COMMUNITY COLLEGE	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Community College	56,000	78,819	78,819	0
SUBTOTAL	56,000	78,819	78,819	0
		FY17 AMENDED		
PARKS, REC & CUL	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Parks/Rec. Admn.	1,026,236	793,263	668,112	125,151
Parks Maintenance	1,222,420	1,286,667	1,118,089	168,578
RecCtr/Playgrnds	2,025,414	2,644,747	2,505,860	138,887
Clearbrook Park	558,352	445,587	414,704	30,883
Sherando Park	390,707	1,134,142	461,756	672,386
Regional Library	862,665	942,357	942,357	0
SUBTOTAL	6,085,794	7,246,763	6,110,878	1,135,885

		FY17 AMENDED		
COMMUNITY DEV	FY16 ACTUAL	BUDGET	FY17 ACTUAL	FY17 VARIANCE
Planning	1,022,402	1,103,075	1,043,068	60,007
EDA	872,948	1,052,745	1,052,745	-
Zoning Board	4,840	6,368	3,584	2,784
Building Appeals	0	550	0	550
NSV Reg. Comm.	45,301	45,915	45,915	-
Soil & Water	7,000	7,000	7,000	-
Extensions	215,528	244,878	234,152	10,726
SUBTOTAL	2,168,019	2,460,531	2,386,464	74,067

		FY16 AMENDED		
TRANSFERS	FY16 ACTUAL	BUDGET	FY16 ACTUAL	FY16 VARIANCE
Transfers / Contingencies	95,368,917	97,267,705	93,557,343	3,710,362
SUBTOTAL	95,368,917	97,267,705	93,557,343	3,710,362
GRAND TOTAL	160,140,023	170,969,671	161,922,006	9,047,665

General Fund Unreserved Fund Balance

\$40.2 million

Reduced by the following:

\$5.4 million for capital funding

\$2.5 million to balance the FY 18 General Fund Budget

August Budget amendments of \$2.4 million

September Budget amendments of \$423K

Proposed October Budget amendments of \$1.3 million

Policy minimum \$28.5 million

Executive Director of Finance cameryp@fcpsk12.net

DATE: September 5, 2017

TO: School Board Finance Committee Members

David T. Sovine, Ed.D., Superintendent of Schools

FROM: Patty Camery, Executive Director of Finance

SUBJECT: Financial Reports for Fiscal Year 2016-17

Attached are the year-end financial reports for fiscal year 2016-17. As of the date of this report, the financials are unaudited. Included are the statements of operations for all funds managed by the school system. This report summarizes the key activities within each fund.

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Please refer to the respective financial statement as you proceed through the text.

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School Operating Fund

The unobligated surplus for the fiscal year 2017 school operating fund is \$997,265, which is 0.64% of the \$155,066,258 total school operating fund budget.

The operational highlights of the fiscal (and school year) 2016-2017

- Expanded the instructional coaching model to collaborate with teachers through targeted professional development and instructional strategies that directly benefit students
- Opened the replacement Frederick County Middle School
- Expanded the 1:1 technology initiative at the elementary and high school levels
- Served 13,246 students compared to a projected 13,117 student enrollment

Summary budget statistics

- 1. The original (beginning) budget for the school operating fund for FY 2017 was \$153,211,000.
- 2. Budget adjustments of \$1,855,258 resulted in the current budget balance of \$155,066,258 and included the following:
 - a. encumbrance or undelivered commitments of \$903,813
 - b. carry-forward restricted grant receipts of \$211,634 from FY 2016
 - c. carry-forward surplus funds for facilities and transportation of \$458,985 from FY 2016

Summary financial statistics

- 1. Actual FY 2017 revenues in the school operating fund were \$154,365,531.
- 2. Actual FY 2017 expenses and encumbrances totaled \$153,083,263.
- 3. Obligations for restricted programs in the amount of \$285,004 are a part of the year-end surplus and are reserved for appropriation to FY 2018.
- 4. An unobligated amount of \$997,265 remained at year-end.

Key factors contributing to the school operating fund surplus are shown in the chart below.

	Budget	Actual	Variance
State revenue (more students offset by	\$ 55,914,040	\$ 56,493,855	\$579,815
compensation supplement loss)			
State sales tax	\$ 14,883,266	\$14,560,987	(\$322,279)
Budgetary expense surplus – payroll, schools,	\$147,141,373	\$146,371,267	\$770,106
and departments			
All other variances			(\$ 30,377)
Unobligated Surplus for FY 2017			\$ 997,265

The remaining portion of this section explains the financial activity and resulting variances.

Understanding the Operating Fund Variances

The financial statement for the School Operating Fund is presented in a format reflecting two components of financial activity: unrestricted and restricted programs. The majority of the school division's programs and operations are funded by state and local funds in the unrestricted component. While the school division must maintain minimum standards of quality with a mandated local match in most cases, the local school board allocates those funds with discretion aligned to planning goals. Therefore, the expenditures in this component are referred to as unrestricted.

The restricted program section shows the activity of grant funds received for specific use on designated programs. The budget and related financial activity align with the grant award amounts and spending period, creating budget to actual variances which tend to be misunderstood as local surpluses or deficits. For this reason, the format shown is designed to assist the reader with the distinction between the two.

Summary of Revenues and Expenditures

Unrestricted revenues exceeded expenditures by \$1,347,762 [line 11]. The variance for each revenue source and expenditure category is described in the following text. This amount is offset by \$65,494 in restricted program variances [line 14] resulting in the total operating fund surplus of \$1,282,268 [line 15], which is then reduced by \$285,004 in carryforward obligations. The final result is \$997,265 in un-obligated surplus for FY 2017.

Unrestricted Revenues: \$148,373,097 [line 6]

Local Sources [line 1]

> \$703,520 in miscellaneous local revenue was received, including fees and charges to students and the public, as well as billings to other agencies, gifts and donations, rebates and refunds, rental charges for the use of school division facilities, and eRate reimbursing funds. Funds received from these sources were more than projected by \$4,382.

Commonwealth [line 2]

- > \$71,054,842 in state revenues were received including Standards of Quality (SOQ) funding, sales tax receipts, incentive funding, categorical funding, lottery funds, and some miscellaneous funds were more than budgeted by \$257,536.
- > SOQ funding was more than budgeted by \$702,360 due to greater than projected student enrollment.
- Sales tax funding was less than budgeted by \$322,279 due to less sales tax collections received by the Commonwealth than was planned by the Virginia Department of Taxation.
- Incentive accounts were \$417,302 less than budgeted due to eliminating compensation supplement state funds to address a projected budget shortfall at the state level.
- All other state funding received was greater than budgeted by \$294,757 again primarily due to more than expected enrollment.

Federal Government [line 3]

> \$2,129 in unrestricted, federal program revenues were received. A small amount of funding is provided each year based on the amount of federal land in the county. There is no notable variance in this section.

Local Government and Transfers [lines 4-5]

> \$76,612,605 were received from the County's General Fund – local government dollars. This total includes the prior year encumbrance and grant obligations, as well as the current year funding support from the local governing body.

School Operating Fund – Continued

Unrestricted Expenditures: \$147,025,335 [line 10]

Instruction [line 7]

➤ \$108,546,079 were expended for instructional purposes and includes costs incurred for classroom instruction, student support services, library and media services, instructional support services, and school administrative offices in the areas of regular education, special education, vocational education, gifted education, and the other categories of instruction. Seventy-four percent of all expenditures are in this category. The positive variance of \$374,718 is attributable to expenditure savings throughout the schools and instructional departments.

Instructional and Administrative Technology [line 8]

> \$7,401,454 were expended for costs associated with division technology - instructional, administrative, and operational categories. Savings in vehicle fuel and employee compensation due to personnel turnover provided some funding to expand the school division's 1:1 student technology device initiative to additional grade levels and address device replacement cycles.

Support Services [line 9]

\$31,077,802 were expended for costs associated with supporting the operations of the school division, including administration, services related to students' attendance and health, transporting students, and maintaining facilities. The \$331,889 positive variance is the net of personnel and operational expenditures. The majority of this positive variance is due to residual fuel, vehicle maintenance, and utility savings.

Restricted program revenues and expenditures [lines 12 - 14]

Restricted Programs provide funding for specific initiatives. The majority of these revenues are based upon certain student populations or capabilities. Restricted program funding is associated with spending criteria as well as reporting criteria. The vast majority of restricted revenues come from the federal government, but a few are from state or miscellaneous sources. Restricted program revenues totaled \$5,992,434 for FY 2017, and program expenditures totaled \$6,057,928. The resulting negative balance of \$65,494 represents an amount of additional local funding toward those specific program budgets.

FY 2017 Un-obligated Surplus (Revenues in Excess of Expenditures) \$997,265 [lines 15-17]

The total surplus for FY 2017 of \$1,282,268 is reduced by the amount of revenue received for a special purpose, but has not yet been encumbered. These funds are considered obligations against the surplus funds, total \$285,004, and include: 1) \$146,151 for SOL Algebra Readiness, 2) \$97,919 for the Apple Federal Credit Union mentor teacher program, 3) \$19,379 for eRate, 4) \$12,466 for project graduation, 5) \$6,702 for VA tiered systems of support, 6) \$2,000 for career switcher program, and 6) \$387 for the VA Star program. A separate appropriation request will be submitted for these amounts to be approved by the Board of Supervisors. The unobligated surplus for FY 2017 is \$997,265.

School Operating Fund

	Operating rund								
Year Er	nded June 30, 2017		[a]	[b]	[c]		[d]		[e]
			2015-16 Actual*	2016-17 Original Budget	2016-17 Adjusted Budget		2016-17 Actual*		Variance from dj. Budget
SUMM	ARY								
	Revenue from Local/Other Sources	\$	988,752	\$ 1,083,436	\$ 958,335	\$	986,746	\$	28,411
	Revenue from the Commonwealth	\$	69,264,017	\$ 72,393,717	\$ 71,909,842	\$	72,102,244	\$	192,402
	Revenue from the Federal Government	\$	4,277,024	\$ 4,695,674	\$ 5,585,476	\$	4,663,936	\$	(921,540)
	Revenue from Local Governing Body		72,781,072	75,038,173	76,612,605	\$	76,612,605		0
[A] TO	TAL REVENUES	\$	147,310,865	\$ 153,211,000	\$ 155,066,258	\$	154,365,531	\$	(700,727)
	Instruction	\$	106,007,430	\$ 110,467,323	\$ 108,920,796	\$	108,546,079	\$	374,718
	Instruction - Restricted Programs		5,430,123	6,707,639	7,264,285		6,057,928		1,206,357
	Technology - Instructional & Administrative		7,377,806	6,473,496	7,471,485		7,401,454		70,031
	Support Services		27,824,887	29,562,542	31,409,691		31,077,802		331,889
	TAL EXPENDITURES scal year expenditures includes encumbrances	\$	146,640,246	\$ 153,211,000	\$ 155,066,258	\$	153,083,263	\$	1,982,995
	VENUE OVER EXPENDITURES	\$	670,619	\$ -	\$ -	\$	1,282,268		
[D] C	Obligated Funds-Special Programs	\$	211,634			\$	285,004		
[E] LO 0	CAL FUNDS UNOBLIGATED AT JUNE 30	\$	458,985			\$	997,265		
[F] P	Percentage Surplus of Total Budget		0.31%				0.64%		
[1]	Revenue from Local Sources	\$	902,888	\$ 774,046	\$ 699,138	\$	703,520	\$	4,382
[2]		\$	68,215,167	\$ 70,820,758	\$ 70,797,306	\$	71,054,842	\$	257,536
ر∠ا a	Revenue from Commonwealth Standards of Quality (SOQ)	ş	49,025,971	50,568,427	50,541,791	ş	51,244,151	Ą	702,360
b	Sales Tax		14,338,077	14,883,266	14,883,266		14,560,987		(322,279)
c	Incentive Accounts		1,128,556	1,071,378	935,302		518,000		(417,302)
d	Categorical		101,927	101,152	101,152		88,762		(12,390)
e	Lottery-Funded Programs		3,361,009	4,026,035	4,045,249		4,370,805		325,557
f	Miscellaneous State		259,627	170,500	290,546		272,136		(18,410)
[3]	Revenue from Federal Government	\$	7,987	\$ 5,000	\$ 6,254	\$	2,129	\$	(4,125)
[4]	Transfers/ CarryOver/ Prior Year Encumbrances	\$	705,004	\$ -	\$ 1,574,432	\$	1,574,432		-
[5]	Local Funds -Board of Supervisors	\$	72,076,068	\$ 75,038,173	\$ 75,038,173	\$	75,038,173	\$	-
[6]	Total Unrestricted Revenues	\$	141,907,114	\$ 146,637,977	\$ 148,115,303	\$	148,373,097	\$	257,794
Unrest	ricted Expenditures								
[7]	Instruction	\$	106,007,430	\$ 110,467,323	\$ 108,920,796	\$	108,546,079	\$	374,718
a	Regular education		79,906,077	81,927,610	80,723,303		80,583,184		140,119
b	Special education		16,449,211	18,536,393	18,120,578		17,944,484		176,094
С	Vocational education		7,284,751	7,459,066	7,593,368		7,591,854		1,513
d	Gifted education		840,579	935,514	936,439		900,416		36,023
e	Other education		1,328,522	1,339,908	1,329,634		1,308,666		20,968
f	Summer School		181,376	251,918	200,560		200,560		-
g	Adult education		16,914	16,914	16,914		16,914		-
[8]	Instructional & Administrative Technology	\$	7,377,806	\$ 6,473,496	\$ 7,471,485	\$	7,401,454	\$	70,031
a	Instructional technology		1,791,348	1,063,122	1,535,415		1,524,902		10,513
b	Instructional support technology		3,201,994	3,327,359	3,489,389		3,457,861		31,529
С	Administrative support technology		2,384,464	2,083,015	2,446,681		2,418,691		27,990
[9]	Support Services	\$	27,824,887	\$ 29,562,542	\$ 31,409,691	\$	31,077,802	\$	331,889
а	Administration, Attendance & Health		6,316,279	6,771,401	6,778,816		6,629,360		149,456
b	Pupil Transportation Services		8,122,430	8,767,835	8,795,504		8,762,472		33,032
C	Operation and Maintenance		12,722,190	13,251,074	14,729,030		14,585,095		143,935
d	Facilities		188,376	206,887	540,996		540,924		72
e [10]	Fund Transfers Unrestricted Expenditures	Ś	475,612 141,210,123	565,345 \$ 146,503,361	565,345 \$ 147,801,973	\$	559,951 147 025 335	\$	5,394
	·	<u>.</u>		₹ 140,303,301	7 ±47,001,373	_	147,025,335	Þ	776,638
[11]	Unrestricted Revenue Over/(Under) Expense	\$	696,991			\$	1,347,762		

	Year Ended June 30, 2017		2015-16 Actual*		2016-17 Original		2016-17 Adjusted		2016-17 Actual*		Variance from
Restricted Prog	Trame			_	Budget		Budget			_A	dj. Budget
	ue from Local/Other Sources	」 \$	85,864	\$	309,390	\$	259,197	\$	283,226	\$	24,029
	eRate Program	Ψ.	26,911	Ψ.	92,390	•	125,809	~	124,414	Ψ.	(1,395)
	Bridges to Success-Apple Federal CU		30,000		30,000		49,228		99,228		50,000
	NOAA Grant		28,953		-		30,841		22,531		(8,310)
	Claude Moore Foundation		-		_		38,629		37,052		(1,576)
	excess Appropriation				187,000		14,690		-		(14,690)
	ue from Commonwealth	\$	1,048,851	\$	1,572,959	\$	1,112,536	\$	1,047,402	\$	(65,134)
	Regional Juvenile Detention Center	*	542,928	*	545,671	*	559,448	*	562,026	*	2,578
	Special Education - In-Jail		87,653		92,000		92,868		92,856		(12)
	Early Reading Intervention		236,721		237,140		237,140		175,811		(61,329)
	SOL Algebra Readiness		119,200		115,437		115,437		119,747		4,310
	Other Special State Programs		62,349		32,711		105,612		96,962		(8,650)
	Excess Appropriation		-		550,000		2,031		-		(2,031)
	ue from Federal Government	\$	4,269,037	\$	4,690,674	\$	5,579,222	\$	4,661,806	\$	(917,415)
	Fitle I, Part A	Ψ.	1,313,086	Ψ.	1,571,643	~	1,914,469	Ψ.	1,603,511	Ψ.	(310,958)
	Fitle I, Part D		81,262		73,099		55,004		53,988		(1,016)
	Fitle II, Part A Improve Teacher Quality		226,003		264,152		374,578		228,955		(145,623)
	Fitle III, Part A LEP		70,816		62,361		71,289		39,965		(31,325)
	Fitle VI-B IDEA Regular		2,387,535		2,429,347		2,695,349		2,543,464		(151,885)
	Fitle VI-B IDEA Preschool		41,226		41,226		41,226		44,592		3,366
	Perkins Vocational		149,108		148,846		146,481		146,981		500
Ü	/irginia Preschool Initiative Plus		145,100		-		280,825		350		(280,475)
	Excess Appropriation		_		100,000		-		-		(200,473)
	ricted Revenues	\$	5,403,751	\$	6,573,023	\$	6,950,955	\$	5,992,434	\$	(958,521)
Restricted Prog	gram Expenditures	1									
	eRate Program	_	27,015		92,390		125,809		78,020		47,789
	Bridges to Success - Apple Federal CU		10,772		30,000		49,228		1,309		47,919
	Claude Moore Foundation				-		38,629		37,052		1,576
	Fitle II, Part B NOAA Grant		29,606		_		30,841		23,203		7,638
	Regional Juvenile Detention Center		536,396		545,671		559,448		556,944		2,504
	Special Education - In-Jail		87,653		92,000		92,868		92,856		12
	Early Reading Intervention		241,518		270,180		270,180		264,619		5,561
=	SOL Algebra Readiness		149,812		188,900		317,663		178,565		139,098
	Other Special State Programs		89,451		65,696		150,829		125,995		24,834
	Fitle I, Part A		1,313,086		1,571,643		1,917,059		1,605,085		311,974
-	Fitle I, Part D		113,343		109,453		133,800		134,990		(1,190)
	Fitle II, Part A Improve Teacher Quality		226,003		264,152		374,578		228,955		145,623
	Fitle III LEP		70,816		62,361		71,289		39,965		31,325
	Fitle VI-B		2,387,535		2,429,347		2,695,036		2,543,539		151,497
	Perkins Vocational		147,119		148,846		146,481		146,481		-
	/irginia Preschool Initiative Plus				-		280,825		350		280,475
•	Excess Appropriation		-		837,000		9,721		555		9,721
[13] Total Rest	ricted Expenditures	\$	5,430,123	\$	6,707,639	\$	7,264,285	\$	6,057,928	\$	1,206,357
[14] Restricted	Revenue Over/(Under) Expense	\$	(26,372)					\$	(65,494)		
[15] All Reveni	ue Over/(Under) Expense	\$	670,619					\$	1,282,268		
[16] Obligated	Funds-Special Programs S UNRESTRICTED AND UNOBLIGATED AT JUNE 30	\$	211,634 458,985					\$	285,004 997,265		

School Nutrition Fund

The food service operation completed the FY 2017 with revenues in excess of expenditures of \$472,149, which increases the fund balance to \$2,414,992. Of this fund balance, \$235,775 is the value of inventory at year-end and is categorized as non-spendable. The School Nutrition Services Program served meals over 180 days.

Even though the fund continues to realize a profit, revenue was less than expected due to a decline in the number of students buying meals. On average, 47 percent of the student membership participated in the food service program. Expenditures were significantly less than expected for the associated number of meals served. Equipment expenses were also less than planned.

1,141,554 lunches and 338,809 breakfasts were served throughout the 2016-2017 school year, which were 32,079 less meals than budgeted. The lunch prices for a full meal were \$2.60 for elementary, \$2.85 for middle, and \$2.85 regular lunch/\$2.95 pizza lunch for high school students. Other items were sold on an à la carte basis. The division food service operation produced an average of 14.38 meals per labor hour – 8,359 equivalent meals daily. As of June 2017, 35.5% of students were eligible for free or reduced-priced meals.

Revenue Variances:

Compared to budget, revenues were \$49,378 less than expected. The variance is the result of two main components: lunch sales and federal meal reimbursement through the National School Lunch Program.

- Lunch sales for full-priced meals were \$169,769 lower than expected. This variance is attributed to less than expected number of students participating who pay full price for meals.
- Federal subsidies were \$94,499 greater than planned. This increase in revenue reflects changes in student meal participation patterns.

Expenditure Variances:

Compared to budget, expenditures were less than expected. \$1,578,143 of the total expenditure variance represents appropriation of prior year fund balance. The excess appropriation is carried forward to be used if needed. The other operational variances are the result of the following:

- Labor cost was \$232,492 less than planned. Productivity gains were realized and overtime and substitute costs were less than anticipated.
- Food and supply costs were \$175,626 less than planned. The average food cost per meal was \$1.19 for FY 2017, which was eight cents less than budgeted.
- ➤ Contracted services, utilities, travel, and other miscellaneous expenses ended the year with a positive variance of \$9,939.
- Capital outlay represents the purchase of new or replacement equipment which realized a positive variance of \$103,470.

Frederick County Public Schools

School Nutrition Fund

Year Ended June 30, 2017

		[a]			[b]		[c] Adjusted		[d]	[e] Variance		
		<u>2</u>	Actual 2014-2015		Actual <u>15-2016</u>		Budget 2016-17	2	Actual 2016-2017	<u>A</u>	from dj Budget	
[1]	Beginning Balance July 1	\$	1,368,808	\$1,	,559,508	\$	1,578,143	\$	1,942,843	\$	364,700	
	Revenues:											
[2]	Interest on Bank Deposits	\$	2,902	\$	4,085	\$	2,902	\$	9,587	\$	6,685	
[3]	Type A Lunches		1,507,227	1,	.535,600		1,702,678		1,532,909		(169,769)	
[4]	Breakfast Program		102,006		120,476		132,476		143,709		11,233	
[5]	All Other Sales and Adults		588,632		586,691		614,369		619,088		4,719	
[6]	Other Receipts		69,146		78,444		72,363		69,785		(2,578)	
[7]	State School Food Payments		86,549		89,227		85,407		96,634		11,227	
[8]	Federal Meals Reimbursement		2,328,330	2,	,469,058	2,474,419			2,568,918		94,499	
[9]	Transfers From School Operating		24,064		5,873		7,000		1,606		(5,394)	
[10]	Total Revenues	\$	4,708,855	\$4,	,889,454	\$	5,091,614	\$	5,042,236	\$	(49,378)	
	Total Revenues and Beginning Balance		6,077,663	6,	,448,962		6,669,757		6,985,079			
	Expenditures:											
[11]	Salaries	\$	1,745,169	\$1,	759,359	\$	1,973,854	\$	1,801,735	\$	172,119	
[12]	Fringe Benefits		644,130		609,765		751,686		691,313		60,373	
[13]	Contractual Services		62,199		61,946		68,683		65,936		2,747	
[14]	Utilities, Travel and Misc		52,010		51,605		58,759		51,567		7,192	
[15]	Food and Supplies		1,945,885	1,	,994,802		2,120,575		1,944,949		175,626	
[16]	Capital Outlay		68,763		28,642		118,057		14,587		103,470	
[17]	Appropriation Fund Bal Prior Year		-				1,578,143				1,578,143	
[18]	Total Expenditures	\$	4,518,155	\$4,	506,119	\$	6,669,757	\$	4,570,087	\$	2,099,670	
[19]	Revenue Over / (Under) Expenditures		190,700	\$	383,335	\$	-	\$	472,149			
[20]	Balance June 30	\$	1,559,508	\$1,	,942,843	\$	-	\$	2,414,992			
[21]	Balance Nonspendable - Inventory	\$	238,947	\$	272,504			\$	235,775			
[22]	Committed - reserve for encumbrance	\$	-	\$	-			\$	78			
[23]	Assigned fund balance	\$			\$1,670,339				2,179,139			

School Textbook Fund

The textbook fund finished the year with an increase of \$971,914 resulting in a fund balance to \$2,686,747. The primary source of revenue for this fund comes from the Standards of Quality funding provided by the Commonwealth. The state funds require a local match equal to the composite index percentage.

Beginning fund balance for the School Textbook Fund was \$1,714,833. Revenues plus the beginning fund balance provide for the total available funds of \$3,177,495. For FY 2017, state funds of \$884,353 plus \$558,345 in local matching funds, and \$19,964 in miscellaneous receipts for interest and fees totaled \$1,462,662 in revenue.

Textbook purchases were made for replacements of worn textbooks, handwriting textbooks for grades 1 through 3, and math consumables. Total expenditures on textbooks and related activities equaled \$490,748 for the year – less than planned due to delaying the purchase of new social studies textbooks at all levels and high school science textbooks until the next fiscal year. A small portion of the expense total is for a clerical position attributable to maintaining the textbook inventory.

The textbook fund balance increases and decreases over time as it supports the year-to-year disbursements driven by the timing of required textbook adoptions. Textbook fund balance is assigned to the next fiscal year to support required textbook adoptions.

Frederick County Public Schools

School Textbook Fund

Year Ended June 30, 2017

			[a] 2014-15		[b] 2015-16	_	[c] 2016-17		[d] 2016-17		[e]
			Actual		Actual		Budget	_	Actual		Variance
[1]	Balance July 1	\$	1,421,028	\$	1,077,501	\$ 1,219,249		\$	1,714,833	.,714,833 \$	
	Revenues:										
[2]	Interest on Bank Deposits	\$	2,620	\$	3,882	\$	5,000	\$	12,196	\$	7,196
[3]	Sale of Textbooks/ Lost Fees		2,144		1,115		5,000		7,768		2,768
[4]	Sale of Used Books		359		417		1,500				(1,500)
[5]	State Reimbursements		787,033		788,171		877,358		884,353		6,995
[6]	Transfers From Other Funds		476,198		469,739		558,345		558,345		0
[7]	Total Revenues	\$	1,268,354	\$	1,263,324	\$ 1	1,447,203	\$	1,462,662	\$	15,459
	Expenditures:										
[8]	Salaries	\$	16,076	\$	17,088	\$	17,430	\$	17,471	\$	(41)
[9]	Fringe Benefits		4,017		4,204		4,411		4,405		6
[10]	Contractual Services		2,195		-		-		-		-
[11]	Payments to Publishers		1,589,593		604,699	2	2,461,608		468,872		1,992,736
[12]	Planned Carryforward to Next Year						183,003				183,003
[13]	Total Expenditures	\$	1,611,881	\$	625,991	\$ 2	2,666,452	\$	490,748	\$	2,175,704
[14]	Revenues Over / (Under) Expenditures	\$	(343,527)	\$	637,333	\$(1	1,219,249)	\$	971,914	\$	2,191,163
[15]	[15] Balance June 30		1,077,501	\$	1,714,833	\$	-	\$	2,686,747		
	Committed - reserve for encumbrance Assigned fund balance	\$ \$	- 1,077,501	\$ \$	- 1,714,833			\$ \$	- 2,686,747		

School Capital Projects Fund

The school capital projects fund is a separate fund intended for the purchase of capital items that are not provided for in the annual school operating fund. This fund typically receives revenue from the local governing body through direct appropriation or through the transfer of funds from prior year remaining balances in the school operating fund.

The beginning fund balance of \$4,099,481 was used to complete maintenance projects after July 1, 2016 and include: fire alarm replacement at James Wood High School, division-wide building automation management systems upgrade, roof replacement at Sherando High School, HVAC upgrade at school board administration building, fire pump upgrade at Bass-Hoover Elementary School, chiller replacement at Armel Elementary School, and eight school bus replacements.

As of June 30, 2017, these projects were in various stages of planning, completion, or payment. The balance of \$1,220,061 will be carried forward into FY 2018.

