



**AGENDA
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, OCTOBER 25, 2017
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

Call To Order

Invocation

Pledge of Allegiance

Adoption of Agenda:

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

Consent Agenda:

(Tentative Agenda Items for Consent are Tabs: D, E, and F)

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

Board of Supervisors Comments

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

1. Closed Session and Regular Meeting, September 13, 2017.

County Officials:

1. Presentation of Resolution of Appreciation for Retiree with 25 or More Years of Service with Frederick County – Harvey E. “Ed” Strawsnyder, Jr.
2. Update of Economic Development Authority (EDA) Activities.
3. Economic Development Authority Business Incentive Policy.
(See Attached) ----- B

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- 4. Committee Appointments. **(See Attached)**----- C
- 5. Resolution to Cover Volunteer Fire/EMS Personnel for Workers' Compensation. **(See Attached)** ----- D
- 6. Resolution to Authorize Participation in the Aqua Virginia, Inc. Rate Case, State Corporation Commission Case Number PUR-2017-00082. **(See Attached)** ----- E

Committee Reports:

- 1. Parks and Recreation Commission. **(See Attached)** ----- F
- 2. Finance Committee. **(See Attached)**----- G

Planning Commission Business:

- 1. Resolutions Re: Revenue Sharing Application Support: **(See Attached)** --- H
 - a. Bridge Over I-81 and Roundabout;
 - b. Airport Road Extension and Intersection with Route 522.

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

A

MINUTES
CLOSED SESSION
AND
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
SEPTEMBER 13, 2017

A Closed Session and Regular Meeting of the Frederick County Board of Supervisors were held on Wednesday, September 13, 2017, beginning at 6:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, Virginia.

PRESENT

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

ABSENT

Robert W. Wells.

CALL TO ORDER

Chairman DeHaven called the meeting to order.

CLOSED SESSION

Upon a motion made by Vice-Chairman Fisher, seconded by Supervisor Lofton, the Board of Supervisors convened in closed session pursuant to Section 2.2-3711 A (8) of the Code of Virginia, 1950, as Amended, for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and pursuant to Section 2.2-3711 A (1) of the Code of Virginia, 1950, as Amended, for discussion of personnel matters, specifically, the appointment of a County Administrator.

The above motion was approved by the following recorded vote:

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

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

The above motion was approved by the following recorded vote:

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

Upon a motion made by Vice-Chairman Fisher, seconded by Supervisor Dunn, the Board certified that to the best of each Board Member's knowledge that only the consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Section 2.2-3711 A (8) of the Code of Virginia, 1950, as Amended, and discussion of personnel matters, specifically, the appointment of a County Administrator pursuant to Section 2.2-3711 A (1) of the Code of Virginia, 1950, as Amended, were discussed.

The above motion was approved by the following recorded vote:

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

The Board recessed until its regular meeting, 7:00 P.M.

REGULAR MEETING - CALL TO ORDER

Chairman DeHaven called the meeting to order.

INVOCATION

Vice Chairman Fisher delivered the invocation.

PLEDGE OF ALLEGIANCE

Supervisor Lofton led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED

Interim County Administrator Kris Tierney requested to add Tab I, the Joint Public Works Committee and Landfill Oversight Committee Report under the Consent Agenda as no action was required, and to pull Tab N from the agenda, Discussion of the Comprehensive Policy Plan Amendment (CPPA) #01-17 Sandy’s Mobile Home Court, LLC Sewer and Water Service Area (SWSA) Inclusion Request.

Vice Chairman Fisher stated he would like to add after the Board of Supervisors Comments, the appointment of a County Administrator and approval of the contract of the County Administrator.

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

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

CONSENT AGENDA - APPROVED

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

- Minutes – Budget Work Session and Regular Meeting of July 12, 2017, Closed Session and Regular Meeting of August 9, 2017 - Tab A;
- Resolutions of Appreciation for Retirees with Twenty-Five Years or More of Service with Frederick County – Tab F;
- Joint Public Works Committee and Landfill Oversight Committee Report – Tab I;
- Public Safety Committee Report - Tab J;
- Transportation Committee Report – Tab K;
- Road Resolutions – Tab O.

The above motion was approved by the following recorded vote:

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

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

APPOINTMENT OF COUNTY ADMINISTRATOR AND APPROVAL OF CONTRACT WITH COUNTY ADMINISTRATOR – APPOINTMENT OF KRIS C. TIERNEY – APPROVED

Upon a motion made by Vice Chairman Fisher, seconded by Supervisor Ewing, Kris C. Tierney was appointed County Administrator effective September 13, 2017 and the Board authorized the Chairman of the Board of Supervisors to sign the contract on behalf of the County.

The above motion was approved by the following recorded vote:

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

MINUTES – APPROVED UNDER CONSENT AGENDA

The minutes of the Budget Work Session and Regular Meeting of July 12, 2017 and the Closed Session and Regular Meeting of August 9, 2017 were approved under the consent agenda.

COUNTY OFFICIALS

COMMITTEE APPOINTMENTS

There were no committee appointments.