Some of the items listed above should be supported by a sufficient funding level in the operating fund because they are part of the larger scope of the annual operating responsibilities of the school division. Restoration of such funding in the operating budget will allow for this fund to return to the practice of using it for special projects outside the norm of the operating fund, yet also not large enough for the construction fund.

Frederick County Public Schools

School Capital Projects Fund

Year Ended June 30, 2017

		[a]		[b]	[c]	[d]	[e] Variance				
		2014-15 Actual		2015-16 Actual		6-17 lget	2016-17 Actual		fro Adju	ance om usted dget			
[1] Balance July 1	\$	858,814	\$	647,957	\$ 3,000,000		\$ 4,099,481		\$ 1,09	99,481			
Revenues: [2] Other Receipts [3] Local Funds - Frederick County	\$	542,594	\$	4,314,747	\$	-	\$	-	\$	-			
[4] Transfers from Other Funds[5] Transfers- Encumbrances from prior year	ar	<u>-</u>		<u>-</u>	1,33	- 32,857		- -	(1,33	- 32,857)			
Total Revenues	\$	542,594	\$	4,314,747	\$ 1,33	32,857	\$	-	\$(1,33	32,857)			
Expenditures:													
[6] Capital Outlay	\$	753,451	\$	863,222	\$ 4,33	32,857	\$ 2,8	79,420	\$ 1,45	53,437			
[7] Total Expenditures	\$	753,451	\$	863,222	\$ 4,33	32,857	\$ 2,8	79,420	\$ 1,45	53,437			
[8] Fund Balance June 30	\$	647,957	\$	4,099,481	\$	-	\$ 1,2	20,061					
[9] Committed - reserve for encumbrance [10] Assigned fund balance	\$ \$	166,292 481,665	\$ 1,332,857 \$ 2,766,624					34,367 85,694					

Construction Fund

The active construction projects for FY 2017 were:

- construction of replacement for FCMS;
- continued design of the fourth high school;
- and continued design of the twelfth elementary school and Armel addition.

A project-to-date summary is shown below and is provided in a different format on the financial statement. The amounts shown in bold represent active project balances at year-end, which will be automatically re-appropriated in the next fiscal year to continue the project.

Replacement FCMS: Beginning project amount Expenditures through June 30, 2017 O/S Encumbrances @ June 30, 2017 Remaining project balance	\$ 49,500,000.00 \$(48,252,699.46) \$(1,174,232.59) \$ 73,067.95	12 th Elementary School: Beginning project amount Expenditures through June 30, 2017 O/S Encumbrances @ June 30, 2017 Remaining project balance	\$ 1,500,000.00 \$(1,050,204.40) \$(338,858.40) \$ 110,937.20
Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received – easement proceeds Cash transferred to other projects Cash disbursed for project Accounts Payable @ June 30, 2017 Cash/A/P balance @June 30, 2017	\$ 46,840,723.67 \$ 4,598,400.95 \$ 103,268.15 \$ 120,000.00 \$(2,108,015.62) \$(48,182,077.42) \$(70,622.04) \$ 1,301,677.69	Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received – other sources Cash disbursed for project Accounts Payable @ June 30, 2017 Cash/A/P balance @June 30, 2017	\$.00 \$.00 \$.00 \$ 1,500,000.00 \$(1,050,204.40) \$(0.00) \$ 449,795.60
Fourth High School: Beginning project amount Expenditures through June 30, 2017 O/S Encumbrances @ June 30, 2017 Remaining project balance	\$ 6,000,000.00 \$(5,308,590.98) \$(249,195.47) \$ 442,213.55	Armel Additions: Beginning project amount Expenditures through June 30, 2017 O/S Encumbrances @ June 30, 2017 Remaining project balance	\$ 500,000.00 \$(471,563.00) \$(7,770.00) \$ 20,667.00
Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash transferred-undesignated fund Cash received from other projects Cash disbursed for project Accounts Payable @ June 30, 2017 Cash/A/P balance @June 30, 2017	\$ 2,734,850.00 \$ 209,216.97 \$ 4,733.58 \$ 2,500,000.00 \$ 230,199.17 \$(5,308,590.98) \$(0.00) \$ 370,408.74	Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received from other projects Cash disbursed for project Accounts Payable @ June 30, 2017 Cash/ A/P balance as of June 30, 2017	\$.00 \$.00 \$.00 \$ 500,000.00 \$ (471,563.00) \$ (0.00) \$ 28,437.00

Frederick County Public Schools

Construction Funds

Year Ended June 30, 2017

		Project Prior Y		[b] Prior Years' Receipts	[c] 2016-2017 Actual Receipts			[d] ummulative Project Receipts				
[1] B	Balance July 1					8	3,620,571					
R	Revenues:											
[2]	Interest Income	\$	-	\$	85,196	\$	22,806	\$	108,002			
[3]	Proceeds from Bond Sale		54,300,000		49,575,574		0		49,575,574			
[4]	Other Receipts		3,200,000		7,549,801		0		7,549,801			
[5]	Miscellaneous						0					
[6]	Total Revenues	\$	57,500,000	\$	57,210,571		22,806	\$	57,233,377			
			[a]		[b]		[c]	Cı	[d] ummulative	[e]	R	[f] emaining
			Project Budget		Prior Years' xpenditures		6-2017 ctual	Ex	Project openditures	utstanding cumbrances		Project Balance
E	xpenditures:										-	
[7]	Replacement FCMS	\$	49,500,000	\$	42,914,262	5	,338,438	\$	48,252,699	\$ 1,174,233	\$	73,068
[8]	Armel Elementary Additions		500,000		147,053		324,510	\$	471,563	\$ 7,770	\$	20,667
[9]	Twelfth Elementary School		1,500,000		242,095		808,110	\$	1,050,204	\$ 338,858	\$	110,937
[10]	Fourth High School - land & design		6,000,000		5,286,591		22,000	\$	5,308,591	\$ 249,195	\$	442,214
[11]	Total Expenditures	\$	57,500,000	\$	48,590,000	6	5,493,058	\$	55,083,058	\$ 1,770,056	\$	646,886
[12] B	dalance June 30							\$	2,150,319			

Debt Service Fund

The year-end balance in the debt service fund is \$30,470. The fund balance is carried forward to offset the local share of debt service in the next fiscal year.

During the fiscal year, FCPS received \$94,742 in refinancing credits from VPSA and \$276,973 from the federal government as an interest rebate subsidy for the Qualified School Construction Bonds (QSCB) program. Additionally, \$15,972,475 was received from the county. These revenues plus the beginning fund balance were used for the principal, interest, and administrative expenses for the 35 active debt issues.

The FY 2017 principal, interest, and debt management fee payments totaled \$16,427,599. The end of year fund balance is \$30,470 and will be used toward the FY 2018 debt obligations.

A summary of the outstanding indebtedness is shown below.

Outstanding debt at June 30, 2016	\$ 124,	590,414
New debt incurred during FY 2017	\$	0
Principal payments on existing debt during FY 2017	<u>(\$ 10,8</u>	363,296 <u>)</u>
Outstanding debt at June 30, 2017	<u>\$ 113,</u>	727,118

Frederick County Public Schools

Debt Service Fund

Year Ended June 30, 2017

		[a]		[b]		[c]	[d]	v	[e] ariance
		2014-15 Actual		2015-16 Actual		2016-17 Adjusted Budget	2016-17 Actual	А	from djusted Budget
[1]	Balance July 1	\$ 922,736	\$	287,524	\$	103,290	\$ 113,879	\$	10,589
	Revenues:								
[2]	State VPSA Credits	\$ -	\$	76,264	\$	94,742	\$ 94,742	\$	0
[3]	Federal - QSCB	275,783		277,270		275,782	276,973		1,191
[4] [5]	Local Funds - Frederick County Transfers from Other Funds	14,626,151	1	4,626,151		15,972,475	15,972,475		-
[6]	Total Revenues	\$ 14,901,934	\$ 14,979,685		\$	16,342,999	\$ 16,344,190	\$	1,191
	Expenditures:								
[7]	Principal Payments	\$ 9,236,871	\$1	0,119,992	\$	10,863,296	\$ 10,863,296	\$	-
[8]	Interest Payments	4,718,909		5,017,438		5,557,993	5,547,953		10,040
[9]	Miscellaneous	15,050		15,900	_	25,000	 16,350		8,650
[10]	Total Expenditures	\$ 13,970,830	\$1	5,153,330	\$	16,446,289	\$ 16,427,599	\$	18,690
[11]	Transfers to Other Funds	\$ 1,566,316	\$	-	\$	-	\$ -		
[12]	Balance June 30	\$ 287,524	\$	113,879	\$	-	\$ 30,470		
[13]	Committed - reserve for encumbrance	\$ -	\$	_			\$ -		
[14]	Assigned fund balance	\$ 287,524	\$	113,879			\$ 30,470		

Insurance Reserve Fund

The insurance reserve fund accounts for premiums received and health claims paid for participating employees. The fund balance is generated from medical and dental premiums paid by the school system and employees exceeding insurance carrier payments for those claims. Likewise, the fund balance could decrease for claims exceeding premiums paid. A range for projected claims expense and health care utilization is prepared by the insurance carrier. Premiums are set within the projected range.

The health insurance program provided coverage for about 1,820 FCPS employees and retirees plus their dependents. The program includes two medical plan options, one vision, and one dental plan—all provided by Anthem. The two medical plan options are known as KeyCare 25 and the Health Savings Account (HSA) plan.

Column [e] shows the current year activity compared to expected and maximum levels shown in columns [c] and [d]. Medical and dental claims, affordable care act and other expenses for FY 2017 were \$17,321,578, significantly below the expected level of \$18,855,616. The insurance reserve fund year-end balance increased by \$639,098 to an ending balance of \$2,517,960. The fund balance equates to just under two months of claims activity. The fund balance is assigned to support future health claims.

Columns [f] and [g] provide a range of activity projected for FY 2018. Overall, the fund needs to support about \$19.8 million in expected claims for the FY 2018. It is important to maintain a fund balance sufficient to support claims exceeding the expected level.

Frederick County Public Schools

Insurance Reserve Fund

Year Ended June 30, 2017

		[a]		[b]	[c]		[d] Maximum Claim		[e]		[f]		[g] Maximum Claim	
		Actual 2014-15		Actual 2015-16	Activity 2016-17		Liability 2016-17		Actual 2016-17		Activity 2017-18		Liability 2017-18	
[1]	Balance July 1	\$ 2,312,491	\$	3,639,783	\$ 1,878,863	\$	1,878,863	\$	1,878,863	\$	2,517,960	\$	2,517,960	[1]
[2] [3] [4]	Revenues: Interest on Bank Deposits Health Insurance Premiums Donations/Grants/Other	\$ 12,026 16,094,732 2,865	\$	15,395 16,345,445 1,505	\$ 11,500 18,844,116		11,500 18,884,116	\$	26,949 17,931,992 1,735	\$	20,000 19,763,734		20,000 19,763,734	[2] [3] [4]
[5]	Total Revenues	\$ 16,109,623	\$	16,362,345	\$ 18,855,616	\$	18,895,616	\$	17,960,676	\$	19,783,734	\$	19,783,734	[5]
[6] [7] [8] [9] [10]	Expenditures: Contracted Activities Taxes & Fees Supplies Health Care Claims Dental Claims	\$ 294,921 3,061 3,327 14,788,283 1,002,916	\$	251,263 6,194 4,471 16,763,280 1,098,057	\$ 174,000 17,681,616 1,000,000		174,000 20,333,858 1,000,000	\$	198,603 6,964 2,203 16,022,741 1,091,069	\$	198,000 18,465,606 1,120,128	•	198,000 21,235,447 1,120,128	[6] [7] [8] [9] [10]
[11]	Total Expenditures	\$ 16,092,508	\$	18,123,265	\$ 18,855,616	\$	21,507,858	\$	17,321,578	\$	19,783,734	\$	22,553,575	[11]
[12] Revenues Over (Under) Expenditures		\$ 17,115	\$	(1,760,920)	\$ -	\$	(2,612,242)	\$	639,098	\$	-	\$	(2,769,841)	[12]
[13] Balance June 30		\$ 2,329,606	\$	1,878,863	\$ 1,878,863	\$	(733,379)	\$	2,517,960	\$	2,517,960	\$	(251,881)	[13]

Northwestern Regional Educational Programs (NREP) Funds

Frederick County Public Schools is the fiscal agent for the NREP program. The school divisions of Winchester City and Frederick and Clarke Counties fund the program along with some federal and state dollars. The NREP program provides intense services to multiple disabled students, emotionally disabled students, autistic students, hearing impaired students, deaf/blind students, and preschoolers with various disabilities. The program also provides outreach services to daycares and homes, as well as occupational, physical, and speech therapy services. About 250 students are served by this program.

Total revenues were \$4,767,709 and were \$279,035 less than budgeted. This amount represents a reduction in the localities' contributions due to the distribution of the FY 2016 surplus of \$292,243, as well as positive variances in interest earnings, tuition payments, and state grant funds of \$13,208. Expenditure savings of \$602,036 were realized throughout the year. The residual surplus is \$315,243, which will be credited back to the localities in FY 2018. The residual surplus was generated from vacancy and turnover savings in personnel and reduced contracted costs for autism specialization services.

The NREP textbook fund concluded the year with a fund balance of \$63,010. The fund balance is accumulated over time and is assigned to future disbursements driven by textbook adoption requirements.

Frederick County Public Schools

Northwestern Regional Educational Programs (NREP) Funds Year Ended June 30, 2017

		[a]		[b]		[c]		[d]		[e]
	_	2014-15 Actual	;	2015-16 Actual	Δ	2016-17 djusted		2016-17 Actual		/ariance from
OPERATING FUND						Budget			A	dj. Budget
Balance at July 1	\$	220,262	\$	218,442	\$	300,000	\$	292,243	\$	(7,757)
REVENUES:										
[1] Interest	\$	1,196	\$	1,615	\$	-	\$	4,054	\$	4,054
[2] Tuition		7,403		4,646		7,400		3,110		(4,290)
[3] Revenue from Commonwealth[4] Revenue from Federal Government		40,078 -		37,458 -		26,000		39,444 -		13,444 -
[5] Local Funds Frederick County,		-		-		-		-		-
Winchester City, and Clarke County		4,456,778		4,666,066	!	5,013,344		4,721,101		(292,243)
[6] TOTAL REVENUES	\$	4,505,455	\$	4,709,785	\$!	5,046,744	\$	4,767,709	\$	(279,035)
EXPENDITURES:										
[7] Instruction	\$	3,662,691	\$	3,791,549	\$ 4	4,152,980	\$	3,884,791	\$	268,189
[8] Administration, Attendance & Health		183,113		186,934		196,742		196,475		267
[9] Pupil Transportation Services[10] Operations and Maintenance		- 584,921		- 580,897		2,917 640,946		2,917 607,360		- 33,586
[11] Food Services		-		-		-		-		-
[12] Fund Transfers/Contingency		25,000		25,000		300,000		-		300,000
[13] Technology		51,550		51,604		53,159		53,166	-	(6)
[14] TOTAL EXPENDITURES	\$	4,507,275	\$	4,635,984	\$!	5,346,744	\$	4,744,708	\$	602,036
	_						_			
[15] Balance at June 30	\$	218,442	\$	292,243	\$		\$	315,243		
[16] Committed - reserve for encumbrance	\$	-	\$	-			\$	-		
[17] Assigned fund balance	\$	218,442	\$	292,243			\$	315,243		
		,	·	,				ŕ		
TEXTBOOK FUND										
Balance at July 1	\$	13,409	\$	38,493	\$	50,000	\$	62,689	\$	12,689
REVENUES:										
[1] Interest	\$	85	\$	163	\$	-	\$	321	\$	321
[2] Transfers from NREP Operating Fund		25,000	-	25,000	•	-		-	•	-
[3] TOTAL REVENUES	\$	25,085	\$	25,163	\$		\$	321	\$	321
EXPENDITURES:										
[4] Payments for textbooks	\$	-	\$	967	\$	50,000	\$	-	\$	50,000
[5] TOTAL EXPENDITURES	\$	-	\$	967	\$	50,000	\$	-	\$	50,000
Balance at June 30	\$	38,493	\$	62,689	\$		\$	63,010		
[6] Committed records for a constant	<u></u>						<u></u>			
[6] Committed - reserve for encumbrance[7] Assigned fund balance	\$ \$	38,493	\$ \$	62,689			\$ \$	63,010		

Consolidated Services Fund

The consolidated services fund accounts for the transaction activity associated with building services provided to county buildings and the Handley Regional Library, as well as vehicle services provided to the school division and outside agencies.

The transportation facility is located on Route 522 south and is equipped for fleet maintenance and fueling services to support the school division. Services are also provided to some county offices and departments, and volunteer fire and rescue stations. The facility operations include vehicle repairs, tire changing, washing and fueling, and inspections. The facility is staffed by heavy-duty and light-duty mechanics. Most of the service mechanics hold Automotive Service Excellence (ASE) certifications in their respective fields. Fleet services are billed to user agencies on a cost recovery basis. The charges are comprised of full recovery of all direct and indirect expenses associated with the service provided.

FY 2017 revenues totaled \$2,531,730 and expenses totaled \$2,562,444. Revenues are under expenditures by \$30,714 which is absorbed by fund balance.

Frederick County Public Schools

Consolidated Services Fund

Year Ended June 30, 2017

		[a]			[b]	2	[c] 2016-17		[d]	[e] Variance	
			014-15 Actual		2015-16 Actual	A	djusted Budget		2016-17 Actual		from dj. Budget
	Balance July 1	\$	-	\$	359,970	\$	802,633	\$	364,312	\$	(438,321)
[1]	Revenue:										
[2]	Building Services Billings to Regional Library Board Billings to County Government	\$	7,294 4,988	\$	5,109 2,789	\$	9,000 6,000	\$	3,569 569	\$	(5,431) (5,431)
	Sub-total Building Services	\$	12,282	\$	7,898	\$	15,000	\$	4,138	\$	(10,862)
[3]	Vehicle Services					4.					(
	Billings to FCPS	Ş 2	,391,844	Ş :	2,148,181	\$2	,298,462	\$	2,154,526	\$	(143,936)
	Billings to Outside Agencies		481,239		397,678		483,906		372,247		(111,659)
	Other Receipts Sub-total Vehicle Services	¢ 2	7,570	<u> </u>	2,545,859	\$2	,782,367	<u> </u>	818 2,527,591	\$	818 (254,776)
	Sub-total verificie Services	2 ب	.,660,055	, ب	2,343,633	∠د	,762,307	Ą	2,327,331	ڔ	(234,770)
[4]	Transfers from School Operating Fund	\$ \$	-	\$ \$	-	\$ \$	-	\$ \$	-	\$	-
[5]	Prior Year Encumbrances	\$	-	\$	-	\$	-	\$	-	\$	-
[6]	Total Receipts	\$ 2	,892,935	\$	2,553,758	\$2	,797,367	\$	2,531,730	\$	(265,638)
	Total Receipts and Beginning Balance	\$ 2	,892,935	\$	2,913,728	\$3	,600,000	\$	2,896,042		
[7]	Expenditures:										
[8]	Building Services										
	County Administration Building	\$	2,685	\$	2,060	\$	6,000	\$	569	\$	5,431
	Bowman Regional Library		7,294		5,109		9,000		3,569		5,431
	Other Agencies	_	2,303	_	729	_		_		_	-
[9]	Sub-total Building Services Vehicle Services	\$	12,282	\$	7,898	\$	15,000	\$	4,138	\$	10,862
	Salaries	\$	657,723	\$	698,968	\$	719,910	\$	683,754	\$	36,155
	Fringe Benefits		224,703		221,380		224,287		216,170		8,117
	Purchased Services		15,049		21,866		815,539		42,268		773,271
	Other Charges	1	63,549		52,343	1	71,819		61,347		10,472
	Materials and Supplies Capital Outlay	1	.,864,810		1,546,960	1	,746,884 6,562		1,548,205 6,562		198,680
	Sub-total Vehicle Services	\$ 2	,825,834	\$	2,541,517	\$3	,585,000	\$	2,558,306	\$	1,026,694
[10]	Total Expenditures	\$ 2	,838,116	\$	2,549,415	\$3	,600,000	\$	2,562,444	\$	1,037,556
[11]	Revenues Over/ (Under) Expenditures	\$	54,819	\$	4,342			\$	(30,714)		
[12]	Balance June 30	\$	54,819	\$	364,312			\$	333,598		
[13]	Balance Nonspendable - Inventory	\$	256,860	\$	278,961			\$	308,500		
[14]		\$	103,110	\$	85,351			\$	25,098		

Special Grants Fund

The special grants fund is a fiduciary fund which accounts for the transaction activity associated with the special grants or programs for which Frederick County Public Schools is the fiscal agent. These grants may be multi-year or multi-jurisdictional grants and fall outside of the typical K-12 programs for FCPS.

Currently, there are no active grants and programs reported.

Frederick County Public Schools

Special Grants Fund

Year Ended June 30, 2017

			[a]		[d]		[c]		[d]
			2014-15 Actual		015-16 Actual	Adj	2016-17 Adjusted Budget		16-17 ctual
	Balance July 1	\$	12,471	\$	3,403	\$	-	\$	-
	REVENUES:								
[1]	Donations and Grants	\$	-	\$	-	\$	-	\$	-
	Fees from Business & Industry	\$	-	\$	-	\$	-	\$	-
	Tuition Payments from Localities		-		-		-		-
	Revenue from the Commonwealth Revenue from the Federal Government		-		-		-		-
[2]	Sub-total Regional Adult Ed. Revenues	\$	<u> </u>	\$	<u> </u>	\$	-	\$	
,	ous total regional radic zar november	*		Ψ		Ψ		Ψ	
[3]	Federal Grant - Teaching American History	\$		\$		\$		\$	
[4]	TOTAL REVENUES	\$	-	\$	-	\$	-	\$	-
	EXPENDITURES:								
[5]	Chain of Checks	\$	8,994	\$	3,313	\$	-	\$	-
[6]	At Risk/Low Income		75		89		-		-
[7]	Teacher of the Year								
[8] [9]	Regional Adult Education Teaching American History		-		-		-		-
[10]	TOTAL EXPENDITURES	\$	9,069	\$	3,403	\$		\$	-
[11]	Balance June 30	\$	3,403	\$		\$		\$	

Private Purpose Funds

The school division maintains a private-purpose endowment fund and a private-purpose income fund. The endowment fund activity includes contributions and management expenses associated with the principal or corpus. The income fund activity includes miscellaneous restricted donations, interest postings, disbursements, and fund transfers. Fund balances are brought forward each year into the next fiscal period.

The fund balance at June 30, 2017, is comprised of the following:

	Private-Purpose Endowment Balance	Private-Purpose Income Fund Balance
Armstrong Foundation Scholarship	\$224,861	\$ 2,234
Della Stine Scholarship	\$ 13,465	\$ 184
Axalta Scholarship	N/A	\$ 0
Clyde & Alfretta M. Logan Scholarship	N/A	\$ 15,000
Bright Futures Program	N/A	\$ 61,175
Teacher of the Year	N/A	(\$ 246)
Total	\$ 238,326	\$ 78,347

Private-Purpose Endowment Funds

- Armstrong Foundation Scholarship Fund—This fund accounts for funds provided by the Armstrong Foundation. Earnings are used to provide scholarships to deserving students of the Frederick County, Virginia schools.
- ➤ Della Stine Scholarship—This fund accounts for funds provided by a private donor. Earnings on fund assets may be used to provide a scholarship to a deserving student who attended Dowell J. Howard Learning Center.

Private-Purpose Income Fund

- The Armstrong Foundation, Della Stine, Axalta, and Clyde and Alfretta M. Logan Scholarship Funds are used for the restricted purpose of providing scholarships to students at the three Frederick County high schools. The two endowed funds are used to support the respective annual scholarship when interest income is insufficient.
- Bright Futures is a non-profit organization that helps schools connect student needs with resources that already exist in the community. Donated resources can be in the form of money, supplies, or time.
- The Teacher of the Year award is presented each year during convocation. The recipient receives a plaque, a ring featuring the school division's logo, a Chromebook, and a spending account to be used for instructional materials, supplies, or travel.

Frederick County Public Schools

Private Purpose Funds

Year Ended June 30, 2017

		[a]			[b]		[c]		[d]
		Priva	Y15-16 te-Purpose dowment	Priva	Y15-16 te-Purpose ncome	Priva	Y16-17 hte-Purpose dowment	Priva	Y16-17 te-Purpose ncome
[1]	Balance July 1	\$	241,326	\$	9,848	\$	238,326	\$	36,533
[2] [3] [4] [5] [6]	REVENUES: Interest on Bank Accounts Interest on Investments Donations and Grants Transfers from Other Funds Investment Earnings	\$	-	\$	755 57,259 3,000	\$	-	\$	1,538 68,073
[7]	TOTAL REVENUES	\$	-	\$	61,014	\$	-	\$	69,612
[8] [9] [10] [11] [12] [13]	EXPENDITURES: Scholarship Payments Other Expenses Other Operating Supplies Instructional Supplies Technology Hardware Transfers to Other Funds	\$	- - - - - 3,000	\$	9,500 3,556 16,274 4,999 - -	\$	- - - - -	\$	8,000 10,780 8,020 99 899
[14]	TOTAL EXPENDITURES	\$	3,000	\$	34,329	\$	-	\$	27,798
[15]	Balance June 30	\$	238,326	\$	36,533	\$	238,326	\$	78,347

Patty D. Camery, Executive Director of Finance

cameryp@fcpsk12.net

Memorandum

DATE: September 7, 2017

TO: Cheryl Shiffler, Frederick County Finance Director

FROM:

Patty D. Camery, FCPS Executive Director of Finance Street FY 2018 Budget Home for 2 FY 2018 Budget Items for Consideration by the Board of Supervisors RE:

At their meeting on September 5, 2017, the School Board approved the following budget adjustments which are subject to consideration and approval by the Board of Supervisors. Please include the following FY 2018 requests on the agenda for the County Finance Committee meeting scheduled for September 20, 2017.