REQUEST FROM STEPHENS CITY FIRE AND RESCUE COMPANY FOR CARRY FORWARD FUNDS – APPROVED

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the request from the Stephens City Fire and Rescue Company for Carry Forward Funds in the amount of \$214,105.51 and the supplemental appropriation were approved by the following recorded vote:

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

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUNDS -

APPROVED

County Administrator Tierney reviewed the following requests from the Commissioner of the Revenue to authorize the Treasurer to refund:

1. Toyota Lease Trust in the amount of \$3,305.40 for personal property taxes in 2016 and 2017 and vehicle license fees in 2017. This refund resulted from normal proration of vehicle taxes where vehicles financed by this company were either sold or moved from this locality. Different divisions of this large automobile financing company are involved with registration and taxation of vehicles.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Slaughter, the above refund request and supplemental appropriation was approved by the following recorded vote:

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

2. Gander Mountain #342 in the amount of \$7,149.80 for business license fees for part of 2017. This refund resulted from the closing of the Gander Mountain #342 location. Should this location reopen, it would be under another legal entity.

Upon a motion made by Supervisor Ewing, seconded by Supervisor Slaughter, the above refund request and supplemental appropriation was approved by the following recorded vote:

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

PROPOSED 2018 LEGISLATIVE AGENDA - APPROVED

Deputy County Administrator Jay Tibbs presented the proposed 2018 Legislative Initiatives. He stated it was a different format from last year's and staff attempted to consolidate initiatives and identified six primary legislative initiatives the County would focus on this year. He stated this was not an all-encompassing list of legislative items as when bills get introduced or proposed, staff would continue to monitor items of interest to the Board or that affect Frederick County, then the Board would weigh in on those as the General Assembly session progresses. He further stated that staff is seeking an endorsement by the Board. Staff would communicate the legislative agenda to our elected legislators and share it with VACo as well to see if any could be included in their overall legislative agenda. He pointed out a couple of items for consideration and one was the reconsideration of SB 549 that changed the proffer legislation. He stated that, according to Delegate Minchew, this legislation may be revisited as it did not have the effect the development community had hoped. He stated the other item was funding for transportation improvements and assistance with transportation improvements on I-81 which was a priority for Delegate Minchew.

Supervisor Lofton asked about the funding for transportation improvements. He stated that he recently learned that funding for revenue sharing projects was decreased from \$10 million to \$5 million annually and wondered if the Board needed to be more specific with that particular item and still support funding for all local transportation improvements, or if that would make any impact at all. He stated he felt it could impact Frederick County quite a bit with the reduction in revenue sharing.

Chairman DeHaven stated he felt that could be worked into the wording. He stated it did

not hurt to keep campaigning for it.

Supervisor Ewing stated with reference to the unfunded mandates, he felt the state should fund mandates rather than the localities.

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the 2018 Proposed Legislative Agenda was approved by the following recorded vote:

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

RESOLUTIONS OF APPRECIATION FOR RETIREES WITH TWENTY-FIVE YEARS OR MORE OF SERVICE WITH FREDERIK COUNTY – APPROVED UNDER CONSENT AGENDA

**RESOLUTION (#012-17) OF APPRECIATION
HARVEY E. “ED” STRAWSNYDER, JR.
FREDERICK COUNTY**

WHEREAS, Harvey E. “Ed” Strawsnyder, Jr. served Frederick County, Virginia, for approximately 26 years in the Public Works Department; and

WHEREAS, Harvey E. “Ed” Strawsnyder, Jr. began his career with Frederick County as Director of Engineering – Public Works (1991-1994), and Public Works Director (1993-2017); and

WHEREAS, Under Harvey E. “Ed” Strawsnyder, Jr.’s leadership, a number of projects were completed to include construction of a new animal shelter, renovations to the old Frederick County Courthouse, design and construction of a new overflow parking area at Bowman Library, the Lake Holiday spillway, and Renaissance Drive, to name a few; and

WHEREAS, Harvey E. “Ed” Strawsnyder will be remembered for his leadership, project management and oversight, and his loyalty to and mentoring of the employees who worked for him.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Harvey E. “Ed” Strawsnyder, Jr. for his dedication and

dependability and wishes him all of the best in his future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#013-17) OF APPRECIATION
CHARLES “STEVE” FRYE
FREDERICK COUNTY**

WHEREAS, Charles “Steve” Frye served Frederick County, Virginia, for approximately 26 years in the Public Works Department; and

WHEREAS, Charles “Steve” Frye began his career with Frederick County as a Motor Equipment Operator II (1990-1992), Acting Shawnee land Sanitary District Manager (1992-1993), Shawneeland Sanitary District Manager (1993-1994), and Landfill Manager (1994-2017); and

WHEREAS, Under Charles “Steve” Frye’s management the landfill became a state of the art facility that is a model facility in the Commonwealth. His safety program yielded six consecutive years without a lost time accident, and his leadership and innovation resulted in the gas to energy facility that has made the Frederick County Landfill a leader in the solid waste disposal industry; and

WHEREAS, Charles “Steve” Frye was usually the first to arrive and the last to leave work and will be remembered for his work ethic, devotion to duty, and his impeccable safety record.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Charles “Steve” Frye for his dedication and dependability and wishes him all of the best in his future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#014-17) OF APPRECIATION
CHERYL S. OWINGS
FREDERICK COUNTY**

WHEREAS, Cheryl S. Owings served Frederick County, Virginia, for approximately 34 years

in the Division of Court Services and the Finance Department; and

WHEREAS, Cheryl S. Owings began her career with Frederick County as an Administrative Secretary with the Division of Court Services (1982), Account Clerk II with the Division of Court Services (1982-1985), Account Clerk II with the Finance Department (1985), Administrative Assistant (1985), Accountant I (1985-1994), Accountant II (1994-1998), Senior Account Technician (1998-2015), and Payroll Manger (2015); and

WHEREAS, during her tenure with the Finance Department, Cheryl S. Owings worked with the Management Information Systems staff to add the W-4 and Virginia and West Virginia tax forms to the electronic timesheet program in order to give employees more flexibility to make changes to their deductions; and

WHEREAS, Cheryl S. Owings will be remembered for her work ethic, job knowledge, accuracy, and positive attitude.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Cheryl S. Owings for her dedication and dependability and wishes her all of the best in her future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#015-17) OF APPRECIATION
CAPTAIN LISA SAVILLE
FREDERICK COUNTY**

WHEREAS, Lisa Saville served the citizens of Frederick County, Virginia, for approximately 27 years at the Northwestern Regional Adult Detention Center; and

WHEREAS, Lisa Saville began her career with Frederick County first as a Correctional Officer (1989-1994), obtaining the rank of Sergeant (1994-2000), then Lieutenant (2000-2013) and, finally, rising to the rank of Captain (2013-2017); and

WHEREAS, during her tenure at the Northwestern Regional Adult Detention Center, Captain Lisa Saville implemented a number of programs that benefitted not only the department, but the inmates as well. When the Department of Corrections closed several facilities in 2014 Captain Saville developed a process where the NRADC would take more work release eligible inmates and put them in contract beds in order to maintain and increase revenues. In addition, she worked to get more inmates out on work release by assisting them with job fairs and connecting them to local businesses; and

WHEREAS, Captain Lisa Saville will be remembered for her leadership and unwavering dedication to duty, her common sense, and sound advice and counsel.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Captain Lisa Saville for her leadership and wishes her all of the best in her future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#016-17) OF APPRECIATION
ANGELA S. WILLIAMSON
FREDERICK COUNTY**

WHEREAS, Angela S. Williamson served Frederick County, Virginia, for approximately 31 years in the Sheriff's Department; and

WHEREAS, Angela S. Williamson began her career with Frederick County as a Dispatcher with the Sheriff's Department (1986-1987), General Clerk (1987-1990), and Administrative Assistant (1990-2017); and

WHEREAS, during her tenure with the Sheriff's Department, Angela S. Williamson worked to improve new staff duties and cross trained staff to better enhance the clerical staff support for the department and monitored and tracked all funds associated with the Sheriff's Department's operating budget; and

WHEREAS, Angela S. Williamson will be remembered for her vast knowledge of the policies and procedures of the Sheriff's Department, her passion and commitment, and being a "TEAM PLAYER" in the administration of this department.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Angela S. Williamson for her dedication and dependability and wishes her all of the best in her future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#017-17) OF APPRECIATION
BATTALION CHIEF KARL H. STEUDL
FREDERICK COUNTY**

WHEREAS, Karl H. Steudl served the citizens of Frederick County, Virginia, for approximately 26 years in the Fire and Rescue Department; and

WHEREAS, Karl H. Steudl began his career with Frederick County as a Firefighter I (1991-1998), Fire & Rescue Specialist (1998-2001), Fire & Rescue Lieutenant/Fire Marshal (2001-2003), Fire & Rescue Captain (2003-2017), and rising to the rank of Fire & Rescue Battalion Chief (2017); and

WHEREAS, during his tenure with the Fire and Rescue Department, Battalion Chief Karl H. Steudl worked with the Communications Committee to develop Standard Operating Procedures/Guidelines to standardize equipment and move the department into the future; and assisted with a major radio system upgrade which saved Frederick County \$438,000 based upon what a private company would have cost; and

WHEREAS, Battalion Chief Karl H. Steudl will be remembered for his leadership, work ethic, job knowledge, and as one of the “best incident commanders in the department”.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Battalion Chief Karl H. Steudl for his leadership and wishes him all of the best in his future endeavors.

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

ADOPTED this 13th day of September, 2017.

**RESOLUTION (#018-17) OF APPRECIATION
LIEUTENANT RONALD K. RIDLEY
FREDERICK COUNTY**

WHEREAS, Ronald K. Ridley served the citizens of Frederick County, Virginia, for approximately 28 years at the Northwestern Regional Adult Detention Center; and

WHEREAS, Ronald K. Ridley began his career with Frederick County first as a Correctional Officer (1989-1990), obtaining the rank of Sergeant (1990-2000), and rising to the rank of Lieutenant (2010-2017); and

WHEREAS, during his tenure at the Northwestern Regional Adult Detention Center, Lieutenant Ronald K. Ridley significantly improved the Inmate Workforce Package and Pod Worker

Assignment process, planned and supported a temporary Inebriate Center during the 85th Shenandoah Apple Blossom Festival, and taught numerous classes as a General Instructor; and

WHEREAS, Lieutenant Ronald K. Ridley will be remembered for his leadership, attention to detail, forward thinking, his ability to communicate, and his rapport with staff, inmates, and other agencies.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Lieutenant Ronald K. Ridley for his leadership and wishes him all of the best in his future endeavors.