Budget Adjustments to the School Operating Fund

- 1. A budget adjustment to the School Operating Fund is requested for the \$285,003.55, which represents grant funds received during FY 2017 and are to be used for specific purposes such as Apple Federal Credit Union Education Foundation, SOL Algebra Readiness program, Project Graduation and other miscellaneous grants.
- 2. The School Board is requesting an FY 2018 budget adjustment to the School Operating Fund for \$997,264.55, which represents the FY 2017 unobligated surplus in the School Operating Fund. Approval of this request will provide appropriation for funds to be spent on buses.
- 3. A budget adjustment to the School Operating Fund is requested for \$502,498.66, which represents the final award amount for FY 2018 for VPI+ Preschool Expansion Grant under the United States Department of Education. No local funds are required.
- 4. A budget adjustment to the School Operating Fund is requested for \$100,000.00. which represents an extended grant award from the National Oceanic and Atmospheric Administration (NOAA). No local funds are required.

cc: Dr. David T. Sovine, Superintendent Kris Tierney, Interim County Administrator

Α	В	С	D	E	F	G	Н	I	J	К	L	М	N	0	Р	Q	R
		De	ebt Service Requireme	ents				F	Revenue Availa	ble for DS				Debt Service C	ash Flow Su	ırplus (Deficit)	
																	Estimated
		Joint & Non-				General Fund	General Fund	Other	Round Hill			Total		Revenue	Capital	Adjusted	Incremental
		Schools CIP Debt				Budgeted Debt			Fire (35.35%	Millwood Fire	Credits for Series	Revenues	Surplus/	From Prior	Reserve	Surplus/	Tax
FY	Service	Service	addtnl debt	addtnl cip	Total	Service	Pay-Go Cash	Revenues of	of VPFP 2014)	Reimbursement ⁽²⁾	2011 QSCBs ⁽³⁾	Available	(Deficit)	Tax Impact	Utilized	(Deficit)	Equivalent
2017	19,313,841	0			19,313,841	18,830,782			131,088	74,999	276,973	19,313,842					
2018	18,638,796	0	0		18,638,796	18,830,782			130,435	74,999	276,973	19,313,189	674,393			674,393	0.749326
2019	17,682,401	0	261,600	0	17,944,001	18,830,782			131,149	74,999	276,973	19,313,903	1,369,902	0		1,369,902	1.522113
2020	17,023,811	0	2,285,640	2,300,000	21,609,451	18,830,782			131,699	74,999	276,973	19,314,453	(2,294,998)	2,044,295		(250,703)	0.278559
2021	16,104,360	0	2,445,450	2,341,170	20,890,980	18,830,782			130,354	74,999	276,973	19,313,108	(1,577,872)	250,703		(1,327,169)	1.474632
2022	15,659,094	0	2,386,590	2,383,077	20,428,761	18,830,782			130,544	74,999	276,973	19,313,298	(1,115,463)	1,580,422		464,959	
2023	13,756,534	0	2,327,730	2,425,734	18,509,998	18,830,782			130,456	74,999	276,973	19,313,210	803,212			803,212	
2024	12,565,006	0	2,268,870	2,469,155	17,303,031	18,830,782			130,186	74,999	276,973	19,312,940	2,009,909			2,009,909	
2025	11,296,528	0	2,210,010	2,513,353	16,019,891	18,830,782			131,458	74,999	276,973	19,314,212	3,294,321			3,294,321	
2026	10,150,356	0	2,151,150	2,558,342	14,859,848	18,830,782			130,735	74,999	276,973	19,313,489	4,453,641			4,453,641	
2027	9,346,389	0	2,092,290	2,604,136	14,042,815	18,830,782			131,837	74,999	276,973	19,314,591	5,271,776			5,271,776	
2028	8,536,767	0	2,033,430	2,650,750	13,220,947	18,830,782			131,209	74,999	276,973	19,313,963	6,093,016			6,093,016	
2029	7,950,583	0	1,974,570	2,698,198	12,623,351	18,830,782			130,401	74,999	276,973	19,313,155	6,689,804			6,689,804	
2030	6,862,666	0	1,915,710	2,746,496	11,524,872	18,830,782			131,168	74,999	276,973	19,313,922	7,789,050			7,789,050	
2031	6,609,805	0	1,856,850	2,795,658	11,262,313	18,830,782			130,442	74,999	276,973	19,313,196	8,050,883			8,050,883	
2032	5,414,964	0	1,797,990	2,845,701	10,058,655	18,830,782			131,777	74,999	138,486	19,176,044	9,117,389			9,117,389	
2033	4,739,689	0	1,739,130	2,896,639	9,375,458	18,830,782			131,143	74,999		19,036,924	9,661,466			9,661,466	
2034	4,432,913	0	1,680,270	2,948,488	9,061,671	18,830,782			130,334	74,999		19,036,115	9,974,444			9,974,444	
2035	4,106,408	0	1,621,410	3,001,266	8,729,084	18,830,782			131,126	74,999		19,036,907	10,307,823			10,307,823	
2036	3,159,369	0	1,562,550	3,054,989	7,776,908	18,830,782			131,576	74,999		19,037,357	11,260,449			11,260,449	
2037	411,176	0	1,503,690	3,109,673	5,024,539	18,830,782				74,999		18,905,781	13,881,242			13,881,242	
2038		0	1,444,830	3,165,337	4,610,167	18,830,782				74,999		18,905,781	14,295,614			14,295,614	
2039		0	1,385,970	3,221,996	4,607,966	18,830,782				74,999		18,905,781	14,297,815			14,297,815	
2040		0	153,270	3,279,670	3,432,940	18,830,782				74,999		18,905,781	15,472,841			15,472,841	
2041		0	0	3,338,376	3,338,376	18,830,782				74,999		18,905,781	15,567,405			15,567,405	
Total	213,761,456	0	39,099,000	61,348,203	314,208,659												
	·		252,860,456		·		·		·		·					·	· <u></u>

Scenario 27M passed

assumes an average 2% growth over time

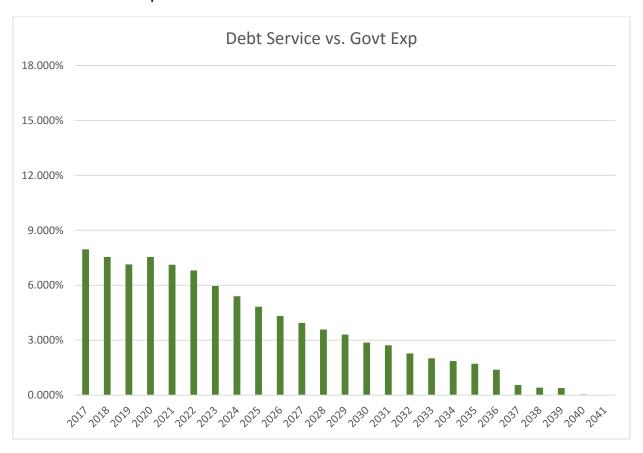
at this point, Davenport assumed 1% growth in the property tax increases. It may be more plausible to consider a rate reduction or capital projects

* penny equals \$900K

 $\ensuremath{\text{ex 123}}$ strike through denotes use of surplus for debt service

Key Debt Ratio

Debt Service to Expenditures



\$220,088,658 2015 Adj Expenditures

\$229,552,470 2016 (4.3%)

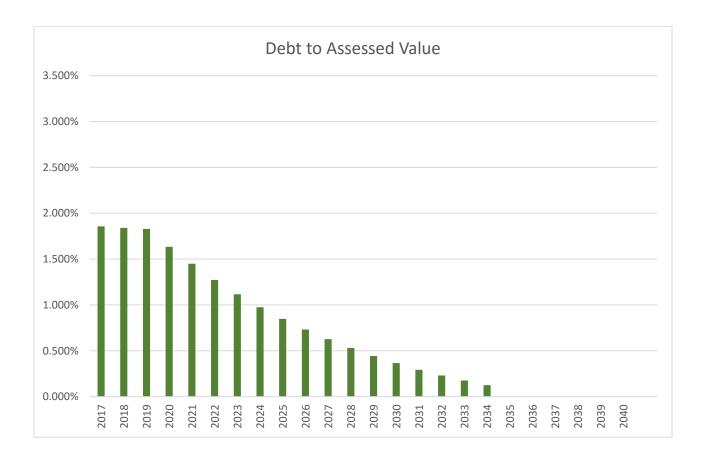
\$242,636,961 2017 (5.7%)

*2018 & beyond (2%)

8% -12% range is the adopted County debt policy guideline

Key Debt Ratio

Debt to Assessed Value

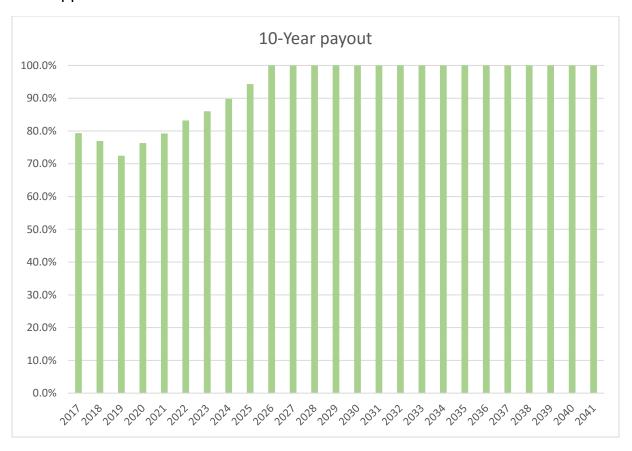


.75-1.75 % is County guideline

Growth in assessed value is 2% average

Key Debt Ratio

Tax Supported Debt Service



Amount of principal to be retired in the next 10 years.

65% is the County guideline

		Existing [Debt	Year End		Projected	l New Deb	t Service		lus Projected Debt Service t		
	Principal	Interest	<u>Total</u>	Outstanding Principal- Existing Debt		Total Projecte	d New Debt Thro	ugh Spring 20	Total Projec	ited and Ap roved D	ebt Service	
						Principal	Interest	TOTAL	Principal	interest		
Invadia	10,784,593	4.969.168	15,753,751	102.942.535	Fr20.00	EHROBS	ICHOISESE .	TOTAL	10 784 583	4.969.168	15.753.751	#Y00
FY2019	10,341,220	4,453,035	14,794,255	92,601,315	FY2019		261,600	261,600	10,341,220	4,714,635	15,055,855	FY20
FY2020	10,180,047	3,954,044	14,134,091	82,421,288	FY2020	1,200,000	1,085,640	2,285,640	11,380,047	5,039,684	16,419,731	FY20
FY2021	9,733,540	3,491,494	13,225,034	72,687,728	FY2021	1,350,000	1,095,450	2,445,450	11,083,540	4,586,944	15,670,484	FY20
FY2022	9,731,944	3,041,115	12,773,059	62,955,784	FY2022	1,350,000	1,036,590	2,386,590	11,081,944	4,077,705	15,159,649	FY20
FY2023	8,590,784	2,607,867	11,198,651	54,365,000	FY2023	1,350,000	977,730	2,327,730	9,940,784	3,585,597	13,526,381	FY20
FY2024	7,780,000	2,230,754	10,010,754	46,585,000	FY2024	1,350,000	918,870	2,268,370	9,130,000	3,149,624	12,279,624	FY20
FY2025	6.855.000	1,895,969	8,750,969	39,730,000	FY2025	1,350.000	860,010	2,210,010	8,205,000	2,755,979	10,960,979	FY20
FY2026	6,000,000	1,610,521	7,610.521	33,730,000	FY2026	1,350,000	801,150	2,151,150	7,350,000	2,411,671	9,761,671	FY20
FY2027	5,425,000	1,373,569	6,798,569	28,305.000	FY2027	1,350,000	742,290	2.092.290	6,775,000	2,115,859	8,890,859	FY20
FY2028	4,815,000	1,169,750	5,984,750	23,490.000	FY2028	1,350,000	683,430	2,033,430	6,165,000	1,853,180	8,018,180	FY20
FY2029	4,410,000	995,019	5,405,019	19,080.000	FY2029	1,350,000	624,570	1,974,570	5,760,000	1,619,589	7,379.589	FY20
FY2030	3,455,000	860,449	4,315,449	15,625,000	FY2030	1,350.000	565,710	1,915,710	4,805,000	1,426,159	6,231,159	FY20
FY2031	3,455,000	603,800	4,058.800	12,170,000	FY2031	1,350,000	506,850	1,856,850	4,805,000	1,110,650	5,915,650	FY20
FY2032	3,080,000	351,221	3,431,221	9,090,000	FY2032	1,350.000	447,990	1,797,990	4,430,000	799,211	5,229,211	FY20
FY2033	2,885,000	255,205	2,940,205	6,405,000	FY2033	1,350,000	389,130	1,739,130	4,035,000	644,335	4,679,335	FY20
FY2034	2,460,000	169,406	2,629,406	3,945,000	FY2034	1,350,000	330,270	1,680,270	3,810,000	499,676	4,309,676	FY20
FY2035	2,210,000	91,711	2,301,711	1,735,000	FY2035	1,350,000	271,410	1,621,410	3,560,000	363,121	3,923,121	FY20
FY2036	1,330,000	33,791	1,363,791	405,000	FY2036	1,350,000	212,550	1,562,550	2,680,000	246,341	2,926,341	FY20
FY2037	405,000	6,176	411,176	0	FY2037	1,350,000	153,690	1,503,690	1,755,000	159,866	1,914,866	FY20
FY2038	100,000	-			FY2038	1,350,000	94,830	1,444,830	1,350,000	94.830	1,444,830	FY20
FY2039	25	~		8	FY2039	1,350,000	35,970	1,385,970	1,350,000	35,970	1,385,970	FY20
2040	- a				FY2040	150,000	3,270	153,270	150,000	3,270	153,270	FY20
FY2041			- 2		FY2041	100,000	5,270	100,210	_	-		FY20
1 4,419				~	FY2042						2	
					FY2043	=	-	.		-	_	
					FY2044	- 4	-	3 1	l .	89	9	
					FY2045		-		l .			
					FY2046	1 2		3			8 1	
					FY2047						-	
					FY2048		-	. 1	4			
					FY2049		-	- 1	2	-		
					1,72048	• %	2.1	- 1		-		
	207,353,257	86,628,950	293,982,207	1,676,067,123		27,000,000	12,099,000	39,099,000	179,926,182	66,365,520	248,291,702	

	August 2017 Buuget Hansiers						I age I
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
8/15/2017	REFUSE COLLECTION	STEPHENSON CONVENIENCE CENTER	4203	8900	000	000	540,000.00
	TRANSFERS/CONTINGENCY		9301	5899	000	000	(540,000.00)
8/21/2017	SHERIFF	PURCHASE VEHICLE REPLACEMENT	3102	3004	000	002	(12,050.00)
	SHERIFF		3102	8005	000	000	12,050.00
8/21/2017	COMMONWEALTH'S ATTORNEY	TO FUND OTHER OPERATING	2201	5401	000	000	(1,000.00)
	COMMONWEALTH'S ATTORNEY		2201	5413	000	000	1,000.00
8/22/2017	INFORMATION TECHNOLOGY	HOOTSUITE FOR FY18	1220	5401	000	000	(119.88)
	INFORMATION TECHNOLOGY		1220	5413	000	000	119.88
8/25/2017	COUNTY ADMINISTRATOR	SALARY INCREASES FY18	1201	1001	000	001	(2,749.98)
	COUNTY ADMINISTRATOR		1201	1001	000	036	2,749.98
	COUNTY ADMINISTRATOR		1201	1001	000	001	(210.38)
	COUNTY ADMINISTRATOR		1201	2001	000	000	210.38
	COUNTY ADMINISTRATOR		1201	1001	000	001	(253.00)
	COUNTY ADMINISTRATOR		1201	2002	000	000	253.00
	COUNTY ADMINISTRATOR		1201	1001	000	001	(36.03)
	COUNTY ADMINISTRATOR		1201	2006	000	000	36.03
	COUNTY ADMINISTRATOR		1201	1001	000	001	(47.85)
	COUNTY ADMINISTRATOR		1201	2011	000	000	47.85
	PUBLIC SAFETY COMMUNICAIONS		3506	1001	000	003	(3,601.34)
	PUBLIC SAFETY COMMUNICAIONS		3506	1001	000	018	3,601.34
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(2,376.58)
	MAINTENANCE ADMINISTRATION		4301	1001	000	023	2,376.58
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(2,306.92)
	MAINTENANCE ADMINISTRATION		4301	1001	000	021	2,306.92
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(3,775.25)
	MAINTENANCE ADMINISTRATION		4301	1001	000	097	3,775.25
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(1,552.41)
	MAINTENANCE ADMINISTRATION		4301	1001	000	093	1,552.41
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(765.85)
	MAINTENANCE ADMINISTRATION		4301	2001	000	000	765.85
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(921.03)
	MAINTENANCE ADMINISTRATION		4301	2002	000	000	921.03
	MAINTENANCE ADMINISTRATION		4301		+		(131.15)
	MAINTENANCE ADMINISTRATION		4301	2006	000	000	131.15
	MAINTENANCE ADMINISTRATION		4301	1003	000	000	(174.19)
	MAINTENANCE ADMINISTRATION		4301		_	000	174.19
	RECREATION CENTERS AND PLAYGROUNDS		7104		!	 	415.24
	TRANSFERS/CONTINGENCY		9301	5807	000	002	(415.24)

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August 2017 Budget Transfers

County of Frederick General Fund August 31, 2017

ASSETS	FY18 <u>8/31/17</u>	FY17 <u>8/31/16</u>	Increase (Decrease)
Cash and Cash Equivalents Petty Cash Receivables:	53,498,777.64 1,555.00	53,929,243.22 1,555.00	(430,465.58) * A 0.00
Taxes, Commonwealth,Reimb.P/P	49,820,103.63	46,391,636.49	3,428,467.14
Streetlights Missellaneous Charges	16,354.11	16,873.86	(519.75) 105.93
Miscellaneous Charges Due from Fred. Co. San. Auth.	40,972.77 657,083.23	40,866.84 734,939.23	(77,856.00)
Prepaid Postage	1,269.45	4,143.03	(2,873.58)
GL controls (est.rev / est. exp)	(11,859,186.53)	(7,077,772.23)	(4,781,414.30) (1) Attached
TOTAL ASSETS	92,176,929.30	94,041,485.44	(1,864,556.14)
LIABILITIES			
Performance Bonds Payable	1,348,059.38	2,909,852.67	(1,561,793.29)
Taxes Collected in Advance	103,219.05	104,069.86	(850.81) * B
Deferred Revenue	49,872,961.95	46,442,031.26	3,430,930.69 *C
TOTAL LIABILITIES	51,324,240.38	49,455,953.79	1,868,286.59
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	1,109,092.00	880,736.75	228,355.25 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant Prepaid Items	234,066.38 949.63	205,675.38 949.63	28,391.00 0.00
Advances	657,083.23	734,939.23	(77,856.00)
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	362,751.09	312,512.63	50,238.46
Historical Markers	17,455.99	17,368.96	87.03
Animal Shelter	1,151,175.27	335,530.02	815,645.25
Sheriff's Reserve	1,000.00	0.00	1,000.00
Proffers	4,155,969.57	3,610,003.96	545,965.61 (3) Attached
Parks Reserve	12,413.70	9,810.01	2,603.69
E-Summons Funds VDOT Revenue Sharing	78,269.19 436,270.00	103,763.75 436,270.00	(25,494.56) 0.00
Undesignated Adjusted Fund Balance	32,538,292.20	<u>37,840,070.66</u>	(5,301,778.46) (4) Attached
TOTAL EQUITY	40,852,688.92	44,585,531.65	(3,732,842.73)
TOTAL LIAB. & EQUITY	92,176,929.30	94,041,485.44	(1,864,556.14)

NOTES:

^{*}A Cash decrease includes an increase in revenue, expenditures, and transfers, and a decrease in fund balance(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 fees.

BALANCE	SHEET	

(1) GL Controls	FY18	FY17	Inc/(Decrease)
Est.Revenue	171,844,755	159,808,756	12,035,999
Appropriations	(81,339,260)	(69,849,005)	(11,490,256)
Est.Tr.to Other fds	(103,473,774)	(97,918,260)	(5,555,513)
Encumbrances	1,109,092	880,737	228,355
	(11,859,187)	(7,077,772)	(4,781,414)

(2) General Fund Purchase Orders 8/31/17

DEPARTMENT Amount

County Office Buildings 17,551.20 Water Source Heat Pump and Installation

49,731.78 Uniforms Fire & Rescue

11,100.00 Radio Prevention Maintenance 9,439.98 Portable Gear Dryer 10,125.00 Iflow Gage and Installation 3,232.35 Textbooks and Training Supplies

Parks 6,862.00 Replace 60' Pole on Ballfield 92,722.00 Natural Play Area Playground

22,712.47 2017 Dodge Caravan 11,596.54 (2) Kwik Goals 6,885.00 Pool Pump 12,987.80 Toro Z Turn Mower

24,350.00 Frederick Heights Park Design 5,150.00 Install Antennas

Public Safety 742,500.00 Radio Console Upgrade

4,672.00 (4) Base Stations

Sheriff 6,164.50 Ammunition

6,240.00 Electronic Summons Software 18,168.00 Body Armor Carriers 5,276.64 Combat Uniforms 6,952.00 Viper Helmets 25,824.00 (12) Weapons

5,195.00 Konica Minolta Copier/Scanner

Victim Witness 3,653.74 Scanner

1,109,092.00 Total

				Designated	
(3)Proffer Information				Other	
	SCHOOLS	PARKS	FIRE & RESCUE	Projects	TOTAL
Balance 8/31/17	1,958,914.05	76,207.29	363,485.63	1,757,362.60	4,155,969.57

Designated Other Projects Detail

Treasurer

Administration 295,023.60 Bridges

4,100.00 145,000.00 12/11/14 Board Action designated \$50,000 for final debt payment **Historic Preservation**

171,026.00 on the Huntsberry property. Library

Rt.50 Trans.Imp. 10,000.00 Rt. 50 Rezoning Rt. 656 & 657 Imp. 25,000.00 25,000.00 162,375.00 69,448.00 RT.277 Sheriff Solid Waste 12,000.00 Stop Lights 52,445.00 700.00 Treasurer BPG Properties/Rt.11 Corridor 330,000.00 Blackburn Rezoning 452,745.00 Clearbrook Bus.Ctr.Rezoning 2,500.00

Total 1,757,362.60

Other Proffers 8/31/17

(4) Fund Balance Adjusted	-
Ending Balance 8/31/17	42,008,196.15
Revenue 8/17	10,695,231.42
Expenditures 8/17	(14,288,382.79)
Transfers 8/17	(5,876,752.58)
8/17 Adjusted Fund Balance	32.538.292.20

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REVENUES:		FY18 8/31/17	FY17 8/31/2016	YTD Actual
	<u>Appropriated</u>	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>
General Property Taxes	117,080,093.00	4,472,650.75	4,024,945.26	447,705.49 (1)
Other local taxes	35,717,875.00	1,141,457.95	1,178,647.23	(37,189.28) (2)
Permits & Privilege fees	2,004,806.00	341,996.16	386,661.32	(44,665.16) (3)
Revenue from use of money				
and property	192,068.00	176,207.99	70,818.70	105,389.29 (4)
Charges for Services	3,076,558.00	464,104.10	484,180.71	(20,076.61)
Miscellaneous	578,717.00	102,670.82	108,644.68	(5,973.86)
Recovered Costs	1,559,454.00	96,103.14	162,701.66	(66,598.52) (5)
Proffers Intergovernmental:		192,945.48	370,228.64	(177,283.16) (5)
Commonwealth	10,601,384.32	3,706,850.87	3,590,953.87	115,897.00 (6)
Federal	1,033,800.00	244.16	6,475.00	(6,230.84) (7)
Transfers		0.00	0.00	0.00
TOTAL REVENUES	171,844,755.32	10,695,231.42	10,384,257.07	310,974.35
EXPENDITURES:				
General Administration	11,901,064.77	3,581,415.59	2,844,967.67	736,447.92
Judicial Administration	2,663,456.50	409,061.59	383,134.34	25,927.25
Public Safety	40,112,859.39	6,809,038.80	5,434,475.93	1,374,562.87
Public Works	5,798,781.80	564,034.44	472,810.64	91,223.80
Health and Welfare	9,421,300.00	1,457,994.68	1,370,563.40	87,431.28
Education	76,320.00	19,080.00	19,704.75	(624.75)
Parks, Recreation, Culture	7,691,220.04	1,225,133.38	1,211,428.94	13,704.44
Community Development	2,028,049.03	222,624.31	209,415.84	13,208.47
TOTAL EXPENDITURES	79,693,051.53	14,288,382.79	11,946,501.51	2,341,881.28 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	105,119,982.32	5,876,752.58	1,394,969.39	4,481,783.19 (9)
Excess (deficiency)of revenues & other				
sources over expenditures & other uses	(12,968,278.53)	(9,469,903.95)	(2,957,213.83)	6,512,690.12
Fund Balance per General Ledger	_	42,008,196.15	40,797,284.49	1,210,911.66
Fund Balance Adjusted to reflect Income Statement 8/31/17	,	32,538,292.20	37,840,070.66	(5,301,778.46)

(1)General Property Taxes	FY18	FY17	Increase/Decrease
Real Estate Taxes	1,665,311	1,360,234	305,076
Personal Property	2,702,577	2,545,243	157,334
Penalties and Interest	75,476	66,918	8,558
Credit Card Chgs./Delinq.Advertising	(34,881)	(24,725)	(10,156)
Adm.Fees For Liens&Distress	64,168	77,275	(13,107)
	4,472,651	4,024,945	447,705
(2) Other Local Taxes			
Utility Taxes	184,055.31	193,977.81	(9,922.50)
Business Licenses	226,334.56	179,174.68	47,159.88
Auto Rental Tax	11,249.30	19,409.23	(8,159.93)
Motor Vehicle Licenses Fees	48,058.29	44,517.15	3,541.14
Recordation Taxes	292,773.41	315,235.86	(22,462.45)
Meals Tax	341,411.96	373,563.88	(32,151.92)
Lodging Tax	37,265.12	51,811.12	(14,546.00)
Street Lights	220.00	897.50	(677.50)
Star Fort Fees	90.00	60.00	30.00
Total	1,141,457.95	1,178,647.23	(37,189.28)
(3)Permits&Privileges			
Dog Licenses	7,350.00	12,291.00	(4,941.00)
Transfer Fees	630.90	648.00	(17.10)
Development Review Fees	69,818.00	49,657.00	20,161.00
Building Permits	178,700.32	253,219.40	(74,519.08)
2% State Fees	5,202.94	5,705.92	(502.98)
Electrical Permits	28,321.00	16,827.00	11,494.00
Plumbing Permits	3,399.00	7,529.00	(4,130.00)
Mechanical Permits	22,936.00	9,546.00	13,390.00
Sign Permits	1,425.00	975.00	450.00
Blasting Permits	30.00	60.00	(30.00)
Land Disturbance Permits	23,683.00	30,003.00	(6,320.00)
Commercial Pump and Haul Fee	500.00	-	500.00
Transfer Development Rights	-	200.00	(200.00)
Total	341,996.16	386,661.32	(44,665.16)
(4) Revenue from use of			
Money	174,316.61	69,657.50	104,659.11
Property	1,891.38	1,161.20	730.18
Total	176,207.99	70,818.70	105,389.29

(5) Recovered Costs	FY18	FY17	Increase/Decrease
	8/31/2017	8/31/2016	
Worker's Comp	-	200.00	(200.00)
Recovered Cost Fire Companies	-	27,209.00	(27,209.00)
Recovered Costs Sheriff	3,250.00	-	3,250.00
Reimbursement Circuit Court	1,877.85	1,766.29	111.56
Reimb.Public Works/Planning Clean Up	575.00	20,959.95	(20,384.95)
Clarke County Container Fees	4,295.69	13,789.61	(9,493.92)
City of Winchester Container Fees	7,859.24	26,186.72	(18,327.48)
Refuse Disposal Fees	15,621.98	18,474.58	(2,852.60)
Recycling Revenue	21,065.33	-	21,065.33
Container Fees Bowman Library	304.52	291.76	12.76
Litter-Thon/Keep VA Beautiful Grant	-	750.00	(750.00)
Restitution Victim Witness	-	3,799.50	(3,799.50)
Reimb.of Expenses Gen.District Court	5,232.73	5,749.62	(516.89)
Reimb.Task Force	5,042.44	7,679.95	(2,637.51)
Comcast PEG Grant	21,589.50	20,434.00	1,155.50
Fire School Programs	7,168.00	14,035.00	(6,867.00)
Clerks Reimbursement to County	2,220.86	1,375.68	845.18
Subtotal Recovered Costs	96,103.14	162,701.66	(66,598.52)
Proffer Lynnehaven	3,378.31	13,513.24	(10,134.93)
Proffer Redbud Run	6,454.00	32,270.00	(25,816.00)
Proffer Canter Estates	16,351.88	20,439.85	(4,087.97)
Proffer Village at Harvest Ridge	-	4,617.00	(4,617.00)
Proffer Southern Hills	34,370.00	29,460.00	4,910.00
Proffer Snowden Bridge	117,748.29	103,895.55	13,852.74
Proffer Meadows Edge Racey Tract	-	161,152.00	(161,152.00)
Proffer Cedar Meadows	14,643.00	4,881.00	9,762.00
Subtotal Proffers	192,945.48	370,228.64	(177,283.16)
Grand Total	289,048.62	532,930.30	(243,881.68)