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

ADOPTED this 13th day of September, 2017.

COMMITTEE REPORTS

FINANCE COMMITTEE REPORT – APPROVED

Supervisor Slaughter presented the Finance Committee Report.

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 16, 2017 at 8:00 a.m. All members were present. Items 1, 2, and 3 were approved under consent agenda. Item 6 requires no action.

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Lofton, Items 1, 2, and 3 were approved under the consent agenda by the following recorded vote:

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

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$100. This amount represents a donation to the DARE program. No local funds required. – **Approved Under Consent Agenda.**

2. The Sheriff requests a General Fund supplemental appropriation in the amount of

\$5,080.92. This amount represents an auto claim reimbursement. No local funds required. - **Approved Under Consent Agenda.**

3. The Public Safety Communications Director requests a General Fund supplemental appropriation in the amount of \$7,579.72. This amount represents a carry forward of unspent FY17 funds for the completion of the radio upgrade. - **Approved Under Consent Agenda.**

4. Horizon Goodwill Industries, Inc. requests real property tax exemption. See application and Code of Virginia Tax Exempt Property. The committee recommends denial of the exemption. - **Denied.**

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the above request was denied by the following recorded vote:

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

5. The Winchester Regional Airport Executive Director requests an FY18 Airport Capital Fund supplemental appropriation in the amount of \$2,165,000 and an FY18 General Fund supplemental appropriation in the amount of \$209,674. These amounts represent the Airport Capital budget for FY18 and the local contribution. The committee recommends approval. - **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Vice Chairman Fisher, the above request was approved by the following recorded vote:

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

6. The committee will discuss airplane tax rate. The committee requested additional information and will resume discussions at the next meeting. - **No Action Taken.**

7. The committee will continue discussion on real property tax relief and deferral. The committee recommends promotion of the deferral program and approval of the code updates as presented. The committee also requested additional information and will resume discussion of the tax relief ranges at the next meeting. – **No Action Taken.**

8. The committee will continue discussion on workman’s compensation and accident/injury coverage for volunteer fire & rescue personnel. The committee recommends implementing VACORPs recommendation for workers’ compensation for volunteer fire & EMS. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Ewing, the above request was approved by the following recorded vote:

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

9. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. The committee recommends no changes to the charter. – **Approved.**

Upon a motion made by Supervisor Slaughter, seconded by Supervisor Dunn, the above request was approved by the following recorded vote:

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

Information Only

1. The Finance Director provides a Fund 10 Transfer Report for June 2017.
2. Fund balance information will be provided after the County closes FY17.

3. The Finance Director provides the FY 2019 budget calendar.
4. The Finance Director provides the updated outside agency funding request form.
5. The FY17 year-end open purchase orders have been provided by the County and the Schools.

CODE AND ORDINANCE COMMITTEE REPORT - APPROVED

Supervisor Dunn presented the Code and Ordinance Committee Report.

The Code & Ordinance Committee met on Wednesday, August 23, 2017 at 3:00 P.M., in the First Floor Conference Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Code and Ordinance Committee members present were Blaine P. Dunn, Chairman; Bill M. Ewing, Robert W. Wells, Derek Aston, Stephen Butler, and James Drown. Also present were Interim County Administrator Kris C. Tierney, Deputy County Administrator Jay E. Tibbs, County Attorney Rod Williams, Fire Chief Dennis Linaburg, Treasurer C. William Orndoff, Jr., Commissioner of the Revenue Ellen Murphy, and Lorraine Mossburg, Administrative Assistant.

The committee submits the following:

*****Items Requiring Board Action*****

- 1. Proposed Amendment to the Frederick County Code, Chapter 89 (Fire and Rescue Services), Section 89-12 (Volunteer Fire Fighter and Rescue Members) – Simplified Background Check Procedure. – Sent Forward to Public Hearing**

County Attorney Rod Williams provided a brief overview. He advised this proposal was a technical amendment which would speed up the process for completing background checks necessary in order to approve volunteer fire and rescue members.

Upon a motion by Mr. Butler, seconded by Mr. Ewing, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of approval. The motion was unanimously approved.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Ewing, the above proposed amendment was sent forward to public hearing by the following recorded vote:

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

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

2. Proposed Amendment to the Frederick County Code, Chapter 122 (Nuisances), Proposed Section 122-11 (Methamphetamine Lab Cleanup and Removal Responsibility for Costs; Determination of Amount) – Sent Forward to Public Hearing

County Attorney Rod Williams provided a brief overview. He advised this proposed ordinance would help ensure that all possible avenues are available for the County to recover any costs it might be forced to incur to protect the public health and safety, in those instances where no other means are available for the cleanup of methamphetamine labs.

Upon a motion by Mr. Butler, seconded by Mr. Drown, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of approval. The motion was unanimously approved.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Slaughter, the above proposed amendment was sent forward to public hearing by the following recorded vote:

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

3. Proposed Amendment to the Frederick County Code, Chapter 155 (Taxation), Section 155-3 (Tax returns, Failure to File). – Sent Forward to Public Hearing

County Attorney Rod Williams provided a brief overview. He advised the proposed amendments are technical amendments to the provision governing personal property return tax filings. The amendments clarify that the requirements apply for mobile homes and provide for annual filing of returns for mobile homes, irrespective of change ownership and/or tax situs. They also establish a uniform filing deadline of March 1 for personal property returns. For proratable personal property (non-business motor vehicles) for which there is a change of ownership and/or tax situs, the ordinance would still require the filing of a return within 60 days of the change.

Upon a motion by Mr. Ewing, seconded by Mr. Butler, the Committee forwarded this proposed ordinance to the Board of Supervisors for public hearing with a recommendation of

approval. The motion was unanimously approved.

Upon a motion made by Supervisor Dunn, seconded by Supervisor Ewing, the above proposed amendment was sent forward to public hearing by the following recorded vote:

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

*****Items Not Requiring Board Action*****

- 1. Proposed Amendment to the Frederick County Code, Chapter 48 (Animals and Fowl), Section 48-23 (Specified Noise Unlawful), Section 48-24 (Enforcement), Section 48-25 (Violations and penalties) and Chapter 118 (Noise), Section 118-1 (Specified Noise Unlawful), Section 118-2 (Enforcement), Section 118-3 (Violations and Penalties), Proposed Section 118-4 (Specific Prohibitions), Proposed Section 118-5 (Exceptions).**

County Attorney Rod Williams provided a brief overview. He advised this proposed amendment was an attempt to revise the existing noise ordinance to meet the constitutional standard for reasonableness. The proposal would bring the ordinance into compliance and provide necessary clarity.

The Committee discussed the proposed amendment and was not ready to move it forward.

Upon a motion by Mr. Butler, seconded by Mr. Ewing, the Committee postponed this item until its next meeting. The motion was approved unanimously.

2. Other Business

Mr. Dunn raised an issue in his district where a property owner was discharging water onto a neighboring property. He stated he had contacted staff and was advised there was no prohibition under current local ordinances to address discharging water onto another person's property. He stated he was seeking other perspectives.

Mr. Ewing advised that he was dealing with a similar situation in his district.

Interim County Administrator Tierney advised that he would confer with the Public

Works Director to see what avenues were available and would let Mr. Dunn know what he finds.

There being no further business, the meeting adjourned at 3:45 p.m.

JOINT PUBLIC WORKS COMMITTEE AND LANDFILL OVERSIGHT COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

There was a joint Public Works Committee and Landfill Oversight Committee meeting on Tuesday, August 29, 2017, at 8:00 a.m. All members were present from the Public Works Committee. The Landfill Oversight Committee had all members present except David Ash and J. Stanley Crockett. The following items were discussed:

*****Items Requiring Action*****

1. Supplemental Appropriation Request for \$50,000.00 for the Frederick County Esther Boyd Animal Shelter

In order to begin the design process for a future building addition at the animal shelter, we have requested a supplemental appropriation in the amount of \$50,000.00 to be placed in line item 10-4305-3002-02 from the reserve line item 10-240-2501. The reserve fund is where all the donated funds have been placed to fund projects as determined by Frederick County. To date, we have received over \$1,100,000.00 from multiple donors. The committee recommended endorsement of the request for the supplemental appropriation in the amount of \$50,000.00 and forwarded this request to the Finance Committee for further consideration. Committee member Whit Wagner recommended approval and Supervisor Robert Wells seconded the motion. The committee approved the motion with five aye votes and one nay vote.

2. Supplemental Appropriation Request for \$10,000.00 for the Frederick County Esther Boyd Animal Shelter

In order to expand our current, spay/neuter program, we requested a supplemental appropriation in the amount of \$10,000.00 to be placed in line item 10-4305-3001-00 from the reserve line item 10-240-2501. At the request of one of the benefactors of the donated funds, they earmarked the funds to be used for spay/neuter programs at the animal shelter. Approximately \$250,000.00 has been earmarked for this purpose. It is the staff's recommendation that these funds be used each year to supplement local funding in support of the spay/neuter program. These funds will allow the shelter staff to achieve 100% spay and neuter of all adoptable animals. Currently, staff is able to spay and neuter 60% to 70% of the adoptable animals. The committee recommended to endorse the request for the supplemental appropriation in the amount of \$10,000.00 and to forward the request to the Finance Committee for further consideration. Supervisor Bill Ewing recommended approval of the motion and was seconded by committee member Whit Wagner. The committee unanimously approved the motion.

*****Items Not Requiring Action*****

1. Update on the New Stephenson Citizen Convenience Center (Replacement for Clearbrook Site)

Funding for site development has been placed in the Refuse Collection budget in the amount of \$540,000.00. Currently, the bid has been advertised and the bids are due on September 12, 2017. We plan to award project bid and begin site work by the end of September. Site development should be completed by the end of the year.