(6) Commonwealth Revenue	8/31/17	8/31/16	
	FY18	FY17	Increase/Decrease
Motor Vehicle Carriers Tax	22,886.25	18,955.14	3,931.11
Mobile Home Titling Tax	23,550.00	30,435.00	(6,885.00)
Recordation Taxes	89,753.60	102,748.29	(12,994.69)
P/P State Reimbursement	2,610,611.27	2,610,611.27	-
Shared Expenses Comm.Atty.	40,444.27	37,661.30	2,782.97
Shared Expenses Sheriff	140,193.05	124,265.63	15,927.42
Shared Expenses Comm.of Rev.	16,306.31	15,846.33	459.98
Shared Expenses Treasurer	10,458.75	10,537.44	(78.69)
Shared Expenses Clerk	32,376.59	32,920.22	(543.63)
Public Assistance Grants	536,081.75	531,951.16	4,130.59
Four-For-Life Funds	85,262.32	-	85,262.32
DMV Grant Funding	7,114.69	5,098.06	2,016.63
State Grant Emergency Services	5,800.00	-	5,800.00
JJC Grant Juvenile Justice	32,090.00	32,090.00	-
Rent/Lease Payments	44,736.62	31,569.74	13,166.88
Wireless 911 Grant	5,916.81	5,506.81	410.00
State Forfeited Asset Funds	3,141.09	757.48	2,383.61
F&R OEMS Reimbursement	127.50	-	127.50
Total	3,706,850.87	3,590,953.87	115,897.00

County of Frederick General Fund August 31, 2017

(7) Federal Revenue	FY18	FY17	Increase/Decrease
Federal Forfeited Assets	244.16	6,475.00	(6,230.84)
Total	244.16	6,475.00	(6,230.84)

(8) Expenditures

Expenditures increased \$2,341,881.28. **General Administration** increased \$736,447.92 and includes an increase of \$428,491 for the Children's Services transfer due to increased expenses. **Public Safety** increased \$1,374,562.87 and included \$649,400.51 due to the timing of the contributions to the Fire and Rescue Companies. The contributions were issued in September in the previous year. The Transfers decreased \$4,481,783.19. See chart below:

(9) Transfers Increased \$4,481,783.19	FY18	FY17	Increase/Decrease	
Transfer to School Operating	1,032,255.77	903,813.48	128,442.29	*1
Transfer to School Construction	0.00	1	-	
Transfer to Debt Service County	159,184.39	155,182.51	4,001.88	
Transfer to School Operating Capital	0.00	-	-	
Operational Transfers	361,692.42	335,973.40	25,719.02	*2
Debt Contingency	4,323,620.00	-	4,323,620.00	*3
Total	5,876,752.58	1,394,969.39	4,481,783.19	

^{*1} Increase in FY18 School Operating Fund Transfer

^{*2} Timing of Insurance Charge Outs

^{*3} Board of Supervisors Capital Fund

County of Frederick FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER August 31, 2017

Cash GL controls(est.	ASSETS rev/est.exp)	FY2018 <u>8/31/17</u> 7,677,556.30 (1,005,120.00)	FY2017 <u>8/31/16</u> 6,846,245.71 (731,328.31)	Increase (<u>Decrease</u>) 831,310.59 * 1 (273,791.69)
	TOTAL ASSETS	6,672,436.30	6,114,917.40	<u>557,518.90</u>
	LIABILITIES			
Accrued Operat	ing Reserve Costs	<u>2,507,247.00</u>	2,395,005.00	112,242.00
	TOTAL LIABILITIES	2,507,247.00	<u>2,395,005.00</u>	112,242.00
	EQUITY			
Fund Balance Reserved				
Encumbrances Undesignated		14,042.10	44,800.69	(30,758.59)
Fund Balance		4,151,147.20	3,675,111.71	<u>476,035.49</u> * 2
	TOTAL EQUITY	4,165,189.30	3,719,912.40	445,276.90
	TOTAL LIABILITY & EQUITY	6,672,436.30	6,114,917.40	<u>557,518.90</u>

NOTES:

^{*2} Fund balance increased \$476,035.49. The beginning balance was \$4,611,633.77 and includes adjusting entries, budget controls for FY18(\$1,008,000) and the year to date revenue less the expenditures of \$547,513.43.

Current Unrecorded Accounts Receivable-	FY2017
Prisoner Billing:	18,898.32
Compensation Board Reimbursement 8/17	474,170.45
Total	493,068.77

^{*1} Cash increased \$831,310.59. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

County of Frederick Comparative Statement of Revenues, Expenditures and Changes in Fund Balance 8/31/17

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

		FY2018	FY2017	
REVENUES:		8/31/17	8/31/16	YTD Actual
	<u>Appropriated</u>	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>
Credit Card Probation	-	14.37	36.14	(21.77)
Interest		-	5,311.63	(5,311.63)
Supervision Fees	72,435.00	3,385.00	-	3,385.00
Drug Testing Fees	1,000.00	25.00	-	25.00
Work Release Fees	379,828.00	18,650.49	30,917.35	(12,266.86)
Federal Bureau Of Prisons	0.00	110.00	396.00	(286.00)
Local Contributions	7,730,746.00	1,932,686.50	1,747,078.50	185,608.00
Miscellaneous	7,500.00	370.97	13,882.91	(13,511.94)
Phone Commissions	336,000.00	0.00	0.00	0.00
Food & Staff Reimbursement	75,000.00	8,728.10	4,249.72	4,478.38
Elec.Monitoring Part.Fees	110,000.00	1,407.70	9,165.37	(7,757.67)
Share of Jail Cost Commonwealth	1,400,000.00	0.00	0.00	0.00
Medical & Health Reimb.	75,000.00	5,440.40	5,500.67	(60.27)
Shared Expenses CFW Jail	5,250,000.00	150,739.08	361,135.75	(210,396.67)
State Grants	276,233.00	0.00	0.00	0.00
Local Offender Probation	247,636.00	0.00	0.00	0.00
Bond Proceeds	0.00	0.00	2,196.76	(2,196.76)
Transfer From General Fund	5,394,459.00	1,348,614.75	1,324,978.00	23,636.75
TOTAL REVENUES	21,355,837.00	3,470,172.36	3,504,848.80	(34,676.44)
EXPENDITURES:	22,374,999.10	2,922,658.93	2,944,115.54	(21,456.61)
Excess(Deficiency)of revenues over				
expenditures		547,513.43	560,733.26	(13,219.83)
FUND BALANCE PER GENERAL LEDGER		3,603,633.77	3,114,378.45	<u>489,255.32</u>
Fund Balance Adjusted To Reflect Income Statement 8/31/17		4,151,147.20	3,675,111.71	476,035.49

County of Frederick Fund 12 Landfill August 31, 2017

ASSETS	FY2018 8/31/2017	FY2017 <u>8/31/16</u>	Increase (Decrease)
AGGETG	0/31/2011	0/31/10	(Decrease)
Cash	35,806,878.95	33,920,460.33	1,886,418.62
Receivables:			
Accounts Receivable			
Fees	722,884.55	744,247.55	(21,363.00) * 1
Accounts Receivable Other	2,401.33	0.00	2,401.33
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>(2,743,935.62)</u>	<u>(412,188.15)</u>	<u>(2,331,747.47)</u>
TOTAL ASSETS	51,378,119.88	52,249,514.50	(871,394.62)
LIABILITIES			
LIABILITIES			
Accounts Payable	_	_	
Accrued VAC.Pay and Comp TimePay	183,021.61	191,362.47	(8,340.86)
Accrued Remediation Costs	12,807,957.65	12,516,507.64	291,450.01 * 2
Retainage Payable	26,133.20	0.00	26,133.20
Deferred Revenue Misc.Charges	2,401.33	<u>0.00</u>	2,401.33
TOTAL LIABILITIES	<u>13,019,513.79</u>	<u>12,707,870.11</u>	<u>311,643.68</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	514,222.38	1,863,016.25	(1,348,793.87) * 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>27,985,941.71</u>	<u>27,820,186.14</u>	<u>165,755.57</u> * 4
TOTAL FOLUTY	<u>-</u> 20 250 606 00	20 E44 644 20	(4 402 020 20)
TOTAL EQUITY	38,358,606.09	<u>39,541,644.39</u>	(1,183,038.30)
TOTAL LIABILITY AND EQUITY	51,378,119.88	52,249,514.50	(871,394.62)

NOTES

Note that FY17 budget controls were (\$645,965) compared to FY18(\$2,997,546) for a difference of \$2,351,581 reduction in fund balance.

^{*1} Landfill receivables decreased \$21,363.00. Landfill fees at 8/17 were \$654,579.13 compared to \$589,436.39 at 8/16 for increase of \$65,142.74. Delinquent fees at 8/17 were \$113,687.21 compared to \$150,471.49 at 8/16 for a decrease of \$36,784.28.

^{*2} Remediation increased \$291,450.01 and inlcudes \$260,047.00 for post closure and \$31,403.01 interest.

^{*3} The encumbrance balance at 8/31/17 was \$514,222.38. Included in this balance is \$30,612 for granular silica gel, a Kubota tractor for \$66,120.68, a 2017 Ford super duty F-450 for a cost of \$51,717. Additionally, a 2017 CAT 963K track loader for \$334,679 and \$31,093.70 for a Ford 150 4X4.

^{*4} Fund balance increased \$165,755.57. The beginning balance was \$30,242,865.69 and includes adjusting entries, budget controls for FY18(\$2,997,546), (\$120,000) for trash compactor GPS system,(\$10,000) for generator monitoring equipment (\$100,000) for surveillance equipment and \$970,622.02 for year to date revenue less expenditures.

County of Frederick Comparative Statement of Revenue, Expenditures and Changes in Fund Balance August 31, 2017

FUND 12 LANDFILL		FY2018	FY2017	YTD
REVENUES		8/31/17	8/31/16	Actual
	<u>Appropriated</u>	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>
Credit Card Charges	0.00	419.35	440.78	(21.43)
Interest on Bank Deposits	75,000.00	2,631.76	2,564.84	66.92
Salvage and Surplus	0.00	27,810.91	22,062.00	5,748.91
Sanitary Landfill Fees	5,920,000.00	1,017,327.08	959,721.65	57,605.43
Charges to County	0.00	99,207.16	84,767.58	14,439.58
Charges to Winchester	0.00	25,510.38	20,877.08	4,633.30
Tire Recycling	110,000.00	49,888.62	15,165.16	34,723.46
Reg.Recycling Electronics	66,000.00	11,047.00	10,882.00	165.00
Greenhouse Gas Credit Sales	10,000.00	0.00	0.00	0.00
Miscellaneous	48,000.00	0.00	0.00	0.00
Wheel Recycling	50,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	168,402.00	31,703.58	41,293.36	(9,589.78)
Landfill Gas To Electricity	287,293.00	59,458.99	66,461.94	(7,002.95)
Waste Oil Recycling		0.00	0.00	0.00
TOTAL REVENUES	6,734,695.00	1,325,004.83	1,224,236.39	100,768.44
Operating Expenditures	4,951,853.00	354,382.81	416,943.33	(62,560.52)
Capital Expenditures	5,041,000.00	0.00	444,755.60	(444,755.60)
TOTAL Expenditures	9,992,853.00	354,382.81	861,698.93	(507,316.12)
Excess(defiency)of revenue over				
expenditures		970,622.02	362,537.46	608,084.56
Fund Balance Per General Ledger		27,015,319.69	27,457,648.68	(442,328.99)
FUND BALANCE ADJUSTED		27,985,941.71	27,820,186.14	165,755.57

County of Frederick, VA Report on Unreserved Fund Balance September 14, 2017

Unreserved Fund Balance, Beginning of Year, July 1, 2017		44,544,519
Prior Year Funding & Carryforward Amounts		
C/F forfeited asset funds	(176,173)	
C/F capital contingency	(1,144,788)	
C/F Fire Company Capital	(219,688)	
C/F Sheriff vehicle equipment	(20,130)	
C/F Sheriff body cameras	(128,440)	
C/F Sheriff eSummons	(29,620)	
C/F Sheriff 21st century grant	(12,699)	
C/F Sheriff honor guard donation	(100)	
C/F Sheriff auto claim reimbursement	(15,742)	
C/F design Stephenson Convenience Center	(9,000)	
C/F Middletown & Greenwood site improvements	(60,434)	
C/F NW Sherando design & Abrams Creek survey	(88,770)	
C/F NW Sherando construction	(612,300)	
C/F Rose Hill Park playground	(7,278)	
C/F E911 radio upgrade	(7,580)	
C/F Stephens City ancillary building	(214,106)	
C/F Fire & Resuce study	(27,900)	
	-	(2,774,746)
Other Funding / Adjustments		
COR refund - Calibur Collision	(14,926)	
COR refund - Valley Proteins	(16,961)	
COR refund - Ally Financial	(3,267)	
Airport capital	(209,674)	
COR refund - Toyota Lease Trust	(3,305)	
COR refund - Gander Mountain	(7,150)	
		(255,283)
Fund Balance, September 14, 2017		41,514,489



Department of Planning and Development 540/665-5651

Fax: 540/665-6395

MEMORANDUM

TO: Board of Supervisors

FROM: John A. Bishop, AICP, Assistant Director - Transportation

RE: Transportation Committee Report for Meeting of September 25, 2017

DATE: October 4, 2017

The Transportation Committee met on September 25, 2017 at 8:30 a.m.

Members Present
Gary Lofton Chairman (voting)
Judith McCann-Slaughter (voting)
James Racey (voting)
Barry Schnoor (voting)
Gene Fisher (voting)
Kevin Kenney (liaison PC)

Members Absent
Mark Davis (liaison Middletown)
Lewis Boyer (liaison Stephens City)

Items Requiring Action

1. Kernstown Limited Access Break:

A. Request for Limited Access Break:

The owner of the subject property, which is located on the northeast quadrant of the Interchange between Route 37 and Route 11 in Kernstown, is seeking a break in the VDOT limited access line immediately across from the interchange ramp. The Applicant has been working with VDOT to make the limited access break work. To date, they have had a Traffic Impact Analysis (TIA) done. The TIA has graphic detail of what needs to be completed for this limited access to work. The Applicant is seeking concurrence from the County in the form of a letter or resolution from the Board of Supervisors (BOS) to be forwarded to the Commonwealth Transportation Board (CTB). The CTB grants the limited access breaks upon recommendations of VDOT, agreements to develop between VDOT and the Applicant, and the concurrence from the County. The pros based on the study are that the limited access break will give an alternative way

of entrance/exit onto Commonwealth Court via direct access to Route 37 ramps. Also, this request is consistent with the Comprehensive Plan. The cons are the additional traffic, this is even with improvements. The representatives of the Applicant were present to address concerns that the Committee had on the improvements. Ms. McCann-Slaughter and Mr. Fisher requested larger scale copies to review with the improvements prior to the Board of Supervisors meeting.

On a motion by Mr. Racey that was seconded by Mr. Schnoor the Committee passed unanimously to recommended to forward the item to Board of Supervisors to adopt a resolution of support contingent on all improvements being implemented.

B. Request for Revenue Sharing:

Included in the above request is a request from the Applicant for the County to apply for Revenue Sharing on their behalf. A draft revenue sharing agreement is being reviewed by the County Attorney. The cost estimate provided by VDOT as the management agency for the project will be verified by VDOT for the cost estimate to their standards. It was noted that the project will be backed up with a bond. Also, noted the County is in the bi-annual process for Revenue Sharing, there are no other competing applications to date.

On a motion by Mr. Fisher and seconded by Mr. Racey the Committee, passed unanimously that this item be forward to the Board of Supervisors for recommendation.

2. SmartScale Program Update:

At the August 2017 meeting of the Transportation Committee, the SmartScale application process was discussed. The Commonwealth Transportation Board (CTB) will be meeting in October and Staff is looking for direction for comments to be directed to the CTB at that meeting.

Staff concerns are as follows:

- The reduced number of applications that the County can apply for which is four (4). The MPO and Regional Commission each also can do 4 applications which the County, and other regional localities, can potentially access.
- Per the presentation more changes could be presented to the CTB for action without the opportunity for localities to render further input.
- Congestion-Current Day Demands vs. Forecasted Demands; Good for current needs but not supportive of long range planning.

- To receive points for being consistent with local planning, the project must be specifically referenced in the Comprehensive Plan or regional economic development strategy.
- Project Readiness, analysis needs to be completed. This can cause localities to shoulder the burden of often expensive technical studies which will now be required as parts of certain projects.

The deadline to submit comments on the draft SmartScale Technical Guide is by October 20, 2017.

By consensus the Committee forwarded this item to the Board for review and consideration of whether to direct Staff to comment on these items to the Commonwealth Transportation Board.

4. Transportation Partnership Opportunity Fund-Agreement Execution:

The Transportation Partnership Opportunity Fund (TPOF) Agreement has been awarded in the amount of \$2,000,000.00 for the Renaissance Drive project. This is a reimbursement grant. All the Revenue Sharing funds will need to be used on this project before the TPOF funds awarded are used.

Motion by Mr. Racey and seconded by Mr. Schnoor to recommend that the Board of Supervisors approve execution of the agreement.

5. Transportation Partnership Opportunity Fund Application:

VDOT and Staff have been working closely with Navy Federal Credit Union regarding desired upgrades to the intersection of Route 50 and Independence Drive. VDOT is reviewing the Traffic Impact Analysis (TIA) to develop alternatives and cost estimates. Navy Federal Credit Union (NFCU) has reached out to the Governor's office for support, which is the reason for the TPOF. A 'backstop" agreement is in place to protect the County from any financial liability on this project.

On a motion by Ms. McCann-Slaughter and seconded by Mr. Racey the Committee recommended to forward to the Board of Supervisors to apply for funding under the TPOF.

9. Valley Mill Road Revenue Sharing Fund Transfer:

Staff recommends that the funds for Valley Mill Road, which is a private agreement with County. This project is 30% completed. They have responded that they do not want to move forward with the project. Staff suggested that the funds be transferred between Bridge Construction and the Airport Road Extension. The total amount of VDOT funds to be transferred is \$3,559,814.32.

Motion by Mr. Fisher and seconded by Ms. McCann-Slaughter to recommend approval to the Board of Supervisors.

Items Not Requiring Action

3. VACO Legislative Priorities:

It was noted that any comments would be directed to the VACO Transportation Subcommittee. The VACO Legislative priorities are broken into two (2) parts Priorities and Positions. Staff has reviewed the VACO legislative three (3) Priorities and is in much support of those items but under Positions, *Highway Tolls* and *Parking* Staff is not in support. Also, note that when the Board of Supervisors is working on the Legislative Agenda this could be used as a guide to incorporate information.

By consensus the Committee opted not to forward comments to the VACO Transportation Subcommittee at this time.

6. Request for 4-way Stop at the Intersection of Dragonfly Way and Eleven Moons Place:

Chairman Lofton received an online request from a citizen for an upgrade of the intersection of Dragonfly Way and Eleven Moons Place within the Meadows Edge Subdivision for a 4-way stop.

By consensus, the Committee chose to forward this recommendation to VDOT.

7. Fall Transportation Forum Discussion:

The Fall Transportation Forum themes to date that have been discussed have been the transportation funding and I-81. The Committee recommended that Staff add Route 50 west corridor and design standards for the Staunton District.

8. VTRANS 2040:

Staff commented on the important key points of the VTRANS 2040 is that it is part of SmartScale application as gate keeper. Also, noted was that it is a study done in detail but under estimated the amount of truck traffic on I-81 underdetermined for the area. VDOT presented a slide for the MPO on this issue. The Committee suggested that comments for the corridor rail be discussed, as well.

10. County Project Updates

Snowden Bridge Boulevard:

The roadway is open to traffic and Staff is beginning project final close out.

Tevis Street Extension/Airport Road/I-81 Bridge:

Bridge design is ongoing and draft environmental documents for VDOT have been received. Bridge design has exceeded 90% and is expected to be approved by early November, while 60% roundabout plans have been submitted for review.

Renaissance Drive:

TPOF agreements have been received from VDOT. Staff is seeking authorization to execute the TPOF agreements. Completing new project documentation for CSX through the County Attorney. The pending Carbaugh rezoning application also has potential to impact this project with matching funds for revenue sharing. Initial proffers have been reviewed and commented on and Staff is awaiting a new draft.

Valley Mill Road Realignment:

Private partner has reiterated a desire not to continue the project. Staff is considering opportunities to transfer funds. This would come to the TC and Board of Supervisors for action. Item submitted earlier in this agenda.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Communication was sent to the Applicants noting that the County could make no further moves forward on the project until a revenue sharing agreement is in place. Following that a meeting was held at which the agreement was discussed and Staff is awaiting feedback from the Applicant.

11. Upcoming Agenda Items

October/November

Eastern Road Plan Update Secondary Fund Allocation CTB Fall Public Meeting-*October10*, 2017

November/December

Oakdale Crossing Traffic Study Freight Panel

12. Other

JAB/ks

Description of Limited Access Break

The proposed break in limited access is located on Route 11 across from the SR 37 Westbound Off-Ramp Terminal, and would create a fourth leg of the existing SR 37 WB Ramp Terminal/Route 11 intersection in Winchester, Virginia. The break is located at Station 18+72.53 on the centerline of Route 11 per VDOT Project Plan (0081-034-127, RW-201, C-501), and would be approximately 90 feet wide. There is already a median break at this location to facilitate traffic movements between Route 11 and the SR 37 WB ramps. Functionally, the limited access break will not move the existing Route 11/SR 37 WB Ramp intersection.

A new southbound left-turn lane on Route 11 will be developed at the intersection within the existing median, providing approximately 250 feet of storage. A new northbound right-turn lane on Route 11 at the new intersection will also be developed along the subject property's frontage. The design of the intersection also contemplates widening of the SR 37 off-ramp to a four-lane cross-section at the intersection, providing dual left-turn lanes, a dedicated through lane, and separate right-turn lane. The new leg of the intersection is planned to have dual left-turn lanes, a dedicated through lane, and separate right-turn lane. No acceleration/deceleration/transition lanes will be required. The existing traffic signal at the intersection will be modified by the applicant to accommodate the new design.



Michael J. Coughlin (703) 680-4664 Ext. 5113 mcoughlin@thelandlawyers.com Fax: (703) 680-2161

September 12, 2017

Via First Class Muil and E-mail

Randy S. Kiser, P.E. District Administrator VDOT, Staunton District 811 Commerce Road Staunton, Virginia 24401-9029

Re: Request for Review of Limited Access Break Modification

Winchester-81, LLC

Dear Mr. Kiser:

On behalf of our client, Winchester-81 L.L.C. ("Winchester-81"), we are writing to provide supplemental documentation to Winchester-81's application for a change in limited access filed on December 28, 2015. We enclose the following:

- i) Form EQ-112, Environmental Analysis for a Proposed Change of Limited Access; and
- ii) Limited Access Break Description.

On September 5, 2017, John Callow submitted to you Kittelson & Associates, Inc.'s update to the Global Traffic Study. That study is also supplemental documentation which supports Winchester-81's application.

On a related note, as you may be aware, we in discussions with Frederick County officials and staff regarding the limited access break application and a related revenue sharing application for an improvement to Route 11 southbound from the intersection with Commonwealth Court to the intersection with the Route 37 ramp. We are hopeful that these discussions will lead to the Board of Supervisors adopting a resolution supporting the limited access break application.

We are working on a draft agreement with the County whereby our client would fund 50% of the costs for the Route 11 improvement, with the County submitting the revenue sharing application to VDOT for the remaining funds. We are working to have this draft agreement before the Board of Supervisor's Transportation Committee on September 25th, and to receive approval for a revenue sharing application agreement by October 25th. We understand that any

revenue sharing application is subject to VDOT's review and approval. Additionally, we are working toward receiving the formal letter of support for the limited access break application at either the October 11th or 25th meeting of the Board of Supervisors. With November 1, 2017 as the deadline for submitting a revenue sharing application for the next cycle, the Board of Supervisors, if it endorses our client's proposals, must do so no later than its October 25th meeting.

In order to provide the County and its staff sufficient time to review a revenue sharing application agreement, we need to provide the County a draft by the end of this week. Before submitting the draft agreement, we would like to talk further with VDOT personnel about having VDOT manage the revenue sharing project and the possibility of including another improvement in that application, namely the widening of the ramp from Route 37 onto Route 11 by one lane. If VDOT agrees that it would manage the revenue sharing project, if it is approved for funding, then we would like feedback on the cost estimates that we have developed thus far. I have contacted Jeff Lineberry and Terry Short about this matter and I look forward to hearing from them.

Finally, we have drafted a letter for our client identifying the transportation improvements our client is willing to construct and/or fund, and the conversation with VDOT staff will help assist us in finalizing this letter so that we can submit it and so that ultimately the Staunton District can support the limited access break application.

Please do not hesitate to call me to discuss this matter and I greatly appreciate your cooperation and the assistance that VDOT personnel have devoted to this project.

Sincerely,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.

Michael J. Coughlin

cc: Via E-mail Only

Jeffery Lineberry Terry R. Short, Jr. Clifton Balderson Edwin Carter John Bishop Mike Ruddy Glen Urquhart John Callow

Chris Tiesler

Environmental Analysis for a Proposed Change of Limited Access
[To be completed by the entity requesting the limited access break. The purpose of this environmental review is to support 24VAC30-400 relating to disposal of limited access control.]

	Route: US Route 11 - Valley Pike County/City: Frederick County Virginia Project description: 4th leg of intersection for access road onto TM 75-A-10 to access Winchester-81 LI Location of limited access break (attach USGS topographic map): See attached	LC paræ
	Does the limited access break involve an Interstate? Yes No V If yes, contact the District Environmental Manager. A NEPA document may be required.	
	Are the following present within the VDOT right of way and will they be impacted by the proposed limited access break?	I
	 Threatened or endangered species? Yes No Comments and basis for determination: See attached Appendix B., Potential species listed. 	
	 Archaeological sites? Yes No Comments and basis for determination: See attached Appendix C. 	
	 Wetlands? Yes No Comments and basis for determination: See attached Appendix A. 	
	 Streams? Yes ☐ No ✓ Comments and basis for determination: See attached Appendix A. 	
	 100-year floodplains? Yes ☐ No ✓ Comments and basis for determination: See attached Appendix A. 	
	 Hazardous materials? Yes No ✓ Comments and basis for determination: See attached Appendix D. 	
•	Is the project in an air quality maintenance or non-attainment area? Yes ☐ No ✓ Comments:	
	If yes, is the project considered to be regionally significant for air quality purposes? Yes No	

If yes, is the project in the Long Range Pl Yes No	lan?
Randy L. Kepler, PE, Director - Greenway E	Engineering
Representative for Requestor (name and title)	
L-Mal	11-5005-2017
Representative for Requestor (signature)	Date
Reviewed by (Name of District Environmental Manager)	
District Environmental Manager (signature)	Date
Attachment (USGS topographic map)	

Wetlands Analysis:

A wetland delineation was completed on August 2, 2017. There were no wetlands identified within the project area. See attached exhibit labeled Wetland Delineation Map (Appendix A) that outlines the review area. Most of the project area has previously been disturbed and consists primarily of paved roads, parking areas and storm water control features. A small area of the southern project area is wooded and no wetlands were identified during the review. The National Wetlands Inventory (NWI) and the Frederick County GIS mapping system was also reviewed for analysis and neither showed any potential wetlands in the project area. The proposed improvements to the Rt. 11 and Rt. 37 roads will not impact wetlands in the project area.

Streams:

As part of the wetland delineation field review, there were no streams identified within the project area. The Frederick County GIS mapping system was also reviewed for analysis and does not show any potential streams in the project area (See Appendix A).

100-year Flooplain:

The FEMA map does not identify any of the project area as being within the 100-year floodplain (See Appendix A).