2. Update on Planned Maintenance Work at Greenwood Convenience Center

Staff updated committee members on the planned maintenance improvements at the Greenwood Convenience Center. Staff will be repaving within the fenced area and providing a paved area just outside the fence to allow for snow removal improvements. We are also going to sand and repaint the hopper, fix any bad metal and check over the unit. Due to the maintenance, we are going to close the entire week of September 11, 2017. We have already posted the site with signs, informed the press and notifications have been sent to all social media outlets. We are diverting traffic to the Landfill Convenience Center which is about 2 ½ miles away. All improvements are planned and funding was approved in the current budget. We anticipate improvements costing less than \$25,000.00.

3. Miscellaneous Reports

- a. Tonnage Report
(Attachment 2)
- b. Recycling Report
(Attachment 3)
- c. Animal Shelter Dog Report
(Attachment 4)
- d. Animal Shelter Cat Report
(Attachment 5)

Public Works Committee/Landfill Oversight Committee Joint Items

1. Update on FY 2018 Landfill Projects

Ron Kimble, Landfill Manager updated both committees on current and future projects planned during Fiscal Year 2018. In continuing efforts to improve security, several video cameras are being installed at strategic points around the site to monitor the site and provide surveillance. He discussed purchasing a tarping system to provide daily cover at the Landfill to reduce use of cover soils and achieve requested DEQ recommendations related to daily cover. Currently, staff is pursuing the possible placement of additional gas collection systems to increase gas productivity at the Landfill Gas Power Plant. We are currently running the system at 75%

to 80% capacity due to the lower gas volumes. Ron discussed our future MSW cell expansion, as well. We have already begun the development of MSW Cell, Phase 3, Cell A. We have in the budget an extensive rock blasting contract which will take place in early 2018. We will be developing a bid package over the next couple of months.

2. Presentation of Pro Forma Analysis and FY 2019 Budget Recommendations

Over the past several months, SCS Engineers, a Frederick County Regional Landfill consultant, has been performing a budgetary analysis in reviewing the operations and budget for the landfill. This review will assist staff in developing the Fiscal Year 2019 budget and all future planning purposes at the landfill. I have attached the power point presentation that was used during the meeting. It was recommended that the information and presentation be forwarded to the Finance Committee. We will present the information at the next scheduled committee meeting on September 20, 2017. Recommendations regarding future tipping fees will be presented as well.

PUBLIC SAFETY COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

A meeting of the Public Safety Committee was held on Thursday August 17, 2017 at 8:30 a.m., Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, Virginia. 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 and Rescue Chief Denny Linaburg, Major Steve Hawkins, Assistant County Attorney Erin Swisshelm, Fire and 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

Chief Linaburg discussed the need for a fulltime QA/QI position who would be tasked with maintaining data and reports that are necessary for the EMS licensing and operation. 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 and 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 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 department's staffing needs.

4. Other Business

Dan Cunningham, President of Fire and 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 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: The meeting was adjourned at 9:40 a.m.

TRANSPORTATION COMMITTEE REPORT – APPROVED UNDER CONSENT AGENDA

The Transportation Committee met on August 28, 2017 at 8:30 a.m.

Members Present

Members Absent

Gary Lofton Chairman (voting) Mark Davis (liaison Middletown)
Judith McCann-Slaughter (voting) Gary Oates (liaison PC)
James Racey (voting)
Barry Schnoor (voting)
Gene Fisher (voting)
Lewis Boyer (liaison Stephens City)

*****Items Not Requiring Action*****

1. Revenue Sharing Policy Update

The Revenue Sharing Policy had significant changes which took place effective July, 2017 from the Commonwealth Transportation Board (CTB). The most significant is the reduction from \$10 million to \$5 million in funds on an annual basis. Also, another is the limit of \$10 million per project. The CTB also changed the way Revenue Sharing allocations can be transferred between projects. Supervisor McCann-Slaughter asked for clarification about the deallocation process on surplus funds which have changed from 24 months to 6 months after a project is completed. VDOT verified that this is accurate. The cap of \$10 million per project could impact Jubal Early Drive project if the cost estimate were to increase on that project.

2. SmartScale Program Update

A major proposed change that was discussed is the reduction in the number of applications that a locality can apply for which has been reduced to a limit of four. This would be less than Frederick County has applied for in the past. The MPO and Regional Commission can add four (4) applications each on behalf of Frederick County. However, concern is that those regional groups compete with other localities for funds. Based on the past data, projects under \$5 million are most likely to get funded. The Transportation Committee and the Board of Supervisors will have major decisions to make in the future as to what projects they would apply for. The CTB will act on this change at the next meeting. Also, another major change that was announced on Friday, August 25, 2017, was that projects that are proffered will not be eligible for funding. Staff asked for clarification on this issue at the next meeting. The Chairman asked committee members to give feedback to staff and the committee will be taking this item back up at their meeting in September for a recommendation to the Board of Supervisors.

3. VDOT Arterial Preservation Program

On June 15, 2017 staff attended the VACO Transportation Steering Committee meeting at which Mr. Garrett Moore gave a presentation on VDOT's new Arterial Preservation Program. The VACO Transportation Steering Committee is a new committee but has been very active. The VDOT staff is working very hard on this program to the point of already implementing elements, even though it is still in the development stage. Mr. Terry Short,

Planning Manager, VDOT Staunton District, discussed this program with the committee as is referenced by the attached presentation. In our area, this program impacts all the major roadways that have interchanges with I-81. With this renewed focus on arterial preservation, new accesses and intersections will receive significant scrutiny and new signals will have to be approved in Richmond while other intersection types or a signal removal would be approved locally. Mr. Bishop advised that this has potential to significantly impact project timelines for both public road projects and private developments.