Threatened and Endangered Species Analysis:

Research pertaining to threatened and endangered species was performed within a ¼-mile radius of the defined project area on August 3, 2017 by Greenway Engineering, Inc. A search conducted on the U.S. Fish and Wildlife IPAC resource list and the Virginia Department of Game and Inland Fisheries database indicated that the following are potentially affected by activities in this location: Indiana Bat, Northern Long-eared Bat and the Harperalla. The harperalla is a plant that lives in or near streams. There are no streams within the project area; therefore, there is no habitat for the harperalla. If bat habitat exists, there is potential for bat habitat to be affected by tree clearing activities, but any potential impacts can be mitigated through the permitting and/or time of year restrictions for tree clearing to be determined during the final construction document approval process prior to construction. See Appendix B for database search results.

Historical Resources Analysis:

Greenway Engineering, Inc., coordinated with the Virginia Department of Historic Resources to request an archive search for historical resources within the immediate project area. The Virginia Department of Historic Resources provided a map that identified architectural and archaeological resources within a 0.5-mile radius of the defined project area, which is included as information in Appendix C. The results of this archive search indicate that there are no known archaeological or architectural resources within the defined project area.

Hazardous Materials:

A review was completed of the hazardous material databases from the Environmental Protection Agency and the Virginia Department of Environmental Quality with the project area. Based on these database searches, there is no known hazardous waste within the project area. The results did identify three facilities with close proximity to the project area. The State Police building and the Bo's Express have known underground storage tanks (UST) and the Carquest Auto Parts building has potential hazardous materials associated with vehicle parts and maintenance. See Appendix D for database search results maps.



FREDERICK COUNTY BOARD OF SUPERVISORS A RESOLUTION TO SUPPORT AN APPLICATION TO THE COMMONWEALTH TRANSPORTATION BOARD FOR A LIMITED ACCESS BREAK ON VALLEY PIKE/ROUTE 11

(Immediately west of the interchange ramp from westbound Route 37 to Route 11)

Action:			
BOARD OF SUPERVISORS:	October 11, 2017	\square APPROVED	□ DENIED

WHEREAS, Winchester 81, LLC (Owner) is the owner of Tax Map Parcel Numbers 75-A-10A, 75-A-10B, 75-A-10C, and 75-A-10D; and

WHEREAS, the Owner plans to make an Application to the Commonwealth Transportation Board (CTB) for a limited access break on Valley Pike (Route 11); and

WHEREAS, the improvements depicted on the attached map, in addition to signalization upgrades, will be implemented upon approval of the access break by the Commonwealth Transportation Board; and

WHEREAS, those improvements involve the following:

- A. Addition of one lane, median and access management on southbound Route 11 from Commonwealth Court to the Route 37 westbound interchange;
- B. Restriping of Route 11 northbound consistent with the exhibit;
- C. Addition of northbound right turn lane at site entrance;
- D. Lane addition to the Route 37 westbound to Route 11 exit ramp;
- E. Signalization upgrades to the intersection of Route 11 and Route 37 westbound ramp; and
- F. Any additional items not shown that may be required during design to meet VDOT Standards.

WHEREAS, the Board believes that additional access at this point will provide a net benefit for the citizens of Frederick; and

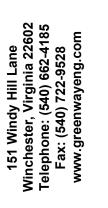
NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors on this 11th day of October 2017, that it be and hereby does express its

support for the application to the Commonwealth Transportation Board, subject to the items detailed above and by attachment, for a limited access break on Route 11 immediately east of the interchange ramp from westbound Route 37 to Route 11.

ADOPTED, this 11 ^t	day of October 2017.
--------------------------------------	----------------------

This resolution was approved by the	following reco	orded vote:	
Charles S. DeHaven, Jr., Chairman		Gary A. Lofton	
Bill M. Ewing		Robert W. Wells	
Gene E. Fisher		Judith McCann-Slaughter	
Blaine P. Dunn			
		A COPY ATTEST	
		Kris C. Tierney Frederick County Administra	ator







CHESTER-81

BREAK

LIMITED ACCESS

BACK CREEK MAGI

o. Dat

Rev. No. Date

DATE: 09/26/2017

SCALE: 1" = 80'

DESIGNED BY: KAS

FILE NO. 4926U

SHEET 1 OF 1

EXHIBIT

Revenue Sharing Agreement

THIS AGREEMENT, made and dated this __ day of _____, 2017, is made by, between and among the COUNTYOF FREDERICK, VIRGINIA (the "County"), a political subdivision of Virginia, and WINCHESTER-81 L.L.C. ("Winchester-81"), a Virginia limited liability company.

RECITALS:

- A. Winchester-81 is the owner of Frederick County Tax Map Parcels 75 A 10A, 10B, 10C, and 10D (the "Property").
- B. The parties desire to arrange for the widening of the southbound portion of a street, designated as Valley Pike (SR 11), from its intersection with Commonwealth Court to its intersection with the State Route 37 ramp, consistent with the plans prepared by Greenway Engineering dated August 15, 2017 entitled Route 11-Valley Pike-Kernstown (the "Route 11 Plans"), which plans are attached as **Exhibit 1**; this street widening project is hereinafter referred to as the "Route 11 Project."
- C. The parties desire to arrange for the construction of one additional lane of the State Route 37 ramp that carries traffic from State Route 37 westbound onto Valley Pike, consistent with what is shown on **Exhibit 2**, which widening is referred to as the "Route 37 Ramp Project." The Route 11 Project and the Route 37 Ramp Project are collectively called the "Projects."
- D. The parties estimate that the cost of constructing the Projects will total \$1,058,671.83 (the "Project Cots"), with approximately \$667,671.83 allocated to the Route 11 Project and \$391,000.00 allocated to the Route 37 Ramp Project.
- E. The parties desire to finance the Projects using funds that Winchester-81 will provide equal to one-half of the total Project Costs (the "Winchester-81 Funds"), with additional matching funds equal to one-half of the Project Costs (the "Matching Funds") to be provided by the Virginia Department of Transportation ("VDOT").
- F. On December 28, 2015, Winchester-81 submitted to VDOT a request for a change in limited access along the Route 11 frontage of the Property (the "LA Change Application"), and, as set forth below, this agreement is contingent on the Commonwealth Transportation Board approving the LA Change Application on or before February 1, 2018 (the "CTB LA Approval").
 - NOW THEREFORE, WITNESSETH: That for and in consideration of the sum of Ten Dollars, (\$10.00), cash in hand paid by each of the parties hereto unto the other, the receipt and sufficiency of which is hereby acknowledged, the parties do agree as follows:
- 1. **RECITALS**: The Recitals are made a material part hereof and incorporated herein by reference as if set out in full.

2. THE PROJECTS:

- a. The Winchester-81 Funds and the Matching Funds shall be applied and expended in order to construct the Projects.
- b. In the event that unforeseen costs are encountered, Winchester-81 agrees to expend such additional funds as are necessary in order to address unforeseen issues. The County agrees to match these additional funds with the Matching Funds, if available, but, in accordance with 4b of this Agreement, Winchester-81 shall cover 100% of all costs over and above the Matching Funds.

3. COUNTY RESPONSIBILITIES:

- a. In the application for the Matching Funds (the "Revenue Sharing Application"), the County shall request that VDOT act as fiscal agent and the project manager for the Project. The Revenue Sharing Application shall request Matching Funds for the Project Costs. The County shall submit the Revenue Sharing Application on or before November 1, 2017.
- b. The County shall ensure that VDOT provides it and Winchester-81 with a budget estimate of VDOT services in addition to the low bid prior to VDOT executing a contract with the low bidder.
- c. The County shall ensure that VDOT provides timely prior written notice to Winchester-81 of any unforeseen design, engineering, construction, or environmental issues that are encountered within the area of the Projects within forty eight hours of discovery of such issues. Thereafter, the County shall ensure that VDOT promptly provides written notice to Winchester-81 of the intended remediation measures and costs thereof prior to commencement of such work. Such notice shall specify the recommended remediation work which shall be verified and approved by VDOT and shall further set forth the date upon which the remediation work shall commence, which date shall be not less than five days after the date that notice of the intended commencement of the remediation work is given to Winchester-81. Following approval of this remediation work by Winchester-81, or in the event that Winchester-81 fails to object to the remediation work within the fiveday period referenced above, Winchester-81 shall provide payment of the additional funds through usual and customary invoicing procedures. In the event that Winchester-81 objects to the remediation work during the five-day period referenced above, then such dispute shall be submitted to a neutral engineering firm to be agreed upon by Winchester-81 and the County, whose decision shall be final and binding upon the County and Winchester-81.
- d. The County will make a good faith effort to procure the Matching Funds from VDOT. In the event the County is unable to procure the Matching Funds from VDOT, any funds provided by the parties hereto shall be returned to the respective parties, to the extent not used for the Projects, and the parties hereto shall have no further obligations under this Agreement

e. The County shall return all unspent Winchester-81 Funds to Winchester-81 at the conclusion of the Projects.

4. WINCHESTER-81'S RESPONSIBILITIES:

- a. Within ten (10) business days of the approval of the Revenue Sharing Application, provided the CTB LA Approval has occurred, Winchester-81 shall deliver to the County the Winchester-81 Funds.
- b. After the award of the contract for the Projects, Winchester-81 shall cover 100% of all reasonable costs approved by Winchester 81 over and above the state Matching Funds up to \$50,000 (the "Project Costs Overruns").
- c. In the event Winchester-81's LA Change Application is not approved by the Commonwealth Transportation Board on or before February 1, 2018, this Agreement shall terminate, and any of the Winchester-81 Funds delivered to the County shall be returned to Winchester-81.
- 5. <u>NOTICES:</u> All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, addressed respectively as follows:

<u>County:</u> Department of Planning and Development 107 N. Kent Street Winchester, VA 22601 Attn: John A. Bishop AICP

With a copy to: Roderick Williams, Esquire County Attorney 107 North Kent Street Winchester, VA 22601

Winchester-81: Glen Urquhart, 16 Cardinals Lane, Rehoboth, DE 19971

With a copy to:

Michael J. Coughlin, Esquire Walsh, Colucci, Lubeley & Walsh, P.C. 4310 Prince William Parkway, Suite 300 Woodbridge, VA 22192

6. ENTIRE AGREEMENT; AMENDMENTS; TIME:

a. This Agreement constitutes the entire agreement of the parties and supersedes any prior understandings, whether oral or written, of the parties regarding the subject matter of the

Agreement and no amendment to this Agreement shall be effective unless made in writing and signed by both parties.

- b. Time is of the essence with respect to all matters set forth in this Agreement.
- c. This Agreement shall be binding upon and the obligations and benefits hereof shall accrue to the parties hereto and their successors and assigns.
- 7. **GOVERNING LAW; VENUE:** This Agreement shall be governed by and interpreted according to the laws of the Commonwealth of Virginia and any dispute hereunder shall be heard only in the Circuit Court of Frederick County, Virginia.

By:

WITNESS the following signatures and seals:

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Name:
Title:
Date:
WINCHESTER-81 L.L.C.
Ву:
Name:
Title:
Date:

ROUTE 11-VALLEY PIKE-KERNSTOWN

PUBLIC IMPROVEMENT PLAN - 30% DESIGN

SHAWNEE MAGISTERIAL DISTRICT EREDERICK COLINITY VA

Plan Revisions

Date	Comment

	FREDERICK COUNTY, VA
	SKYJES dN SKYJES dN SKYJES dN SOMER SOM
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	Sheet List Table			
Sheet Number	Sheet Title	Rev.	No	Rev.Date
1	Cover Sheet			
2	General Notes			
3	Typical Sections			
4	Geometry Plan			
5	Road Profile			
6	Route 11 Road Sections			
7	Route 11 Road Sections			
8	Route 11 Road Sections			
9	Route 11 Road Sections			

CALL "MISS UTILITY"

VIRGINIA UTILITY PROTECTION SERVICE (VUPS) AT 811 OR 1-800-552-7001, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY UNIES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENSING EXCAVATION THE EXCAVATION RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE REQUIRED

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working the commencement of excavation or demolition of the property of undergound utility lines appear below. These numbers shall also be used to serve in an emergency condition

Water/Sewer:	Frederick County Sanitation Authority P.O. Box 1877 Winchester, VA. 22604 (540) 868-1061
Dowon:	Shanandash Vallay Floatria Coop

Shenandoah Valley Electric Coop 3463 Valley Pike Winchester, VA 22602 (540) 450-2051

(301) 954-6282 Shenandoah Gas Co. P.O. Box 2400 Winchester, VA 22604 (540) 869-1111

(540) 578-0752

URQUHART AND COMPANY WINCHESTER 81, LLC 4 EAST LAKE DRIVE REHOBOTH BEACH, DE 19971 OWNER PHONE #

URQUHART AND COMPANY WINCHESTER 81, LLC 4 EAST LAKE DRIVE REHOBOTH BEACH, DE 19971 DEVELOP PHONE #

OWNERS CERTIFICATE

The foregoing Subdivision of the land of URQUHART AND COMPANY WINCHESTER 81, LLC is with the free consent and in accordance with the desires of the undersigned owners, properties and trustees if any.

DATE
DATE

APPROVALS

SUBDIVISION ADMINISTRATOR

THESE PLANS ARE IN CONFORMANCE WITH FREDERICK COUNTY STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANCE IN THESE PLANS SHALL BE APPROVED BY THE ZONING ADMINISTRATOR PRIOR TO CONSTRUCTION



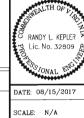
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COVER S

11-VALLEY F

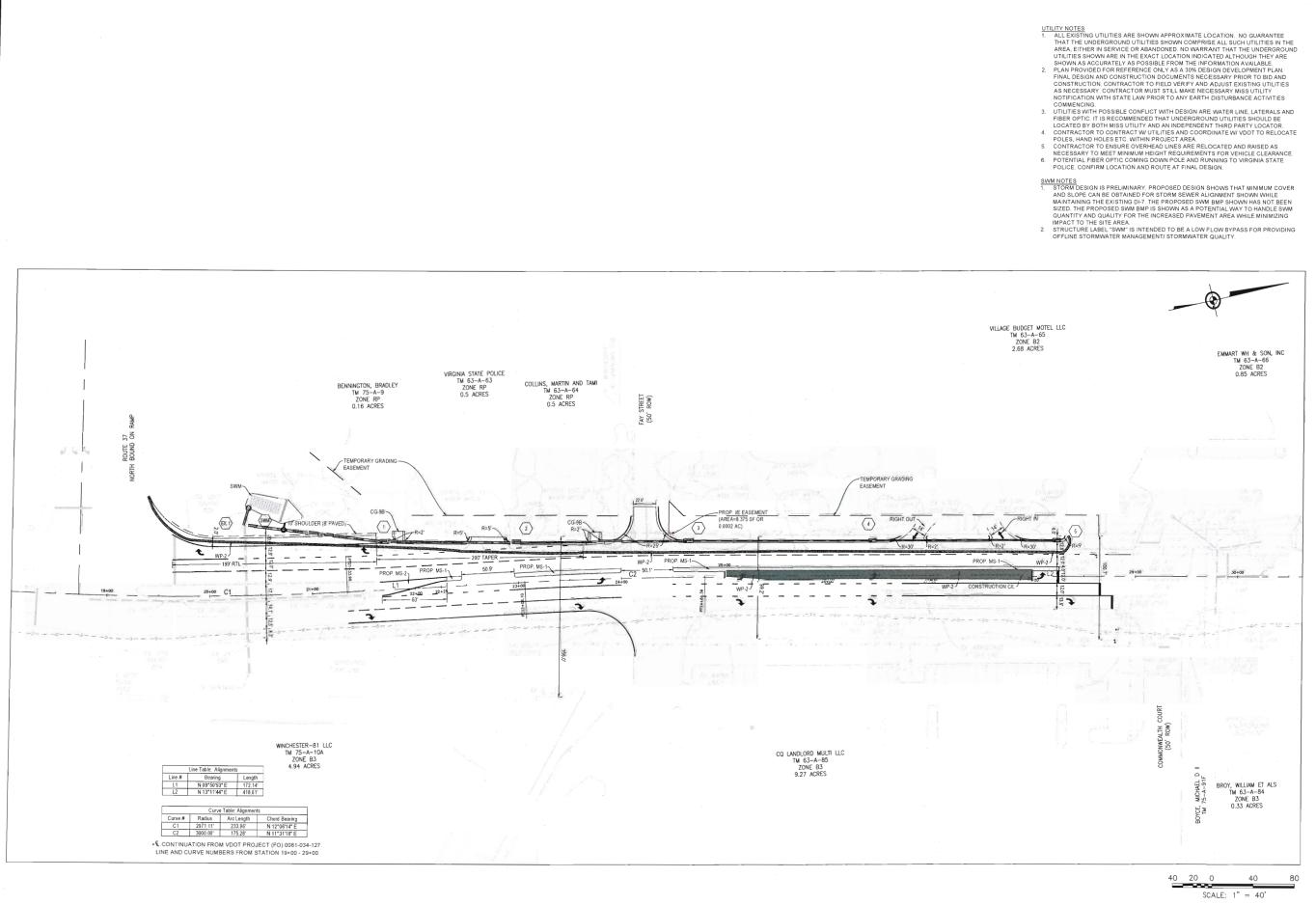
STA 19+00 Th ROUTE

30% DESIGN SET NOT FOR CONSTRUCTION



DESIGNED BY: KAS TLE NO. 4926U

SHEET 1 OF 9 DWG #



151 Windy Hill Lane nchester, Virginia 22602 lephone: (540) 662-4185 Fax: (540) 722-9528 ww.greenwayeng.com



GEOMETRY PLAN
ROUTE 11-VALLEY PIKE-KERNSTOWN
STA 19+00 THRU 29+00
SHAWNEE MAGISTERIAE DISPERS

30% DESIGN SET NOT FOR CONSTRUCTION

RANDY L KEPLER S

DATE: 08/15/2017

SCALE: 1" = 40'
DESIGNED BY: KAS

FILE NO. 4926U

DWG #

151 Windy Hill Lane Winchester, Virginia 22602 Telephone: (540) 662-4185 Fax: (540) 722-9528 www.greenwayeng.com



RODTE 11-VALLEY PIKE-KERNSTOWN

STA 18+00 THRU 28+00

SHAWNEE MAGISTERIAL DISTRICT
FREDERICK COUNTY, VA

30% DESIGN SET NOT FOR CONSTRUCTION

Rev. No. Date

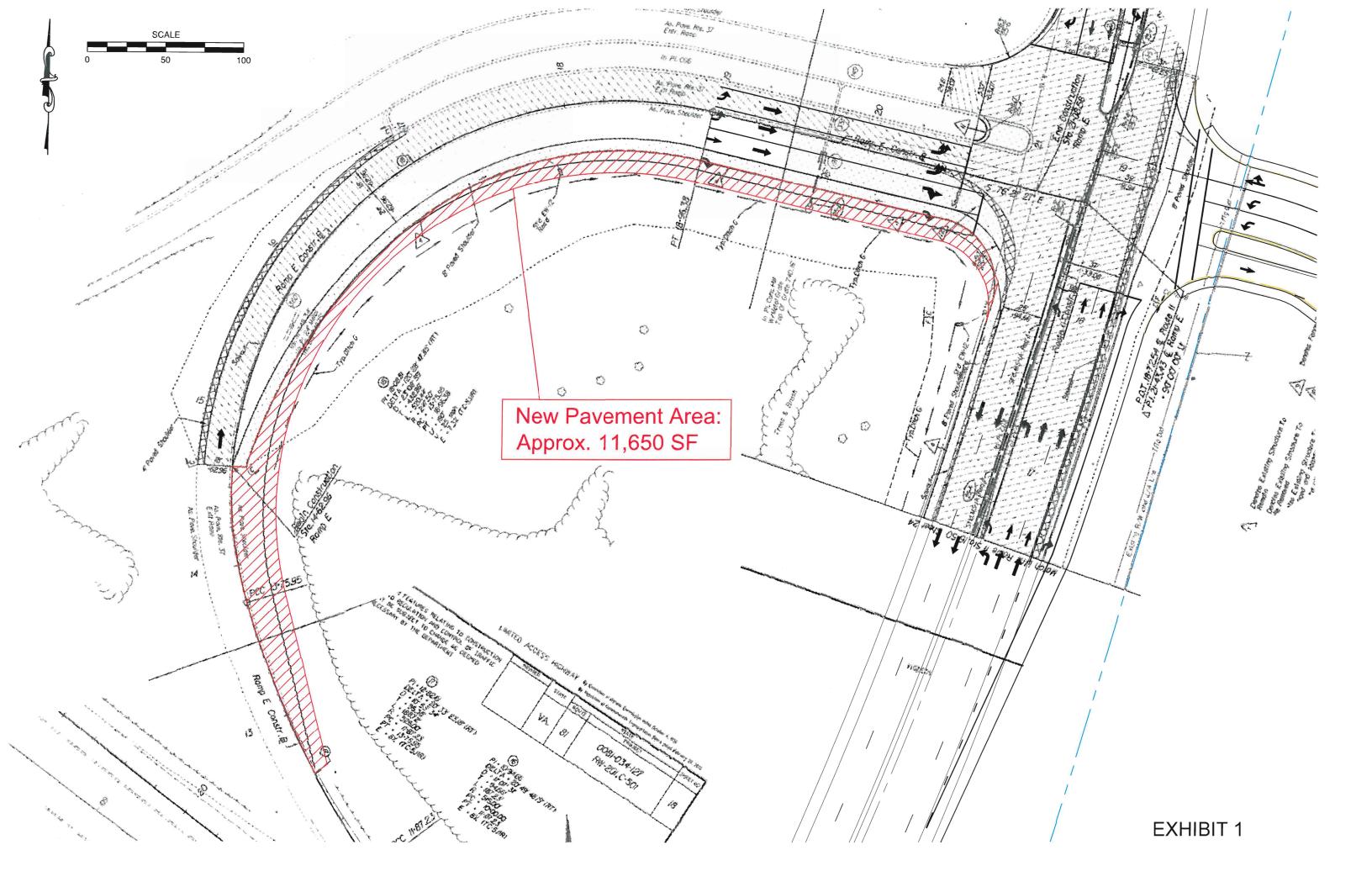


DATE: 08/15/2017

SCALE: AS SHOWN

FILE NO. 4926U

SHEET 5 OF 9



SMART SCALE

Funding the Right
Transportation Projects
in Virginia

SMART SCALE Updates

Nick Donohue Deputy Secretary of Transportation September 19, 2017

Updates



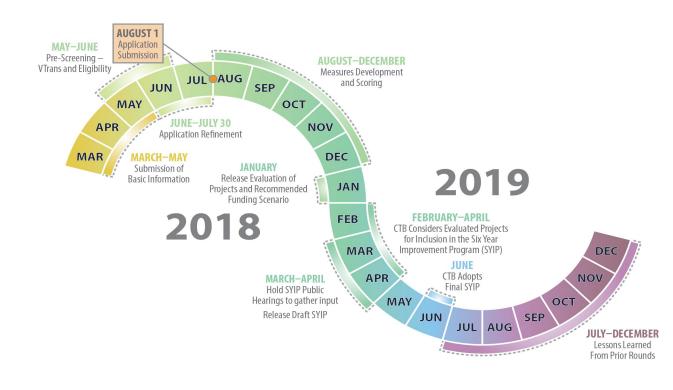
- Recap of proposed Round 3 changes
- Follow-up items from June meeting
 - Economic Development Measure
 - Cap on Square Footage
 - Distressed Communities
 - Congestion Measures
 - Current day demand versus forecasted demand 10 years in future
 - Scaling Throughput
- Summary of Feedback Received

Proposed Changes to Process Recap



Biennial Schedule

- Begin application intake March 1st 2018
- June 1st deadline for creation of an application
- August 1st submission deadline



Proposed Changes to Policy Recap



Application Limits

Establish 2 tiers based on population

Tier	Localities	MPOs/PDCs/Transit Agencies	Maximum Number of Applications
1	Less than 200K	Less than 500K	4
2	Greater than 200K	Greater than 500K	8

Proposed Changes to Policy Recap



Project Readiness

- Formalize and strengthen policy on required level of project planning
 - New interchange on limited access facility
 - IJR with preferred alternative
 - Grade separation of at-grade intersection
 - At-grade improvement options have been assessed
 - New signal
 - Signal warrants have been met and signal justified
 - Major widening
 - Corridor optimization and alternatives to new lanes have been evaluated
- Demonstrate that a project has public support, requiring resolution of support from governing body and in MPO areas a resolution of support from the regional entity

Proposed Changes to Policy Recap



Project Eligibility

- Clarify the ineligibility of maintenance and State of Good Repair (SGR) projects
- If project scope is mostly the repair or replacement of existing assets then it is not eligible for SMART SCALE Examples include:
 - Signal system replacement (mast arms, signal heads)
 - Bridge replacement with wider lane widths and/or ped accommodations

Proposed Changes to Policy Recap



Full Funding Policy

- Program not intended to replace committed local/regional funding sources, proffers, and/or other committed state/federal funding sources
- If \$ request is to add components to existing fully funded project then requested components will be analyzed independently

Relationship of Major Project Elements

 Add guidance that project elements must be associated (contiguous or same improvement type)

Proposed Changes to Measures Recap



Congestion

Person throughput – scale based on length

Safety

Remove DUI crashes and use blended rate for fatal and severe injury crashes

Accessibility – A.1 and A.2 - Access to Jobs

 Eliminate the 45 and 60 minute cap for auto and transit job access respectively

Land Use

- More specific definitions of mixed-use development
- New methodology Accessibility to key non-work destinations such as grocery, healthcare, education, etc.

Proposed Changes to Measures Update



Congestion - Person Throughput – scale based on length

- SMART SCALE team has been working on various methods to better scale throughput based on the size of the project
- Challenges remain and center around the different approaches to calculating throughput - modeled vs non-modeled projects
- Additional time, research and development is needed

Moving Forward

 Team will continue to work on items to address between now and October meeting

Proposed Changes to Measures Update



Congestion - Current Day Demand vs. Forecasted Demand

Pros

- Would focus on areas that are a problem today as opposed to something that <u>may</u> be problem in the future
- Eliminates projections and forecasting, simplifies congestion analysis

Cons

- Accounting for committed projects in SYIP for modeled improvement non-standard methodology
- High growth areas would not be reflected in analysis and limits ability to pro-actively address problems

Proposed Changes to Measures Recap



Economic Development - ED.1 - Site Development

- Remove 0.5 points for consistent with local and regional plans project specifically referenced in local comp plan or regional economic development strategy = 0.5 points
- Project in areas with economic needs get up to 0.5 points
- Zoned properties must get primary/direct access from project
- Conceptual (0.5, 1) vs detailed site plans (2, 4 points) points based on whether submitted or approved
- Reduce buffer to max of 3 miles
- Considering establishment of maximum square footage based on project type and based on current level of development - cannot exceed x% of total current square footage in jurisdiction(s)

Economic Development - ED.2 - Intermodal Access

Scale freight tonnage-based measure by the length of the improvement

Proposed Changes to Measures Update

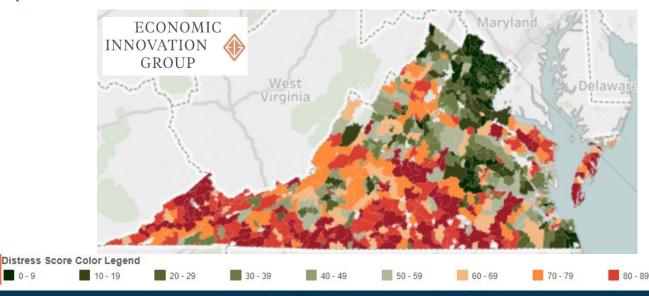


Economic Development - ED.1 - Site Development

Project in areas with greater economic needs get up to 0.5 points

Recommendation:

- Utilize data from Economic Innovation Group, data is zip code based
- Values ranges from 100 to 0, with 100 being the most distressed
- Propose calculating points by multiply distress value (as a percentage) by 0.5 points



Proposed Changes to Measures Update



Economic Development - ED.1 - Site Development

- Considering establishment of maximum square footage based on project type and based on current level of development - cannot exceed x% of total current square footage in jurisdiction(s)
- Research and feedback have demonstrated this may not be the best approach

Recommendation Approach

- Establish statewide limit on amount of square footage, additional documentation required for anything above that amount
 - Conducted review of outliers from previous two rounds
 - 10,000,000 square foot cap appears reasonable, addresses main outliers, and limit impacts

Input Received



Draft Technical Guide made publicly available on August 20, 2017

Application Limits

- Concerns raised on whether the two tier approach provides advantage/disadvantage to populated areas
- Concerns that limit could encourage applicants to submit maximum
- Effect of limits to smaller unincorporated towns county unwilling to sponsor

Project Eligibility

Concerns with proposal that proffered improvements not be eligible

Project Readiness

- Requested documentation (IJR, signal warrants, major widening) could be dated by the time funding is available - clarify level of documentation
- Suggestion for templates to document project readiness and alternative evaluation

Input Received



Measures/Methods

- Congestion
 - Include weekend analysis
 - Include current year in congestion analysis
- Safety
 - Points for preventative treatments
- Accessibility
 - Support and Opposition to removing 45/60 minute caps on access to jobs
- Economic Development
 - Increase buffer area for larger capacity projects
 - Higher weighting for Intermodal Access and Travel Time Reliability when competing for High Priority Program
 - Clarify definition of "primary access" for zoned only properties
- Land Use
 - Larger buffer for larger projects
 - More information on 'non-work' accessibility measure

Schedule and Next Steps



September – October - Fall Transportation Meetings

- Training and Outreach on proposed changes
- Receive public comment on proposed changes

October 20, 2017 - Deadline to submit comments on Draft SMART SCALE Technical Guide

October CTB Meeting

Adopt Revised CTB Policy and Policy/Technical Guides

TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND DRAFT AWARD AGREEMENT

This **Award Agreement** (this "Agreement") is made and entered into as of <u>May</u> **XX, 2017**, by and among the **Virginia Department of Transportation** ("VDOT" or the "Department"), an agency of the Commonwealth of Virginia (the "Commonwealth") and the **County of Frederick, Virginia** (the "Recipient" or the "County").

Explanatory Statement

- A. The Transportation Partnership Opportunity Fund ("TPOF" or the "Fund") was created under Section \$33.2-1529.1 of the Code of Virginia (the "Code") to provide funds to address transportation aspects of economic development opportunities.
- B. The Governor is authorized to award assistance from the Fund in various forms to an agency or political subdivision of the Commonwealth.
- C. The Recipient is a duly created and validly existing political subdivision of the Commonwealth and is eligible to receive financial assistance from the Fund.
- D. The Recipient submitted an application requesting one million, nine hundred ninety-five thousand, six hundred eighty-two dollars (\$1,995,682.00) in the form of a grant from the Fund to assist in the Renaissance Drive Extension project as defined in Exhibit A (the "Project Description" or the "Project"). The Project facilitates an economic development opportunity for the Commonwealth, thereby meeting the Transportation Evaluation Criteria established for the Fund, and will be administered by the Recipient. The projected costs of the Project are identified in Exhibit B (the "Project Budget and Sources of Funds") to this Agreement.
- E. The TPOF Advisory Panel (the "Panel") has evaluated the application and has found that it meets the requirements of the Code and the Transportation Evaluation Criteria established in the Fund's Guidelines and Criteria, dated January 2016. The Panel recommended on October 27, 2016 to the Secretary of Transportation and the Secretary of Commerce and Trade, an award by the Governor of a one million, nine hundred ninety-five thousand, six hundred eighty-two dollars (\$1,995,682.00) grant, subject to certain conditions.
- F. On March 1, 2017 the Governor approved the award of the one million, nine hundred_ninety-five thousand, six hundred eighty-two dollars (\$1,995,682.00) grant (the "Grant") to the Recipient. A copy of the Decision Brief signed by the Governor is provided as Exhibit C.
- G. Sufficient monies exist in the Fund to consider the recipient's request for financial assistance.

Commented [UM1]: Changed from 33.2-1529.11 to 33.2-1529.1

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

1. <u>Purpose of Agreement</u>. The purpose of this Agreement is to provide for the terms and conditions required for making the grant, the disbursement and application or use of the proceeds of the Grant and other matters related thereto.

2. <u>Disbursement Authorization and Application and Use of TPOF Grant Proceeds.</u>

- (a) <u>Requisition</u>. In order to requisition disbursement of the Grant proceeds, the Recipient shall submit to VDOT, a completed requisition for disbursement of the Grant proceeds signed by an authorized representative of the Recipient. The requisition will contain all information called for by, and otherwise be substantially in the form of Exhibit D (the "Requisition For Disbursement") to this Agreement.
- (b) <u>Disbursement</u>. Disbursement of the grant proceeds will begin after all other monies awarded to the locality for this project are exhausted and will be on a *reimbursable* basis, with a frequency of no more than one (1) requisition for disbursement per month.
- (c) <u>Application and Use of Grant Proceeds</u>. The Grant proceeds shall be used for the sole purpose of funding the cost and expenses of the activities and tasks undertaken by the Recipient in the development and procurement of the Project as generally summarized in the Project Budget and described in more detail in the Recipient's TPOF application (the "Work" or "Work Product"). Project expenditures, will be composed of but not limited to right-of-way acquisition, professional and inspection services, construction contractor payments and a contingency. The Grant will be limited to **one million, nine hundred_ninety-five thousand, six hundred eighty-two dollars** (\$1,995,682.00) and along with the other identified monies, is expected to be adequate to fully fund the tasks identified in the Project Budget. Any Project cost exceeding the amount of the Grant shall be paid for by the Recipient using its own monies.
- (d) <u>Performance Date.</u> Means March 1, 2020. If the Recipient, in cooperation with VDOT, deems that full faith and reasonable efforts have been made and are being made by the Recipient to achieve the Targets, VDOT may extend the Performance Date by Six (6) Months. If the Performance date is extended, this new Performance Date will for the purpose of this agreement will be the Performance Date.

The performance date shall only be extended twice during the life of the project.

(e) <u>Targets.</u> The Recipient agrees that the capital investment will be \$30,000,000 and the number of jobs created/retained will be 55. These amounts will be achieved on or prior to the Performance date and shall be maintained for a total of thirty-six (36) months after the Performance Date.

The average annual wage of new jobs will be \$50,000.

The capital investment is limited to the capital investment specific for this grant.

(f) <u>Reporting Period</u>. The reporting period is from the date of this Agreement to thirty-six (36) months after the Performance Date.

3. Project Schedule.

Every good faith effort shall be made by the Recipient to cause the completion of components of the Work no later **July 31, 2019.**

4. Reports and Records.

- (a) <u>Maintenance Requirements</u>. Full and detailed accounts and records shall be maintained, as appropriate, by the Recipient for the Project and the Grant and such controls shall be exercised as may be necessary for proper financial management, using accounting and control systems in accordance with generally accepted accounting principles and standards, so as to provide complete records to fully support the use of the Grant proceeds to pay any cost and/or expense charged to the Work. During the performance of the Work, access shall be afforded by the parties to each other and their representatives and agents to the records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda and other data, including but not limited to electronic schedules and other electronic data (all collectively referred to as the "Books and Records") relating to the Work. Such Books and Records shall be maintained at the [Insert: Recipient's address]
- (b) <u>Periodic Reports.</u> On April 1 and October 1 of each year until the End of the Reporting Period, the Recipient shall provide to VDOT's Chief Financial Officer a summary outlining the use of the TPOF monies and the status of the Project. This report should also provide an update on all progress made in order to achieve the projects investment and employment targets. In addition, the Recipient shall promptly notify VDOT of any material events that could affect the Recipient's ability to meets its financial obligations toward the Project.
- 5. Extension in the Performance Date If the Recipient has not achieved at least 90% of its new jobs and capital investment targets by the Performance Date set forth in this agreement, an extension may be granted, as long as the Recipient can provide sufficient evidence to VDOT that a full faith effort is underway in achieving its Targets. Generally, an extension will be granted only in circumstances under which it is reasonable to believe that the Recipient is likely to make significant progress toward meeting its performance targets by the extension date.
- 6. <u>Failure of Compliance</u>: If Targets criteria are not met, the Recipient will be issued a Notice of Failure and will be held responsible for any repayments as calculated by VDOT. The recipient will have a period of Thirty (30) days to respond to a failure and repayment notice, after which time the Recipient will be required and responsible for returning the grant monies to the Commonwealth within ninety (90) days of the Notice of Failure.

7. <u>Repayment Obligation</u>. Repayment obligations will be assessed based on an equal weighting of the targets. In the event that the project covers Jobs and Investment, each Target is weighted at 50% and the repayment obligation will be based on the combined level of failure of the Targets. For projects that only have a single Target, this target will be the only calculation for repayment obligation.

The formula for calculating the failure for Job Targets

Target Jobs less Actual Jobs Target Jobs

The formula for calculating the failure in Capital Investment Targets

<u>Target Capital Investment</u> <u>less Actual Capital Investment</u> Target Capital Investment

A 100% claw back may be required if at any time VDOT concludes that the Recipient will be unable to meet its new jobs and capital investment targets by the Performance Date OR a failure of reaching Targets is equal or greater than 75% of the combined target failures.

- 8. <u>Representations</u>. The Recipient further represents, covenants and agrees as follows:
- (a) The Recipient has full right, power and authority to execute and deliver this Agreement, to perform its obligations under the Agreement and to carry out the tasks associated with the Work and the Project.
- (b) Any of the transportation improvements completed with TPOF funds shall be accomplished using applicable industry standards and specifications.
- (c) To the best of the Recipient's knowledge, there are no pending or threatened suits or actions of any nature that may have an adverse effect on the Recipient's condition (financial or otherwise) or its ability to perform under the Agreement and there has been no material adverse change in the financial condition of the Recipient as indicated in the information furnished to VDOT.
- (d) The Recipient shall be responsible for all activities necessary to complete the Project and shall coordinate with Department staff for all reviews, approvals and necessary oversight as required.
- 9. <u>Public Property.</u> The Work Product shall not become private property, but shall become or remain public property following completion.
- 10. <u>Amendment</u>. The provisions of this Agreement may be amended, modified or waived only by written instrument executed by both parties.

- 11. <u>Applicable Law.</u> This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia.
- 12. <u>Permits.</u> The Recipient shall obtain all necessary permits for all Work associated with the Project.
- 13. <u>Notices</u>. All notices, approvals, consents, requests and other communications under this Agreement shall be in writing and shall be deemed to have been given when delivered in person, or when sent by Federal Express or a comparable express courier service, or when mailed by registered or certified mail, postage prepaid, addressed to the parties at the following addresses or such other addresses as a party may designate by prior written notice to the other:

(a) if to VDOT:

Virginia Department of Transportation 1401 East Broad Street Richmond, Virginia 23219 Attn: Chief Financial Officer

with a copy to:

Virginia Department of Transportation 1401 East Broad Street Richmond, Virginia 23219 Attn: Director, Financial Planning Division

and

Office of the Attorney General 900 East Main Street Richmond, Virginia 23219 Attn: Senior Assistant Attorney General, Chief - Transportation Section

- (b) if to the Recipient:
- 14. <u>Entire Agreement</u>. This Agreement, together with the Exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior or contemporaneous, oral or written agreements or understanding with respect to such subject matter.
- 15. <u>Counterparts</u>. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties, intending to be legally bound, have executed this Agreement on the date first written above.

VIRGINIA DEPARTMENT OF TRANSPORTATION
Ву:
Name: Charles A. Kilpatrick, P.E.
Title: Commissioner of Highways
Recipient
Ву:
Name:
Title:

EXHIBIT A PROJECT DESCRIPTION

Renaissance Drive Extension - American Woodmark Relocation

The TPOF funds will be used to assist in providing key network connectivity including a rail bridge crossing between Route 11 and Shady Elm Drive in support of the American Woodmark relocation. The infrastructure improvements will consist of constructing three lanes from the existing intersection of Renaissance Drive and Prosperity Drive. It will proceed to the west across CSX railroad which is planned to be a bridge crossing. After the crossing, the road will taper to a two lane rural cross section and conclude with an intersection at Shady Elm Drive (Route 651). The project is identified in the County Comprehensive Plan, MPO Long Range Plan and services existing and emerging activity centers identified in the VTRANS 2040 needs analysis.

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EXHIBIT B PROJECT BUDGET AND SOURCES OF FUNDS

<u>Renaissance Drive Extension – American Woodmark Relocation</u>

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TPOF Project Budget			
Task		Estimated Cost	
Road and Bridge Design		\$825,000	
Bidding, Utilities, CSX Cost		425,000	
Construction (10% contingency included)		4,015,000	
	Total	\$5,265,000	

Sources of Funds	
Source	Amount
Revenue Sharing	\$1,634,659
Local Match	1,634,659
Transportation Partnership Opportunity Fund	1,995,682
Total	\$5,265,000

EXHIBIT C EXECUTED DECISION BRIEF

Decision Brief

for

The Honorable Terence R. McAuliffe

Request: Governor's action to award financial assistance from the Transportation Partnership Opportunity Fund (the "Fund" or "TPOF") to the County of Frederick (the "County") to be used to assist in completing the extension of Renaissance Drive in support of the consolidation of American Woodmark's headquarters located near the Artillery Business Center in Frederick County.

Recommendation: It is recommended that the Governor approve, subject to the conditions contained within, a TPOF grant of \$1,995,682 to the County of Frederick, Virginia.

John	W. Lawson	ALLYN 2 1, VDOT CFO (/8/25/7 Date
CONCURRENCE			
Secretary of Transportation: Recommend Recommend w/ Modification Deny	X O	Secretary of Commerce and 1 Recommend Recommend w/ Modification Dany	rade:
Aubrey L. Layno, Jr. Feb 14 2017		Todd P. Haymore FE3. 20, 2017 Date	
Secretary of Finance: Recommend Recommend w/ Modification Deny Richard D. Brown	600		
APPROVAL Approve Approve	Modificat	ion Deny	,
Governor: Terence R.	McAuriffe	3/1	17 ate

EXHIBIT D REQUISITION FOR DISBURSEMENT

[ON RECIPIENT LETTERHEAD]

[Date]

Mrs. Laura A. Farmer, Director Financial Planning Division Virginia Department of Transportation 1401 East Broad Street Old Highway Building – 4th Floor Richmond, Virginia 23219

Re: Transportation Partnership Opportunity Fund

Dear Mrs. Farmer:	
This requisition, Number, is submitted dated as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement"), between the submitted dated are discovered as of(the "Agreement").	
The undersigned authorized representative of of proceeds under the Agreement in the amou payment of project costs as set forth in Scheduler (1997).	unt of \$, for the purposes of
Attached hereto are the invoices relating to the that have been approved by the Recipient.	ne items for which payment is requested and
The undersigned certifies that i) the amounts solely and exclusively to the payment, or to t payment of project costs, and ii) any material requisition are not subject to any lien or secu will be released upon payment of the requisit	he reimbursement of the Recipient for the ls, supplies or equipment covered by this rity interest or such lien or security interest
This requisition includes an accompanying C Engineer as to the performance of work.	Certificate of the Project Manager/Project
	Sincerely,
	Recipient's Authorized Representative Title

SCHEDULE 1 TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT

REQUISITION NUMBER:					
RECIPIENT:					
PROJECT NAME:					
CERTIFYING SIGNATURE:					
TITLE:					
Cost Category	Amount Budgeted	Previous Disbursements	Expenditures This Period	Total Expenditures To Date	Net Balance Available
TOTALS					

Total Amount of Assistance

Previous Disbursements

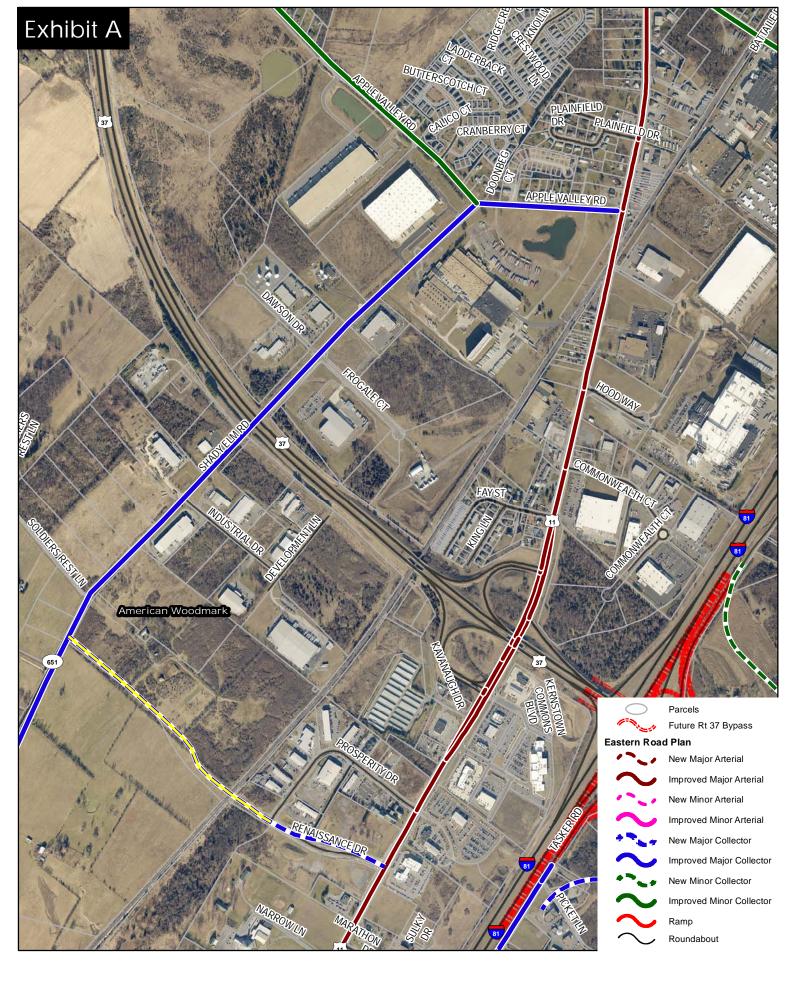
Balance

This Request

Proceeds Remaining

TRANSPORTATION PARTNERSHIP OPPORTUNITY FUND CERTIFICATE OF THE PROJECT MANAGER/PROJECT ENGINEER FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT

This Certificate is being executed and delivered in connection with Requisition Number, dated, 20, submitted by the
(the "Recipient"), pursuant to
the Grant Agreement dated, between the Virginia Department of
Transportation and the Recipient.
The undersigned consulting engineer for the Recipient hereby certifies that, insofar as the amounts covered by this requisition include payments for labor or to contractors, builders or materialmen, i) such work was actually performed or such materials, supplies and/or equipment were actually furnished to or installed in the construction portion of the Transportation Partnership Opportunity Fund project and ii) expenditures for such work have not been submitted as a part of a previous requisition.
[Project Manager/Project Engineer Firm]
By:
Date:, 20





Agreement Regarding Transportation Partnership Opportunity Fund Grant To Frederick County for Intersection Improvements At US Route 50/17 and Independence Drive (Route 1092) Related to Navy Federal Credit Union Facility Expansion

THIS AGREEMENT, made and dated this _ day of ______, 2017, is made by and between the **COUNTY OF FREDERICK**, **VIRGINIA** (the "County"), a political subdivision of Virginia, and **NAVY FEDERAL CREDIT UNION** ("NFCU"), a federally chartered credit union.

RECITALS:

WHEREAS, NFCU has previously announced its intention to expand, equip, improve, and operate its support and service operations center located in Frederick County (the "Facility"), making a new capital investment of \$100,000,000 in Frederick County and creating and maintaining 1,400 new jobs in Frederick County, all as of December 31, 2022 (the "Expansion"); and

WHEREAS, NFCU anticipates receiving various state-level and local-level incentives for the Expansion, including, from the Commonwealth of Virginia, from the Commonwealth's Development Opportunity Fund, from the Virginia Jobs Investment Program, and from a Virginia Economic Development Incentive Grant, and, from the County, through the County's Economic Development Authority, a Local Economic Development Incentive Grant; and

WHEREAS, the Expansion will result in increased traffic to and from the Facility, including impacts to the intersection of US Route 50/17 and Independence Drive (Route 1092) (the "Intersection"); and

WHEREAS, to mitigate such impacts, various improvements, generally identified on the attached Exhibit A (Intersection Improvements Exhibit, August 22, 2017, prepared by Greenway Engineering), to the Intersection (the "Road Improvements Project") are appropriate; and

WHEREAS, the County anticipates applying for a Transportation Partnership Opportunity Fund ("TPOF") Grant (the "TPOF Grant"), TPOF existing pursuant to the provisions of Section 33.2-1529.1 of the Code of Virginia to provide funds to government entities to address the transportation aspects of economic development opportunities, the <u>purpose of the application being in order</u> to obtain funding for all or a portion of the <u>construction and construction management of the Road Improvements (the construction and construction management of the Road Improvements being the "Road Improvements Project"); and</u>

WHEREAS, as the TPOF Grant would be to the County, with the Virginia Department of Transportation ("VDOT") administering the Road Improvements Project and the County arranging for all funding for completion of the Road Improvements Project, including to the extent that any and all costs of the Road Improvements Project, including any County project management and/or consultant costs, incurred by the County, exceed the amount of the TPOF Grant; and

WHEREAS, the guidelines and criteria for TPOF require that a locality receiving TPOF grant funds enter into a TPOF agreement with VDOT governing the use of the TPOF grant funds and that such agreement provide that, among other things, in the event an economic development project for which a TPOF grant is awarded does not meet the job creation/retention and capital investment levels by the performance date and maintain those levels throughout a thirty-six month period following such date, the government entity receiving funds from TPOF must repay a specified amount to TPOF; and

WHEREAS, the parties desire to provide a means by which NFCU is to reimburse the County (i) for any and all costs of the Road Improvements Project that may be incurred by the County, including any County project management and/or consultant costs, to the extent any and all costs exceed the amount of the TPOF Grant, and (ii) for any repayment the County must make to TPOF in the event NFCU fails to meet specified job creation/retention and capital investment levels by a specified performance date and maintain those levels throughout a thirty-six month period following such date.

NOW, THEREFORE, WITNESSETH: That for and in consideration of the sum of Ten Dollars, (\$10.00), cash in hand paid by each of the parties hereto unto the other, the receipt and sufficiency of which is hereby acknowledged, the parties do agree as follows:

- 1. **RECITALS**: The Recitals are made a material part hereof and incorporated herein by reference as if set out in full.
- 2. THE PERFORMANCE AGREEMENT: NFCU and the County will enter into Commonwealth's Development Opportunity Fund Performance Agreement, for NFCU to receive various state-level and local-level incentives for the Expansion, including, from the Commonwealth of Virginia, from the Commonwealth's Development Opportunity Fund, from the Virginia Jobs Investment Program, and from a Virginia Economic Development Incentive Grant, and, from the County, through the County's Economic Development Authority, a Local Economic Development Incentive Grant. In the event, however, that NFCU and the County do not enter into such an agreement, then the parties shall have no further obligations to each other under this Agreement, including any obligation by the County to apply for the TPOF Grant and/or to enter into a TPOF agreement with VDOT, and this Agreement shall be otherwise null and void.
- 3. **THE TPOF APPLICATION**: The County will apply for the TPOF Grant and, if the application is approved, the County may, in its reasonable discretion, enter in to a TPOF agreement (the "TPOF Agreement") with VDOT. In the event, however, that the County does not apply for the TPOF Grant, in the event the County does not enter into the TPOF Agreement, or in the event that the County does not receive any TPOF Grant funds, then the parties shall have no further obligations to each other under this Agreement and this Agreement shall be otherwise null and void.

4. NFCU'S PAYMENT OBLIGATIONS:

- a. To the extent that any and all costs of the Road Improvements Project, including any County project management and/or consultant costs, incurred by the County, exceed the amount of the TPOF Grant, NFCU shall pay to the County such excess costs, within 30 days of receiving an invoice from the County for the same. Once the County incurs such excess costs, the County may invoice NFCU on a monthly basis, as to previously unpaid excess costs and as to new incurred excess costs.
- b. In the event that NFCU fails to meet the following job creation/retention and capital investment levels and, to the extent that VDOT requires from the County the repayment of any or all of the TPOF Grant, on a pro rata basis based on the extent to which NFCU fails to meet the following job creation/retention and capital investment levels, as a result, then, upon 30 days written notice of the same from the County to NFCU, NFCU shall pay to the County an amount equal to the repayment VDOT requires from the County:
 - i. New capital investment of \$100,000,000 in Frederick County by not later than December 31, 2022; and
 - ii. Creating and maintaining 1,400 new jobs in Frederick County, as of December 31, 2022; and
 - iii. Maintaining the levels in (i) and (ii) through and including December 31, 2025.
- 5. NOTICES: All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, or when sent via a nationally recognized overnight courier, addressed respectively as follows:

County: County of Frederick

Department of Planning and Development

107 N. Kent Street Winchester, VA 22601 Attn: John A. Bishop

With a copy to: County of Frederick

County Attorney

107 North Kent Street Winchester, VA 22601

Attn: Roderick B. Williams

NFCU: Navy Federal Credit Union

141 Security Drive

Winchester, VA 22602

Attn: _____

	W	ith a copy to:	Navy Federal Credi 820 Follin Lane Vienna, VA 22180 Attn:		
6.	ENTI	RE AGREEMEN	NT; AMENDMENTS	S; TERM OF AGE	REEMENT; TIME:
	a.	prior understand matter of the A	lings, whether oral o	r written, of the plendment to this A	parties and supersedes any parties regarding the subject agreement shall be effective
	b.	Time is of the es	sence with respect to	all matters set forth	in this Agreement.
	c.	construction of	ŭ	nts Project or the o	the later of completion of late for completion of all of
	d.	· ·	shall be binding uporties hereto and their s	•	ons and benefits hereof shall ns.
7.	7. GOVERNING LAW; VENUE: This Agreement shall be governed by and interprete according to the laws of the Commonwealth of Virginia and any dispute hereunder shall be heard only in the Circuit Court of Frederick County, Virginia.			-	
	W	ITNESS the follo	wing signatures and se	eals:	
	COUNTY OF FREDERICK, VIRGINIA			REDERICK, VIRGINIA	
				Ву	(SEAL)
				NAVY FEDER	AL CREDIT UNION
					(SEAL)

(SEAL)





CONSENT AGENDA





Becky A. Merriner

Director of Human Resources (540) 665-5668 Fax: (540) 665-5669 bmerriner@fcva.us

To: Board of Supervisors From: HR Committee Date: September 8, 2017

Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, September 8, 2017. HR Committee members present were: Supervisors Bill Ewing, Chairman; and Robert Wells, Blaine Dunn; Citizen Members Don Butler and Dorrie Greene. Others present were: Kris Tierney, Interim County Administrator; Rod Williams, County Attorney; Cheryl Shiffler, Director of Finance; Ellen Murphy, Commissioner of the Revenue; Jane Anderson, Chief Deputy Commissioner of the Revenue; Dennis Linaburg, Fire Chief; Missi Neal, Assistant to Chief Linaburg; Justin Caldwell, F&R Specialist; Michelle Nugent, Network Operations Manager; and Brett Farmer, Database Administrator/Developer.