4. Route 37/Shady Elm Access Management Discussion

VDOT is currently working on a potential limited access break for a property next to the Route 11/Route 37 interchange. If this is implemented, this will create an additional access on the north side of Route 37 in Kernstown across from the interchange ramps. The County has been asked to weigh in on the process and perhaps even partner in revenue sharing with the developer of the parcel for the roadway improvements that would be needed for the new access. Impact studies have been done that shows needed improvements by the property owner. Staff noted that the MPO went through two rounds of study that analyzed the interchange between Route 11 and Route 37 at Kernstown, as well as a potential interchange at Shady Elm Drive. Those studies did not support the interchange existing long term however, neither study was adopted by Frederick County. The property in question does currently have an access point with Commonwealth Court. The property is a by right development and can have the same use with or without break per VDOT. VDOT does not have an officially designed plan, only a conceptual design. There is a difference of opinions between the property owner and VDOT as to what improvements shown in the Applicant's TIA are required to support the break. The Applicant is expected to seek revenue sharing assistance on the portion that they do not agree is needed to offset the impact of the break.

5. VACo Transportation Legislative Priorities

Staff attended a VACo Transportation Steering Committee meeting on August 21, 2017. The topic at this meeting was to refine their legislative priorities for 2018. The major proposed change to the preliminary legislative program for 2018 was "*including dedicated funding for Metro*" into the first priorities. This focuses on the fact that SmartScale does not deal well with secondary funding. Since the drop in funding during the decades only with needs increasing. This change has greatly impacted the County. The next priority proposed change is revenue sharing from \$15 million to \$150 million through CTB. Staff noted that if the General Assembly implemented this change, then the power of the CTB, and whomever the current Secretary of Transportation is, would not be able to cut the program as easily as it has been recently cut. Staff noted that the program has already been cut from \$150 million to \$100 million and that the Secretary of Transportation had originally planned to take it much lower before the CTB listened to feedback from localities and stopped at \$100 million. Staff noted the importance of the revenue sharing program to Frederick County and other localities like ours. The Chairman asked committee members to give feedback to staff and the committee will be taking this item back up at their meeting

in September for a recommendation to the Board of Supervisors.

6. County Project Updates

Snowden Bridge Boulevard:

Recent heavy rains created some unexpected washing out on some of the shoulders on the roadway. Staff has coordinated with VDOT to address these issues. The resolution for adoption into the state system is expected to go before the Board of Supervisors on September 13, 2017 with tentatively scheduled for September 18, 2017 takeover by VDOT. A dedication ceremony will be scheduled soon after the VDOT takeover.

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, 2017 while 60% roundabout plan and 30% roundabout plans have been submitted to VDOT for comments and are expected to be approvable by February, 2018. The bids should go out soon after the approval in February, 2018.

Renaissance Drive:

TPOF agreements have been received from VDOT. Evaluating with the Board of Supervisors on the status of revenue sharing matching funds prior to beginning of design. Completing new project documentation for CSX through the County Attorney. The pending Carbaugh rezoning application also has potential to impact this project with proffers.

Valley Mill Road Realignment:

Private partner has reiterated a desire not to continue the project. Staff is looking into opportunities to transfer funds. This would come to the TC and Board for action.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Communication was sent to the Applicants and noted 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.

Other

The Chairman deferred to the next meeting Items 7 & 8 on the agenda.

PLANNING COMMISSION BUSINESS

PUBLIC HEARING

PUBLIC HEARING - PROPOSED ABANDONMENT OF PUBLIC ROAD – SECONDARY ROUTE 708 GOLD ORCHARD ROAD (PORTION) BY RESOLUTION OF THE FREDERICK COUNTY BOARD OF SUPERVISORS, PASSED ON AUGUST 9, 2017, NOTICE IS HEREBY GIVEN THAT THE FREDERICK COUNTY BOARD OF SUPERVISORS INTENDS TO ABANDON A PORTION OF GOLD ORCHARD ROAD FROM 0.2 MILES NORTH OF CARPERS PIKE (ROUTE 259) UNTIL THE END OF STATE MAINTENANCE. ANY PERSON WHOSE PROPERTY ABUTS SUCH SECTION MAY FILE A PETITION WITH THE BOARD OF SUPERVISORS OF FREDERICK COUNTY, VIRGINIA, REQUESTING A PUBLIC HEARING, WITHIN 30 DAYS OF THE DATE OF THIS NOTICE. IF ANY LANDOWNER AFFECTED BY THE PROPOSED ABANDONMENT FILES SUCH A PETITION, THE FREDERICK COUNTY BOARD OF SUPERVISORS WILL HOLD A PUBLIC HEARING ON THE PROPOSED ABANDONMENT AT 7:00 P.M. ON SEPTEMBER 13, 2017, IN THE BOARD OF SUPERVISORS MEETING ROOM, 107 NORTH KENT STREET, WINCHESTER, VIRGINIA, 22601. THIS NOTICE IS GIVEN ON THE 11TH DAY OF AUGUST, 2017, BY THE FREDERICK COUNTY BOARD OF SUPERVISORS. – (RESOLUTION #019-17) - APPROVED