Items Requiring Board Action

1. Commissioner of the Revenue - Request for New Full-Time Position (attached).

The Committee reviewed the attached request to add one full-time position to Frederick County's Allocation Chart (attached) for the Commissioner of the Revenue. Upon a motion by Don Butler, seconded by Dorrie Greene, the Committee recommended approval of the position to the Board of Supervisors with the funding request to go to the Finance Committee.

Items Not Requiring Action

Fire and Rescue – Request for New Full-Time Position (attached).

The committee determined that since Fire and Rescue currently has a Quality Assurance Manager Position approved on Frederick County's Allocation Chart (attached); therefore no action was required of the Committee.

2. Resolution of Appreciation (status update).

The Resolution of Appreciation for seven full-time employees who retired from Frederick County with at least 25 years of continuous service between January 1, 2017 and July 1, 2017 will be added to the Board of Supervisors Agenda for the September 13, 2017 meeting as a consent item. Once approved, the retirees will be contacted and invited to attend an upcoming Board of Supervisors meeting to be recognized and presented with a Resolution of Appreciation.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, October 13, 2017 at 8:00 am.

Respectfully submitted,

Human Resources Committee

Bill M. Ewing, Chairman Robert W. Wells Blaine P. Dunn Don Butler Beth Lewin Dorrie Greene

By:		
	Becky A. Merriner	
	HR Director	

Frederick County Position Allocation Chart

Budget Dept #	Department	Total Position Allocation 2017- 2018	2017-2018 Funded	2017-2018 Unfunded	Unfunded Positions Allocated
2106	Clerk's Office	9	9		
1209	Comm of the Revenue	21	21		
2201	Commonwealth's Attorney's Office	13	13		
2202	Victim Witness	3	3		
5671	Children's Services	2	2		
1201	County Administrator's Office	7	7		
1202	County Attorney's Office	3	3		
5316	Department of Social Services	72	72		
8102	Economic Development	4	3	1	Research Manager
8301	Extension Office	2	2		nesearch Manager
1214	Finance Department	7	7		
3505	Fire & Rescue Department	136	119	17	12 Firefighters; 2 Training Officers, 1-Asst Fire Marshall; 1-QA Mgr.; 1-EMS Spr.
1203	HR Department	6	6		
1220	IT Department	14	14		
3303	Juvenile Probation Office	2	2		
4301	Maintenance	9	9		
3301	NRADC	204	204		
	NRADC/DCS	12	12		
7104	Parks & Recreation Department	41	41		
8101	Planning & Development	12	11	1	Planner
3506	Public Safety Communications	16	16		
4201	Public Works/Administration	4	4		
4305	Public Works/Animal Shelter	7	7		
3401	Public Works/Inspections	15	15		
4204	Public Works/Landfill	27	27		
	Public Works/Recycling	2	2		
8108	Public Works/Shawneeland	7	7		
	Registrar's Office	2	2		
	Sheriff's Office	152	141	11	10 Patrol Deputies; 1 Investigator
	Treasurer's Office	13	13		20 i diloi Deputies, I investigator
8109	Winchester Regional Airport	11	11		
	Grand Total	835	805	30	



Frederick County, Birginia OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street Winchester VA 22601

P.O. Box 552 Winchester VA 22604-0552

emurphy@fcva.us www.fcva.us/cor



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

MEMORANDUM

TO:

Becky Merriner, HR Director

HR Committee

FROM:

Ellen Murphy, Commissioner of the Revenue August 31, 2017

DATE:

RE:

Change Staff Position

Please approve the following change in staff position: Emily Kelley from a part-time Data Collector to a full-time Data Collector with fringe benefits.

Ms. Kelley began work in our Reassessment Division on May 22, 2017. She was originally hired as a part-time Data Collector at the rate of \$14.00 per hour with a work schedule of 28 hours per week. It was subsequently approved for her work schedule to change to 37.5 hours per week but without any fringe benefits. She began this schedule on July 24, 2017.

We would like to move her to a full-time position with benefits and still keep our part-time funds for additional field service staff. The amount of funding needed for Ms. Kelley representing a base pay of \$33,506 and payment of benefits to begin on October 1 would total \$38,526.88 for 9 months of FY18 and \$51,369.17 for 12 months of FY19.

The projected growth of the County by 2020 is a population of 97,192 which represents a 24% increase over 2010. The County has approved construction of new subdivisions including Madison Run II (Rt. 522), Freedom Manor LLC (Rt. 551), Commercial Tyson (Tyson Dr.), and Hiatt Run. In addition, the established communities of Lake Frederick, Snowden Bridge, and Orchard Ridge continue to add sections. Also, the airport area is growing, Amazon is bringing more than 1,000 jobs to its new facility here, and the Navy Federal Credit Union has already broken ground in its expansion of local operations to add 1,400 additional jobs. There is no end in sight for growth and construction.

With this increase in population comes an increase in every aspect of the duties and responsibilities of staff here. While other localities have Reassessment and Real Estate as separate departments, Frederick County does not. Thus, staff conduct the in-house reassessment of 50,390 land parcels every two years as well as ongoing new construction and changes. The advantages of using in-house staff rather than outsourcing include

ensuring properties are uniformly assessed, a cost savings to taxpayers, and the ability to make adjustments as needed. Our ratio of assessors to parcels per employee is far short of that recommended by the International Association of Assessing Officers. Additionally, after every new reassessment period, staff are then involved in assessor hearings and assisting with BOE hearings.

Other real estate staff are unable to assist with the reassessment and new construction as they are responsible for, among other things, making mapping adjustments using GIS and Pictometry, recording deed changes, transfers, and other ownership adjustments, administering several real estate tax relief programs, managing the land use tax deferral program, applying rollback changes, and handling taxpayer questions and inquiries.

Nor can staff in our other divisions assist as they are responsible for handling business license issuance, renewal and adjustment, administering consumer taxes (meals, lodging, short-term rental), as well as finding and assessing ever piece of personal property from vehicles, trucks, mobile homes, airplanes and boats to business equipment, furnishings, machinery and tools.

Ms. Kelley is trained in the process of inspecting, measuring, photographing, documenting, collecting data, and recording the information for structures and improvements of residential properties. She is quite knowledgeable regarding our various computer programs, able to perform extensive field work with minimal supervision, and consistently demonstrates her ability to multi-task effectively. Ms. Kelley has been an exemplary employee.

The Inspections Department has obtained additional staff and the Treasurer's office has also received approval for staff positions. With our workload rapidly increasing and no end in sight, additional staff is essential to maintain the integrity of our assessment values. Ms. Kelley is exactly the type of person needed.

Please let me know if this request is approved. Thank you.

County of Frederick, V	irginia	
Position Details		
Position Title: Data Collector		Date Position Created: 2009
Department: Commissioner of the Revenue/Reassessment		Reports To: Director of Real Estate, Chief Deputy, or Commissioner
☐ Exempt	Date Prepared: 10/20/2015	Prepared By: E Murphy
Range: 4	Grade:	Salary: 33,506 - 53,630.
G/L Line Item:		
Job Description		
Job Purpose: Assist with colle assessment of real estate; ass management to complete gene Essential Functions	ists with real estate office duti	sic measurements and photographs for the es as assigned; works with assessors and structions valuation.
 Applies assessment values Enters collected data into c Assists the public with information Studies IAAO and other quality Researches in planning, zon 	for office manual if experience computer system (field or office rmation on real estate taxation alifying information to learn sp ning, the clerk's office and hist	e computers) as directed; n or as assigned; pecifics of real estate valuation:
Job Requirements:		
Education: Minimum or high s training in the use of computer	school diploma or equivalent; j es and data entry; mathematio	unior college or real estate training preferred; cal training a plus.
		aluation preferred; real estate experience in
Knowledge/Skills: Accurate a knowledge in assessment, sale computer system preferred; re Working Conditions:	s or building preferred; abilit	mathematical skills, prior real estate y to read maps; experience with an AS400
on computers as directed; valid Commissioner or assignee).	pulate and read measuring devent d driver's license (must report	ous weather conditions; some standing and vices; ability to enter data and extract data loss of driver's license within one day to
Supervisory Responsibi	lities:	
Number of Employees Super	rvised: Number of Sub	ordinate Supervisors Reporting to Job:
Approvals:		
Department Director:		Date:
HR Director:		Date:
Finance Director:		Date:
County Administrator:		Date:
Board of Supervisors Approval:		Date:



FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive Winchester, VA 22602

MEMORANDUM

TO:

Fire Chief

Public Safety Committee

FROM:

Dennis D. Linaburg, Chief

Fire & Rescue

SUBJECT:

QA/QI Specialist Position Request

DATE:

August 7, 2017

The Frederick County Fire and Rescue Department currently lacks a dedicated Quality Assurance and Improvement position supporting fire and EMS operations countywide. At this time, we are requesting the HR Committee approve the creation of one (1) Quality Assurance / Quality Improvement (QA) Specialist position. Available funds from the Department's Incentive line item (4-010-035050-1007-000) allow for full funding of the additional position.

Without a dedicated QA Specialist, the Department could face challenges meeting future grant requirements and maintaining all necessary data and reports needed for our EMS Licensing. In the past, an employee in the field was assigned to manage several of the QA Specialist's responsibilities; however, as the Department continues to grow and technology and reporting requirements change, it has become impossible for a field position to do both emergency response and manage these responsibilities without incurring extensive overtime.

The QA Specialist would work hand in hand with the Operations Division, Revenue Recovery Program, and IT Department to ensure the Department reporting systems, mobile devices and software are operating properly to deliver patient care data and insurance compliance information to the necessary state and federal agencies as well as the Department's billing company, while maintaining privacy of protected health information.

The QA Specialist would also be responsible for working directly with the County's IT Department to oversee and manage associated information systems and devices, including the Department's emergency incident reporting software and mobile PCs, and provide administrative staff with guidance and direction in future operations as it pertains to changing technology and reporting compliance rules. The QA Specialist would also create and manage different reports used by the Department to analyze different fire and EMS statistics within the fire and rescue system.

The need to operate a complete quality improvement program that includes total quality management, continuous quality improvement, and quality assessment is necessary to ensure emergency medical care is provided across all agencies in a competent and compassionate manner. The program includes direct field observation by a designated medical quality officer which would require the QA Specialist to be a Nationally Registered and/or Virginia Certified Paramedic in order to properly assess patient reports for all levels of service.

/attachments

County of Frederick,	Virginia	
Position Details		
Position Title: Specialist		Date Position Created: 10/22/13 (Revised)
Department: Fire and Rescue		Reports To: Varies by Division
☐ Exempt ⊠ Non-Exempt	Date Prepared: 10/22/13	Prepared By: Captain
Range: 7	Grade:	Salary: 46,888 75,103.
G/L Line Item: 4-010-03505	50-1001-000	

Job Description

Job Purpose: The Specialist is a member of the Fire and Rescue Department. He/she performs difficult protective service work in fire suppression, emergency medical services, hazardous materials mitigation, and other related work as required. Work is often performed under emergency conditions and frequently involves considerable personal hazards. Work is performed both supervised and unsupervised. Mentors less experienced firefighters in the station and/or on emergency incidents in the absence of higher-ranking personnel and may serve as the lead firefighter within his/her assigned station. Specialists also have the opportunity to serve as an Assistant Training Officer, coordinating and conducting required training activities to ensure proper certifications are maintained by operational staff; as an Assistant Fire Marshal, responsible for enforcing the Virginia Statewide Fire Prevention Code and ensuring and educating the public about fire safety; and as a Quality Assurance / Quality Improvement Specialists ensuring the Department reporting systems, devices and software are properly functioning and reporting fire and EMS information accurately to State agencies and overseeing that reports are being completed correctly and guiding staff as needed in the reporting process.

Essential Functions

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily and maintain a satisfactory attendance. Other Duties may also be assigned.

· Be punctual in reporting for work and prepared to work at the beginning of each shift for duty;

Respond to emergency incidents and performed duties as assigned;

 Assists in the mitigation of emergency incidents including extinguishing of fires, providing emergency care for the sick and injured, and control of hazardous materials;

Performs Basic or Advanced Life Support (BLS/ALS) care based upon level of certification;

 Serves as officer-in-charge (OIC) of a functional unit such as an engine company, truck company, or rescue company in the absence of an authorized company or career officer;

Serves as the initial Incident Commander (IC) until relieved by higher ranking personnel;

If certified, participates as part of the Regional Hazardous Materials Response Team;

Performs related life safety and property protection activities;

Inspects, cleans, and maintains fire and rescue apparatus and related equipment;

Inspects, maintains, and cleans assigned fire stations and grounds;

Drives and operates emergency response apparatus;

- Completes reports and documentation as required by Department SOPs;
- Attends/completes training as assigned by his/her supervisor and the Training Division;

Serves as an instructor for in-station, battalion, and shift training;

- Serves as a lead/assisting instructor during department training exercises;
- Serves as a mentor for probationary firefighters, firefighters, and technicians;

Motivates co-workers:

 In the absence of a higher ranking officer, coordinates and oversees work details within the station on a specific shift;

Operates as an acting Battalion Officer when needed (if qualified);

· Communicates with co-workers, volunteer fire and rescue personnel, and the public;

· Reads and comprehends complex material;

Participates in annual inspection of commercial and other designated properties;

Creates and updates preplans of assigned properties;

Participates in departmental programs, projects, or special assignments as needed;

Serves as a technical resource for personnel operating within his/her assigned station;

<u>Training Division Specialist</u>: In addition to Operational functions, Specialists assigned to the Training Division will perform the following:

- Schedule, write, and distribute training advisories for County sponsored training courses;
- Complete required pre-course, course, and post-course documentation for training programs;

Assign certified/qualified lead and assistant instructors for training courses;

· Acquire necessary apparatus, equipment, facilities, and personnel to conduct training;

 Evaluate instructors, course content, and students to ensure maximum quality assurance for training programs;

· Participate in review of training curriculums at the local, state, and federal levels;

- Attend meetings related to training activities at the local, state, and federal levels;
- Assist with the delivery of training programs related to the Career Development Program;

· Assist with the delivery of training programs in the Frederick County Public School system;

- Assist with maintenance of individual training files for career and volunteer personnel within the Fire and Rescue system;
- Maintain the inventory of audio-visual equipment, training equipment, and various training programs owned by the Department;

 Assist with development and facilitation of "All-Hazards" tabletop, functional, and full-scale exercises in the county and surrounding jurisdictions;

 Prepare written reports for Training Division statistical information, compliance issues with recommended corrective actions, and student/instructor evaluations with recommended corrective actions, if required;

Assist in the development and implementation of Training Division policies and procedures;

 Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;

Participate in emergency, EMS, and fire suppression activities when needed.

<u>Life Safety Division Specialist / Assistant Fire Marshal</u>: In addition to Operational functions, Specialists assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

- Conduct complex investigations of fire, explosives, and environmental emergencies;
- · Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;

Interpret complex code requirements;

Inspect public facilities for compliance with applicable codes;

Assist in the preparation of Division budget:

Monitor compliance with state and local fire plans and protection regulations and standards;

Plan and conduct public fire education programs;

- Attend seminars, conferences, workshops, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of trends and developments in the fields of fire, arson and explosives investigation;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;

Issue burning, blasting, explosives, and fireworks permits;

- Investigate citizen complaints or inquiries as they relate to code enforcement activities and open burning;
- Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;
- On call status twenty four (24) hours a day to respond to environmental incidents, fires, explosions, natural and man-made disasters;

Participate in and provides specialized training in code enforcement and fire investigation;

- Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;
- Conduct origin and cause investigations for fires including fire scene examination, evidence recovery, witness interviews, and documentation (photography, sketches, field notes);

Conduct supplemental investigations including witness or suspect interviews, searches, report

writing, and diagrams;

- Coordinate with law enforcement, Commonwealth's Attorney, insurance companies, and private investigators regarding suspicious fires, explosions, and related crimes;
- Serve as officer-in-charge (OIC) of an emergency incident in the absence of an authorized officer

Serve as a resource for volunteer fire and rescue officers;

 Represent the Department as an inspector or investigator in court in relation to code enforcement or fire investigations;

Perform all duties of Fire Marshal in his/her absence;

- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- · Participate in emergency, EMS, and fire suppression activities when needed.

<u>Life Safety Division Specialist / Fire Inspector</u>: In addition to Operational functions, Specialists/Fire Inspector's assigned to the Life Safety Division / Fire Marshal's Office will perform the following:

Perform administrative, technical, and supervisory tasks related to fire inspections and prevention;

· Interpret complex code requirements;

- Inspect public facilities for compliance with applicable codes;
- Monitor compliance with state and local fire plans and protection regulations and standards;

Assist in the preparation of Division budget;

 Review all plans to include but not limited to site plans, rezoning, subdivision, master development plan, conditional use, fire alarm, sprinkler, and hood/fire suppression;

Plan and conduct public fire education programs;

- Attend seminars, conferences, workshops, meetings, classes, lectures, and other continuing education opportunities to enhance and maintain knowledge of code enforcement and public fire education;
- Prepare written reports citing code violations and fire hazards, recommend corrective actions, conduct follow-up inspections to determine if corrective actions have been taken, and issue warnings and citations for violations when necessary;

Investigate citizen complaints or inquiries as they relate to code enforcement activities;

 Review emergency plans for schools, daycares, nursing home, churches, and places of public assembly to detect and correct possible fire hazards;

Participate in and provides specialized training in code enforcement;

 Participate in meetings with contractors, developers, architects, engineers, and county officials prior to and during construction;

Represent the Department as an inspector in court in relation to code enforcement;

- Inspects buildings and structures to ensure compliance with the Virginia Statewide Fire Prevention Code (VSFPC), Virginia Uniform Statewide Building Code (VUSBC); associated Frederick County Amendments;
- Investigates and troubleshoots problems related to fire protection equipment and systems as they
 occur in buildings;

May inspect all types of construction, uses, and occupancies for compliance with applicable codes;

 May document of assess structural damage of failure due to fire, weather, or accident, and documents each incident with written reports, pictures, etc., as necessary;

 May inspect new construction to ensure that construction is in compliance with the VSFPC, VUSBC, other applicable codes, and insures that construction is completed in accordance with the approved plans;

 Complete records of inspections and test results of performance testing of fire protection equipment and systems;

- When an investigation or inspection uncovers code violations or work that is not approved, identifies the sections of the regulations being violated, issues written code violation notices to developer, owner(s) or appropriate persons, and takes necessary action to ensure violations are corrected;
- Reviews requests for inspections, coordinates inspections with other County agencies, i.e. Building Official, Planning and Zoning, and Health Department;

Interprets applicable codes and model standards;

- Smoke detector install;
- Car seat check/install;
- Serve as a resource for volunteer fire and rescue officers;

- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

<u>Quality Assurance / Quality Improvement (QA/QI) Specialist</u>: In addition to Operational functions, Quality Assurance / Quality Improvement Specialists will perform the following:

- Oversee and manage quality assurance/quality improvement and associated management information systems, including the department's emergency incident reporting software, and provide staff with guidance and direction on data collection;
- Work hand in hand with the County IT Department to support field operations by managing configurations, settings, updates, and maintenance on the department's mobile computing equipment, as well as accessories and vehicle mounting hardware;
- Troubleshooting and providing appropriate assistance to department staff on a variety of computer issues to include offering technical support via phone, email and at stations;
- Work directly with the IT Department in researching, testing, and recommending to the Operations Deputy Chief and Fire Chief new mobile computing equipment, software and hardware;
- Serve as the Department liaison with State Agencies and vendor contractors to ensure reporting systems are in compliance with State and Federal reporting regulations;
- Oversee and manage the Frederick County Fire and Rescue system's overall quality assurance/quality improvement program to ensure emergency medical care is delivered in a competent and compassionate manner;
- Prepare long-term plans for continued development and integration of a continuous quality management program;
- Work in conjunction with the Revenue Recovery Program to ensure incident reporting systems are properly capturing patient care and insurance information, while maintaining privacy of protected health information;
- Assist with the resolution of operational problems or difficult cases among providers and other parties involved;
- Assist with the investigation of clinical care and customer service complaints and inquiries;
- Provide appropriate follow up information and recommends the development of remedial education and related products or activities as necessary;
- Translate annual QA/QI findings into recommendations to improve EMS delivery through training and other mechanisms and makes recommendations for quality improvement through new or enhanced EMS equipment and supplies;
- Work collectively with the organization to ensure positive relations with both internal and external customers, to include department personnel, volunteers, other County staff, and the emergency medical community in Frederick County;
- Serve as a resource for volunteer fire and rescue officers:
- Perform all duties of a firefighter when required including directly engaging in operations to control fire and other life-threatening situations;
- Participate in emergency, EMS, and fire suppression activities when needed.

Job Requirements:

Education: High School Diploma/GED and a valid and appropriate driver's license. Specialists must possess valid and appropriate certificates, including: Virginia/NFPA Firefighter I and II, Virginia Hazardous Materials Awareness, Virginia Hazardous Materials Operations, Virginia Emergency Vehicle Operator, Virginia Driver/Operator – Pumper, Virginia/NFPA Fire Instructor I, and Virginia Emergency Medical Technician or higher. They must meet NIMS ICS 100 and 200 certification requirements. Certificates must be available and recognized by the Commonwealth of Virginia.

Training Division Specialist:

To qualify as a Specialist in the Training Division, the following certifications are needed in addition to the general education requirements:

Fire Suppression Training:

VDFP Firefighter Level I and II Instructor Train-The-Trainer

- VDFP Mayday! Firefighter Down! Instructor Train-The-Trainer
- VDEM Hazardous Materials Awareness and Operations Instructor Train-The-Trainer
- VDFP Emergency Vehicle Operator's Course Instructor Train-The-Trainer

Emergency Medical Services Training:

- AHA Basic Life Support For The Healthcare Provider C.P.R. Instructor Train-The-Trainer
- AHA Advanced Cardiac Life Support (ACLS) Instructor Train-The-Trainer
- International Trauma Life Support (ITLS) Instructor Train-The-Trainer
- AGS Geriatric Education For Emergency Medical Services (GEMS) Instructor Train-The-Trainer
- AAP Pediatric Education For Pre-Hospital Professionals (PEPP) Instructor Train-The-Trainer

Training Lieutenants must maintain these necessary certifications through continued instruction in the respective courses every two (2) years.

Life Safety Division / Assistant Fire Marshal Specialist:

To qualify as a Specialist in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials
- VFMA Fire Investigator NFPA 1033
- VFMA Law Enforcement or DCJS Law Enforcement
- Range Qualifications for Law Enforcement

Assistant Fire Marshal Specialists must maintain these necessary certifications by attending seventy two (72) hours of training every two (2) years.

Life Safety Division Specialist / Fire Inspector:

To qualify as a Specialist/Fire Inspector in the Life Safety Division / Fire Marshal's Office, the following certifications are needed in addition to the general education requirements:

- VFMA Fire Inspector I and II NFPA 1031
- DHCD Building Code Academy Core Class for Fire Officials

Quality Assurance / Quality Improvement Specialist:

To qualify as a Quality Assurance / Quality Improvement Specialist, the following certifications are needed in addition to the general education requirements:

- Nationally Registered Paramedic or Virginia State Intermediate or Paramedic certification
- Certified Ambulance Coder (NAAC)
- Two years' experience in managing and overseeing QA/QI programs, pre-hospital EMS experience in a combination fire/rescue system;
- Knowledge and familiarity with ImageTrend RMS (V2) and (V3) Elite platforms, NEMSIS, Virginia EMS Validation requirements and the ability to update coding in reporting system to maintain compliance
- Knowledge and experience in in the operation and use of PCs and the ability to setup and install hardware and software, and diagnosis and repair PCs and other equipment both remotely and at station locations is required.

NOTE Personnel certified at the AEMT, Intermediate, or Paramedic levels are eligible for ALS Incentive Pay if all requirements listed in the Professional Development Program are met.

Experience: Four (4) years work within the Frederick County Fire and Rescue Department (minimum two (2) year as a Technician) and satisfactory performance evaluations for the previous two (2) years.

Knowledge/Skills: Specialists shall have the ability to read and comprehend written documents including, but not limited to, technical reports, textbooks, policies, and regulations. He/she shall be able to communicate effectively both verbally and in writing. He/she shall be proficient in the principles and practices of emergency medical services (EMS), rescue, fire prevention, fire suppression, and mitigation of hazardous materials incidents (Operations level). He/she shall be familiar with the operation of fire and rescue equipment utilized by the department.

The Specialist will complete required continuous education requirements to maintain certifications qualifying him/her for the position (Driver Operator, Advanced EMT or above, Hazardous Materials

Technician or Specialist).

The Specialist shall have the ability to utilize formal knowledge, personal experience, and decision making techniques to initiate an action plan to mitigate an emergency incident. He/she shall have the ability to remain calm under stressful situations and perform rationally.

The Specialist shall be proficient in the operation of fire apparatus including inspection and basic maintenance of the apparatus. He/she shall be familiar with the response area assigned and target hazards located there.

The Specialist shall understand and comply with rules and policies of the Department and Frederick County. Equipment essential to do the Job: Fire, Rescue, and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, EMS Vehicles) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Computers and various communications and office equipment.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Requires considerable physical effort working continuously with average and frequently with heavy weights. Performs long periods of physical exertion including, but not limited to, climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing, and hoisting. Includes performing work on uneven and potentially slippery surfaces and with varying degrees of light. Operates under stressful conditions.

Work is performed in various environmental conditions including work inside and outside and in very cold to extremely hot conditions.

Supervisory Responsibilities:			
Number of Employees Supervised: 0-2	Number of Subordinate Supervisors Reporting to Job: 0		
Approvals			
Department Director:	Date:		
HR Director:	Date:		
Finance Director:	Date:		
County Administrator:	Date:		
Board of Supervisors Approval:	Date:		

FREDERICK COUNTY PUBLIC SAFETY COMMITTEE

A meeting of the Public Safety Committee was held on Thursday August 17, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Walter Cunningham, Helen Lake and Chuck Torpy. Member Blaine Dunn was not present. Also in attendance were Fire & Rescue Chief Denny Linaburg, Major Steve Hawkins, Assistant County Attorney Erin Swisshelm, Fire & Rescue Association President Dan Cunningham, Deputy County Administrator for Human Services Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

Item Not Requiring Action

1. Fire & Rescue QA/QI Specialist position request (see attached):

Chief Linaburg discussed the need for a fulltime QA/QI positon who would be tasked with maintaining data and reports that are necessary for the EMS licensing and operations. He stated that the technology and reporting requirements change often and a fulltime person, from the field who has knowledge of the department, is needed to keep the system current and compliant. Chief Linaburg stated that right now, there is a career firefighter that has been doing this work part time and the demands as of late are intensifying thus a reassignment of him to fulltime QA status is needed. Missi Neal, Administrative Assistant in the Fire & Rescue department stated that the department is just seeking the position and not the funding.

Mr. Torpy made a motion to forward this request to the Human Resources Committee with a recommendation of approval of the position. Ms. Lake and Mr. Cunningham seconded the motion and the majority of the Committee concurred. Mr. Lofton voted against the motion.

2. Fire & Rescue service study update:

Chief Linaburg briefly updated the Committee on the status of the Fire and Rescue study. The process is about 60% complete and staff and the Committee will be meeting with the Fitch Corp on August 30th.

3. Sheriff's Office:

Sheriff Millholland shared with the Committee his departmental needs for additional staffing in a number of different divisions, including the Criminal Investigation Division (CID). He shared with the Committee the various areas that the investigators work and the need to acquire 2 more investigators out of the patrol division to work CID. Sheriff Millholland is seeking direction from the Committee on proceeding with his request.

Chairman Fisher requested that the Public Safety Committee meet next month where Sheriff Millholland will present more detailed information on his departments staffing needs.

4. Other Business:

Dan Cunningham, President of Fire &Rescue Association, mentioned that on September 1, a revised standard operating procedure based upon the Fair Labor Standards Act will be enforced. The FLSA provision prevents Frederick County career firefighters from volunteering operationally at Frederick County fire stations.

At the previous Public Safety Committee meeting on June 15, 2017, Walt Cunningham brought up the need for an additional thoroughfare at the Blue Ridge Mobile Home Park off of Berryville Pike. A few months back, the mobile home park suffered extensive storm damage to trailers and trees down across their only roadway thus denying access for rescue equipment and deputies to respond in a timely fashion. He mentioned that there should be consideration for adding an additional access point to this residential area.

Next Meeting: Thursday September 21, 2017

Adjourn: 09:40 a.m.

Respectfully submitted by,

Stefanie Salvato

Stefanie Salvato, Secretary Frederick County Department of Public Safety Communications

cc: Members Guests



COUNTY OF FREDERICK

Information Technologies (540) 665-5614

MEMORANDUM

To:

Human Resources Committee

From:

Scott Varner, IT Director

CC:

Kris Tierney, Interim County Administrator

Subject:

Fire and Rescue QA/QI Position Request

Date:

August 23, 2017

This memorandum is in support of the Frederick County Fire and Rescue request for a Quality Assurance and Improvement position. Currently, IT staff work closely with a current employee of the Fire and Rescue Department in support of the technology needs of our safety personnel. Having a subject matter expert (SME) in the use of software and hardware specific to the job of Fire and Rescue has been invaluable in support of the department. This SME handles Tier 1 support for field and office personnel on the products specific to Fire and Rescue to include ImageTrend, Active 911, and the field tablets used on the various Fire and Rescue apparatus. Having someone deeply knowledgeable about how Fire and Rescue use these various products allows for more timely troubleshooting of critical equipment. Additionally, the SME helps to organize and implement roll outs of software and operating system upgrades to ensure that critical response is not affected during these enhancements. In the coming fiscal year, Fire and Rescue will go through the PC Replacement process. IT staff will work closely with this position to ensure a timely and smooth roll out of replacement machines and it will be critical that this position be involved to not only help with the scheduling of the project, but to thoroughly test that the equipment is operating up to standards.

With the growth and dependency on technology in the public safety field, reporting has become more important and time consuming than ever. Having a position that includes a focus on reports, data security, and compliance with state and federal guidelines will only strengthen the organization and avoid regulatory issues. I anticipate, if the position is granted, that the IT Department will work closely with the QA/QI position to improve and maintain the systems necessary to support the critical mission of the Fire and Rescue Department.

Sincerely

Scott Varner

County of Frederick Director of IT and MIS

107 North Kent Street, Winchester, Virginia 22601-5039

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CONSENT AGENDA



DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS

1080 Coverstone Drive, Winchester, VA 22602

LeeAnna Pyles, Director Public Safety Communications

MEMORANDUM

TO:	Board of Supervisors
FROM:	LeeAnna Pyles, Director, Public Safety Communications
SUBJECT:	Public Safety Committee Meeting Report of September 21, 2017
DATE:	October 2, 2017

A meeting of the Public Safety Committee was held on Thursday September 21, 2017 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gene Fisher, Gary Lofton, Blaine Dunn, Helen Lake and Chuck Torpy. Member Walt Cunningham was not present. Also in attendance were Major Steve Hawkins, Deputy Chief Larry Oliver, Director of Communications LeeAnna Pyles, Assistant County Attorney Erin Swisshelm, Deputy County Administrator Jay Tibbs, Sheriff Lenny Millholland, Fire Marshal Jay Bauserman and Deputy Director of Emergency Management Chester Lauck. The following items were discussed:

Item Not Requiring Action

1. <u>Presentation of manpower needs for the Sheriff's Office and Request for additional positions (see attached):</u>

Sheriff Millholland gave a comprehensive overview of his department's need for additional staffing. The Sheriff's presentation focused on the Compensation Boards staffing standards as well as the workload of current personnel. At the present time, the Compensation Board states the department is due 13 deputies; however, Frederick County is 9th on the list of localities to receive funding. Sheriff Millholland requested funding for 3 of the 11 positions previously approved by the County's HR Committee. The three positions would be 1 Deputy I, 1 Deputy II, and 1 Investigator.

Mr. Torpy made a motion to approve the request and forwarded this recommendation to the Finance Committee for funding in the current fiscal year. Ms. Lake seconded the motion and the Committee unanimously approved the request.

2. Other business:

Chairman Fisher shared his concerns about the speed of traffic on major roadways (e.g. Rt.50, Rt. 522, etc.) and the safety of the officers issuing speeding tickets to drivers. He suggested the possible use of speed cameras vs. radar, higher fines for drivers or any other ways to deter this dangerous driving and ensure safety to all. Sheriff Millholland stated that he and Assistant County Attorney Erin Swisshelm would look into possible ideas and advise the Committee of some potential solutions.

Major Hawkins mentioned that the Valor Awards are being held on November 2nd at the Lee Jackson at 6 p.m. This recognizes law enforcement, fire/rescue, personnel, and citizens who have gone above and beyond to ensure the safety of others.

Next Meeting: Thursday November 16, 2017 (presentation of Public Safety Departments' FY19 budget)

Adjourn: 10:00 a.m.

Respectfully submitted by,

Stefanie Salvato

Stefanie Salvato, Secretary Frederick County Department of Public Safety Communications

cc: Members Guests

Compensation Board Policy

Frederick County Sheriff's Office 2017

The Compensation Board uses staffing standards and a staffing methodology for allocation of new positions in Sheriff's offices.

• These staffing standards, recommended by the Virginia Sheriff's Association and approved by the Compensation Board, may not reflect all duties performed by the Sheriff. Positions needed for each office are based only upon the duties and workload measures identified specifically in the Staffing Standards. Many Sheriffs perform additional duties at their discretion or provide other services not required by state law.

- The number of Compensation Board-funded positions due in a specific Sheriff's office is based upon duties required by law to be performed by the Sheriff, or duties which nearly all Sheriffs perform.
- In determining the allocation of additional positions, the Compensation Board considers the following criteria:
 - The position (or positions) must be requested by the Sheriff as part of the Compensation Board's annual budget process.
 - The position requested must perform only statutorily prescribed duties for the Sheriff's Office.

- The Sheriff's office must have a personal computer, be connected to the city\county system, or have such systems scheduled for installation within 12 months.
- Funds and positions must be appropriated by the General Assembly.
- The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriff's Association (VSA) to determine the appropriate level of Compensation Board-funded staff support for each office requesting additional positions.

- The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculation the percentage that the number of additional positions needed is to the total number of current positions.
- The Compensation Board uses U.S. Census data found at <u>http://www.census.gov/</u> or data provided by the Weldon Cooper Center for Public Service, University of Virginia, located at

http://www.coopercenter.org/demographics/

The methodology used to determine appropriate staffing levels in each Sheriff's office was developed by the VSA and adopted by the Compensation Board.

<u>Law Enforcement.</u> One deputy per 1500 population, as set out in 15.2-1609.1, <u>Code of Virginia</u>. A minimum of five (5) deputies is allocated for any county where the sheriff provides the majority of law enforcement services, as set out in the Virginia Acts of Assembly (2010 Appropriation Act).

<u>Court Services</u>. The minimum number of deputies fixed for service of process is based upon a three (3) year average of papers received, to be served as follows:

- Six (6) papers served per hour in all cities and in counties with a population of 100,000 and above;
- Three (3) papers served per hour in counties with a population of 70,000 to 99,999;
- Two (2) papers served per hour in counties with less than 70,000 population and 1,750 hours per year of available time per deputy;
- Three (3) hours per in jurisdiction mental health transport; and
- Four (4) and ½ hours per out of jurisdiction mental health transport

<u>Courtroom and Courthouse Security.</u> The number of deputies fixed for courtroom and courthouse security is based upon no more than:

- Two (2) deputies in a circuit court;
- One (1) deputy in general court; and
- One (1) deputy in juvenile and domestic relations court.

Surrounding County Stats

			Law Enforcemen	t (1:1500)				Court Service	es													
											CY16	CY16 MENTAL								FY18		
				FY17		FY18	NEW LE	CY16	CY16 GD	CY16 JDR	PAPERS	HEALTH	CY16 MENTAL	CY16	FY17	TOTAL	FY18	TOTAL	FY18 ADJ	ADD'L		NEW CS
			2016 FINAL	ADJ LE	ADD'L LE	ADJ LE	REQ FOR	CIRCUIT CT	COURT	COURT	RECEIVED	TRIPS IN	HEALTH TRIPS	TOTAL	ADJ CS	ADD'L CS	ADJ CS	FY18	LE+CS	CS+LE	% OF	REQ FOR
RANK	(FIPS	LOCALITY	POPULATION	HAVE	DUE	HAVE	FY18	DAYS	DAYS	DAYS	(3 YR AVG)	JURIS	OUT OF JURIS	HOURS	HAVE	DUE	TOTAL	CS+LE	HAVE	DUE	NEED	FY18
1	087	Henrico Co.	321,233	0.00	0.00	0.00	0	1,190	1,215	1,128	123,338	84	427	64,625	22.25	14.68	22.25	25.00	22.25	14.68	65.96%	0
2	107	Loudoun Co.	385,327	169.00	87.90	172.00	70	948	729	426	48,619	199	162	35,458	13.28	6.99	13.28	186.00	185.28	91.89	49.59%	0
3	840	Winchester	27,531	0.00	0.00	0.00	0	160	390	429	16,977	22	61	12,282	5.00	2.02	5.00	5.00	5.00	2.02	40.37%	2
4	630	Fredericksburg	27,025	0.00	0.00	0.00	0	510	245	365	59,439	128	64	23,619	9.00	4.50	10.00	10.00	10.00	3.50	34.96%	4
5	093	Isle of Wight Co.	37,074	22.42	2.28	22.42	1	97	149	93	12,000	0	30	9,623	1.00	4.50	1.00	25.00	23.42	6.78	28.92%	1
6	520	Bristol	17,669	0.00	0.00	0.00	0	258	173	258	9,375	56	34	9,460	4.19	1.21	4.19	5.00	4.19	1.21	28.91%	1
7	127	New Kent Co.	20,895	11.00	2.90	11.00	3	78	65	46	8,443	8	35	6,539	3.00	0.74	3.00	14.00	14.00	3.64	25.98%	0
8	099	King George Co.	24,724	14.00	2.50	14.00	2	136	58	110	9,265	0	47	8,364	3.00	1.78	3.00	17.00	17.00	4.28	25.17%	2
9	069	Frederick Co.	83,998	46.21	9.79	46.21	9	236	250	250	26,075	318	75	17,759	7.00	3.15	7.00	54.00	53.21	12.94	24.31%	2

Investigator assignments as of August 2017

Investigator Bursey: General investigations, i.e. property crimes and crimes against persons.

Investigator Davis: Conducts forensic exams on computer and cellular devices.

Investigator Hipple: Crimes against children and sex offenses.

Investigator Nail: General investigations, i.e. property crimes and crimes against persons.

Investigator Hawkins: Prostitution, child solicitation and human trafficking.

Investigator Smoke: Property Crimes.

Investigator Killian: ICAC. Internet crimes against children.

Investigator Streit: General investigations, i.e. property crimes and crimes against persons.

Investigator Swartz: Forensic specialist for crime scenes.

Investigator Varnau: Fraud and financial investigator.

<u>Investigator Hazelwood:</u> Fraud and Financial investigations as well as computer based crime investigations.

Investigator Beauvais: Sex offenses and crimes against the elderly.

Investigator Culp: Polygraph examiner and background investigations.

Investigator Ellinger: Cigarette trafficking investigations.

Investigations continued....

- Investigations Case Assignments
 - 2017 (01/01/2017 09/15/2017) = 230
 - 2016 (01/01/2016 09/15/2016) = 245
- Department of Social Services referrals as of August
 2017 = 278

Frederick County Sheriff's Office Civil Report

Transports	Count	Miles	Man Hours	Average Count Per Month
Jan 1, 2017 to July 31, 2017	<mark>344</mark>	37,788	1,770	<mark>49.14</mark>
Jan 1, 2016 to Dec 31, 2016	557	72,720	3,223	<mark>46.42</mark>
Extradition				
Jan 1, 2017 to July 31, 2017	<mark>41</mark>	<mark>6,461</mark>	<mark>394</mark>	<mark>5.86</mark>
Jan 1, 2016 to Dec 31, 2016	<mark>94</mark>	17,981	944	<mark>7.83</mark>
TDO				
Jan 1, 2017 to July 31, 2017	<mark>48</mark>	13,239	<mark>502</mark>	<mark>6.86</mark>
Jan 1, 2016 to Dec 31, 2016	<mark>75</mark>	20,478	808	<mark>6.25</mark>
Civil Papers				
Jan 1, 2017 to July 31, 2017	<mark>9,761</mark>			1394.43
Jan 1, 2016 to Dec 31, 2016	17,427			1452.25

Court Report

General District Court Caseload

	Time frame	Total
Frederick County	2016	21,439
	2017 to June	9,244

Juvenile & Domestic Relations Court Caseload

	Time frame	Total
Frederick County	2016	4,925
*	2017 to April	1,576

Circuit Court Caseload

	Time frame	Total
Frederick County	2016	4,787
	2017 to June	2,082

Man Hours for court 13,312 hours

Lock up - Inmates

	Time frame	Total
Frederick County	2016	2777
	2017 to July	1607

Man hours for lock up 2,100 hours

Staffing for Court Security and Civil Process

Full Time Employees- 12 Total Part Time Employees- 6 Total

YELLOW INDICATES COMPBOARD FUNDED totaling \$500,648

Deputy Nicholson Deputy Sargent

Deputy Embrey Deputy Clark

Deputy Shenk Deputy Ganoe

Deputy Sardelis Deputy Locke

Deputy Dean Deputy Tokach

Deputy Bingaman Deputy Bush

Deputy Cheshire

Deputy Saville

Deputy Alger

Deputy Cameron

Deputy Lambert

Deputy Sampson

Civil Process and Court Security has two Deputies on call 365 days a year for TDO transports.

Daily assignments are determined by what courts are in session that day and what transport need to be done. We have one deputy assigned to the finger printing area to do fingerprinting from the 3 different courts that are in session and to finger print Frederick County citizens

That same deputy is also assigned to check on the inmates in the holding cells. On days that we have 30 to 50 inmates we assign 1 additional deputy.

The Honorable Judge Athey (Chief Judge) for this district requires that we have the below number of bailiffs for the below listed courts.

Circuit Court-3

General District Court-2

Juvenile Court-2

On most days we have 2 Juvenile Courts and 2 General District Courts in Session.

We have 1 or 2 Circuit Courts in session every day.

Deputy Lambert is assigned to the Drug Court which keeps him very active in that role and reduces his time to our division.

Deputy Cameron is the administrator of Project Life Saver and goes to the client's house to check on the device and to replace batteries. Deputy Cameron also meets with new clients and enrolls them into the program. Deputy Cameron is also assisted by Deputy Lambert and Deputy Alger. Theses deputies are called out when one of the clients wanders off.

We try to have at least 4 deputies assigned to serve civil papers every day.

Cost of a New Officer

- **Deputy I** Level 5 Salary \$38,174.00 plus fringe \$18,651.48 = \$56,825.48 (full year). (If hire date, 11/1/17 need 9 months of funding salary \$28,630.50 plus fringe \$13,988.61 = \$42,619.11)
- **Deputy II** Level 6 Salary \$41,909.00 plus fringe \$19,421.64 = \$61,330.64 (full year). (If hire date, 11/1/17 need 9 months of funding salary \$31,431.75 plus fringe \$14,566.23 = \$45,997.98)
- **Investigator** Level 8 Salary \$51,971.00 plus fringe \$21,496.42 = \$73,467.42 (full year). (If hire date, 11/1/17 need 9 months of funding salary \$38,978.25 plus fringe \$16,122.32 = \$55,100.57)

A new hire is in the academy for 20 weeks and in field training for 13 weeks for a total of 33 weeks.

Therefore they are not on their own until 8 months 1 week after they are hired. A Virginia certified hire typically takes about 30 -45 days to be on their own because they only need to go through field training.

Law Enforcement Posi	tions	
1 to 1500 (1 LE position to 1500 pe	ople)	
	1,500	
Population	83998	
Law Enforcement positions	47	current LE positions
LE due	56.00	Pop divided by 1500
Additional due	9.00	due minus currently funded LE positions
Ratio	1,787.19	Population divided by current LE Positions

Locality: 069	Pop	83,998.00					
Court Services Position	ons		<u>Formulas</u>		New Staffing Standards		
Papers	2014	2,015	2016	AVG	Process Hours = Total Papers divided by:		
Subpeona	10253	10,393	9286	9,977	1) All cities -divide by 6		
Jury	О	-	0	o	Pop greater 100,000 - divide by 5		
Crim	7767	7,619	7519	7,635	Pop less than 99,999 - divide by 3		
Dmv	² 57	158	204	206	Pop less than 70,000 - divide by 2		
levies	27	23	10	20	Pop less than 10000 - divide by 1.5		
other	8496	_	8199	8,237			
Total Papers	26,800	26,208	25218	26,075			
Process Hours	Divide by		3	8,692			
Mental In	Multiply by	3.00	318	954	2) Mental health -IN (trips x 3)		
Mental Out	Multiply by	4.50	75	338	Mental health -OUT (trips x 4.5)		
Total Mental Hours				1,292			
Court Hours							
CC	Multiply by	16.00	236.00	3,776	3) Circuit Court Days x 16		
GD	Multiply by	8.00	250.00	2,000	GD days x 8		
JDR	Multiply by	8.00	250.00	2,000	JDR days x 8		
Courts Hours				7,776			
Travel Hours (Total	Court Hours)			17,759	4) Process hrs + Court Hrs + Total Mental		
Number of CS Positi	ions			7.00	5) number perm positions		
Need Positions				10.15	Travel Hours (Total Court hours) divided by 6)1750		
ADD				3.15	7) Need positions minus Number of pos		
Need Percent				0.45	ADD/Number of 8) positions		

TOTAL POSITIONS	<u>Formulas</u>	
Total Current Positions	54.00 LE + CS	
Need Positions	66.15 CS Need + LE Due	
Total Current Positions ADD	12.15 Need minus Current Positions	
ADJ	12.15 Need minus Current Positions	
Need %	22.49% ADJ divided by Current LE + CS Positions	

§ 53.1-120

Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment

A. Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose. A list of such designations shall be forwarded to the Director of the Department of Criminal Justice Services.

B. The chief circuit court judge, the chief general district court judge and the chief juvenile and domestic relations district court judge shall be responsible by agreement with the sheriff of the jurisdiction for the designation of courtroom security deputies for their respective courts. If the respective chief judges and sheriff are unable to agree on the number, type and working schedules of courtroom security deputies for the court, the matter shall be referred to the Compensation Board for resolution in accordance with existing budgeted funds and personnel.

C. The sheriff shall have the sole responsibility for the identity of the deputies designated for courtroom security.

D. Any county or city, through its governing body, may assess a sum not in excess of \$ 10 as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. If a town provides court facilities for a county, the governing body of the county shall return to the town a portion of the assessments collected based on the number of criminal and traffic cases originating and heard in the town. The imposition of such assessment shall be by ordinance of the governing body that may provide for different sums in the circuit courts and district courts. The assessment shall be collected by the clerk of the court in which the case is heard, remitted to the treasurer of the appropriate county or city and held by such treasurer to be appropriated by the governing body to the sheriff's office. The assessment shall be used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

CFS Counts

Frederick County Sheriff's Office Number of Calls for Service Per Day Total Between 250 and 299

Total Found	34
9/21/2016	271
9/22/2016	268
9/23/2016	274
10/31/2016	257
11/2/2016	259
11/8/2016	262
12/9/2016	277
12/16/2016	257
12/27/2016	252
12/28/2016	253
1/25/2017	273
1/26/2017	259
1/27/2017	261
2/8/2017	252
2/21/2017	254
2/27/2017	257
3/29/2017	268
4/20/2017	289
5/17/2017	251
5/22/2017	253
5/26/2017	290
6/5/2017	257
6/23/2017	252
7/1/2017	253
8/2/2017	266
8/8/2017	276
8/9/2017	262
8/16/2017	260
8/18/2017	283
8/24/2017	275
9/1/2017	289
9/7/2017	265
9/8/2017	252
9/14/2017	263
	9/8/2017 9/7/2017 9/7/2017 9/1/2017 8/24/2017 8/16/2017 8/9/2017 8/9/2017 8/9/2017 8/9/2017 6/2/2017 6/2/2017 5/2/2017 5/2/2017 5/2/2017 5/2/2017 5/2/2017 1/27/2017 1/27/2017 1/27/2017 1/27/2017 1/25/2017 1/25/2017 1/25/2016 1/27/2016 1/2/2016

Frederick County Sheriff's Office
Number of Calls for Service Per Day
Total 300 or Greater

Prepared

9/19/2017 8:19:49AM

9/6/2017 325
9/5/2017 304
8/28/2017 309
8/17/2017 307
Total Found

WORKING TITLE: STATE POLICE TROOPER ROLE TITLE: LAW ENFORCEMENT OFFICER II POSITION #69072 STARTING SALARY \$44.290

The Virginia Department of State Police is recruiting for qualified applicants for the position of State Police Trooper. EARN WHILE YOU LEARN. Qualified candidates accepted to the Training Academy will be paid a salary of \$44,290. In addition, candidates will receive benefits including life insurance, health insurance, sick leave, and paid vacation. Twelve months following graduation from the State Police Academy, the annual salary will increase to \$48,719. Upon graduation, candidates are supplied all equipment and uniforms, including a take home car. Candidates are also eligible, with tenure, for promotional and career progression opportunities including the opportunity to serve in many exciting specialty positions across the Commonwealth of Virginia.

The duties include but are not limited to: enforcing the laws of the Commonwealth of Virginia; investigating criminal and traffic offenses; effecting arrests; communicating effectively both orally and in writing; testifying in court; safely operating a law enforcement vehicle; effectively interviewing individuals; performing lifesaving functions; safely and effectively utilizing firearms; performing effective searches of people and property; and reading and comprehending a variety of legal and administrative documents.

The minimum qualifications for State Trooper are:

- APPLICANTS MUST BE RESIDENTS IN A STATE EAST OF THE MISSISSIPPI WITHIN THE CONTINENTAL UNITED STATES
- MILITARY APPLICANTS MUST LIVE IN OR HOME OF RECORD MUST BE IN ONE OF THE STATES EAST OF THE MISSISSIPPI
- · must be at least 21 years of age on date of hire
- · must be a high school graduate or have a GED
- · college coursework and/or related experience PREFERRED
- · must be a United States citizen on day of testing
- must be of good character and reputation as established by a background investigation to include but not limited to: a polygraph examination, educational achievements, prior work experience, character and reputation, credit history and police record
- · must be in possession of a valid driver's license and a good driving record
- must be willing to relocate anywhere in the state based on department needs
- must be willing to travel at your own expense to Virginia State Police Headquarters located at 7700 Midlothian Turnpike, North Chesterfield, VA 23235 to complete testing throughout the pre-employment process and while in a training status
- must possess at least 20/20 binocular vision, corrected or uncorrected, and if uncorrected visual acuity is 20/100 or better binocular and 20/200 or better in worse eye
- · meet minimum requirements for color vision test with or without corrected lens(es)
- must be capable of hearing normal frequencies of 500, 1000, 2000, and 3000 hertz at a pure tone level of 25 decibels or less and no greater than a 45 decibels at 4000 and 6000 hertz when checked by the Audiometer Test
- · weight must be in proportion to height see chart.
- · must be willing to work rotating shifts and weekends
- · must successfully pass all pre-employment testing
- must be in compliance with the department's tattoo and body modification policies

Overtime comparison

• Jan 16 – Sept 16 = \$410,139.94

• Jan – 17 – Aug 17 = \$381,694.42

Special Operations

The Special Operations Division is comprised of the following;

- Special Weapons And Tactics Team
- Search & Rescue
- Project Lifesaver
- Dive Team
- ATV Patrol
- Bike Patrol
- Community Response Team
- Civil Disturbance team
 - This division consist of a number of highly proactive deputies which support both the Patrol Division and the Criminal Investigation Division. Deputies working in these units are specially trained in the following areas:
 - Tactical responses to critical incidents
- Direct support to both Divisions in the apprehension of career criminals and violent All assignments under the Special Operations Division are considered unique and fall outside the realm of normal patrol duties. Each requires a high degree of team camaraderie and discipline. All officers working in the Special Operations Division receive specialized training and develop a high level of proficiency and expertise for their particular assignment.

SEARCH & RESUCE

Search and Rescue Team

Year	Number of call outs	Hours of searching and response	Reason for call out
2015	11	45.5 hours	Missing persons
2016	6	102.5 hours	Missing person(s)
			Injured hiker
			Lost hiker
			Lost juvenile hikers
			Missing/Homicide
2017	10	36.5 hours	Missing persons
			Aircraft Accident in Hardy Co

Note: Missing persons includes persons missing with medical or mental health reasons.

The average manpower on each search is 20 to 25 team members.

DIVE TEAM

Dive Team Call Outs

No. of calls	Hours and Reason
1	8 days searching for missing person presumed deceased.
2	10 hours evidence recovery from burglary of business records and search for save
	7 hours drowning mutual Aid Shenandoah County
3 in Clarke Cour	2 days missing person and body recovery Shenandoah River Frederick County
	6 hours Missing person search Mutual Aid Shenandoah County
	2 hours vehicle recovery from Opequon Creek Low water Bridge.
5	2 days evidence search underwater for Homicide in Warren County
į.	30 hours missing person search, Body and Vehicle recovery Opegoun Creek
10	6 hours water intake inspection for Town of Berryville on Shenandoah River
	10 hours Search and Recovery of evidence for U.S. Fish and Wildlife Service in
	1 2 3 in Clarke Cour

DIVE TEAM CONTINUED

Training required for each diver

Basic Open Water Scuba certification, Advanced open water (diving between 60 and 130 feet)

Rescue Diver, Emergency Oxygen Provider, CPR/Basic First Aid, Full Face mask Certification

Dry Suit Certification, Virginia Boat Operators Course, Emergency Response Diving International Technician I.

Totaling: 176 Hours of classroom Training, pool diving and open water check off for each diver.

Divers also conduct training once a pay period to maintain diving proficiency and also get required diving time in to complete certified training that is required above.

Divers also attend training provided by the Port of Virginia at the Virginia Public Safety Divers Conference covering numerous public safety diving training topics in class and also pool diving sessions.



Colonel W. S. (Steve) Flaherty Superintendent

COMMONWEALTH of VIRGINIA

DEPARTMENT OF STATE POLICE

Lt. Col. Tracy S. Russillo Deputy Superintendent

(804) 674-2000

P. O. BOX 27472, RICHMOND, VA 23261-7472

August 25, 2017

Mr. John Jones Executive Director Virginia State Sheriffs' Association 701 E. Franklin Street, Suite 706 Richmond, Virginia 23219

Dear John:

Law enforcement agencies nationwide are struggling to attract and retain a highly qualified sworn workforce. We all now compete for a shrinking pool of viable law enforcement candidates. The time it takes to recruit, screen, hire, and train new officers makes it very difficult for law enforcement agencies of all sizes to fill vacancies and avert the negative effects of attrition.

The Virginia State Police has recently conducted an extensive evaluation of its recruitment and hiring practices in an effort to identify opportunities to attract the most qualified candidates to our organization. Several new strategies have been implemented and others are being evaluated.

As a part of this new strategy, the Virginia State Police will begin recruiting for its first lateral entry school in September. The decision to pursue this strategy has not been made lightly as we realize it may have an impact on some of your organizations. We do not intend for this program to replace our normal recruiting and basic training process. Rather, we hope to quickly replace some of the valuable experience we have lost the last several years so we can continue to fulfill our core mission and provide the support services you have come to expect.

Sincerely.

Superintendent

WSF/MDH/lw