Planning Director Mike Ruddy addressed the Board and presented this request. He stated that in April 2015, the Board of Supervisors held a public hearing and voted to abandon Gold Orchard Road (Route 708). He stated that staff was recently notified by VDOT that the language in the previous abandonment resolution for this road needed to be updated. He further stated that given the time that had passed, and in consultation with County Attorney Williams, a determination had been made to treat this as a new request to abandon the roadway. He stated that at the Board of Supervisors meeting held on August 9, 2017, the Board directed the posting of signage and advertisement of the intent to abandon the road section noted above. He went on to say that with the exception of an access where Gold Orchard Road connects to

Carpers Pike, the property surrounding the entirety of Gold Orchard Road is owned by Mr. Cordell Watt who originally requested this abandonment to aid him in better securing his property.

Supervisor Lofton asked if this would be deeded to the owner.

Mr. Ruddy replied it is a prescriptive right-of-way to the property owner.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Lofton, seconded by Supervisor Ewing, the road abandonment for a portion of Gold Orchard Road (Route 708) was approved.

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

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of September 2017, adopted the following:

WHEREAS, a public notice was posted as prescribed under §33.2-909, Code of Virginia, announcing a public hearing to receive comments concerning abandoning the section of road described below from the Secondary System of State Highways, and

WHEREAS, the Commissioner of the Virginia Department of Transportation was provided the prescribed notice of this Board's intent to abandon the subject section of road, and

WHEREAS, after considering all evidence available, this Board is satisfied no public necessity exists for the continuance of the section of Secondary Route 708, Gold Orchard Road, from 0.02 mile north of Route 259, Carpers Pike, to 0.97 mile north of Route 259, Carpers Pike, and hereby deems this section of road is no longer necessary as part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED, this Board abandons the above described section of road and removes it from the Secondary System of State Highways, pursuant to §33.2-909, Code of Virginia.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the

Resident Administrator of the Virginia Department of Transportation.

The above motion was approved by the following recorded vote:

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

PUBLIC HEARING - ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE – CHAPTER 165 ZONING, ARTICLE I GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS, PART 101 – GENERAL PROVISIONS, §165-101.02. DEFINITIONS AND WORD USAGE; ARTICLE II SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES, PART 204 - ADDITIONAL REGULATIONS FOR SPECIFIC USES, §165-204.17. SLAUGHTERHOUSES AND RENDERING PLANTS; ARTICLE IV AGRICULTURAL AND RESIDENTIAL DISTRICTS, PART 401 – RA RURAL AREAS DISTRICT, §165-401.03. CONDITIONAL USES. REVISIONS TO THE FREDERICK COUNTY ZONING ORDINANCE TO INCLUDE SLAUGHTERHOUSES AS A CONDITIONAL USE IN THE RA (RURAL AREAS) ZONING DISTRICT. – APPROVED

Planner Tyler Klein addressed the Board and presented this proposed amendment. He stated this was an amendment to Chapter 165 Zoning, to allow slaughterhouses in the RA (Rural Areas) Zoning District as a conditional use. He stated currently, the manufacturing of “meat products” was only allowed in the M2 (Industrial General) Zoning District as a by right use. He stated the amendment was proposed by an existing slaughterhouse operator/owner looking to expand or relocate their facility. He further stated that currently, they operate as a “legally non-conforming use.” He stated that staff drafted a revision to the zoning ordinance to include a revised definition for slaughterhouses as well as supplemental use regulations that would correspond to the use; additional requirements could be added during the conditional use permit

process as necessary. He went on to say that slaughterhouses are establishments primarily engaged in the slaughtering or processing of meats for human consumption or other related products. He stated the word “slaughterhouse” as used in the definition, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats, and fowl for their own use. He went on to say that the inclusion of this use seeks to expand and clarify opportunities for agribusiness in the County’s rural areas and is supported by the 2035 Comprehensive Plan Rural Areas and Agribusiness Development sections. He stated the DRRC discussed this proposed amendment at their April 27, 2017 meeting and agreed with the proposed changes. He further stated the Board of Supervisors discussed this item at their July 12, 2017 meeting and generally agreed with the proposed changes. He stated the Planning Commission held a public hearing on August 2, 2017. He stated the primary discussion among the Planning Commission was in regard to disposal of non-useable waste, specifically animal scraps, which would be generated by a slaughterhouse operation. He further stated the applicants for the text amendment, Brooke Middleton (Gentle Harvest) and Christopher Damewood (Ayrshire Farm/Gentle Harvest), spoke in support of the proposed amendment and provided an overview of their slaughterhouse operation. He stated Mr. Middleton noted that all scraps/waste was taken off-site for conversion to compost which was used in farming operations and also by Valley Proteins. He went on to say there were no public comments. Mr. Klein stated the Planning Commission recommended approval. He stated the applicant was present on behalf of the request.

Supervisor Lofton asked if someone who killed their own deer and wanted to cut up deer for others, was that considered a slaughterhouse?

Mr. Klein stated no, that would not be the case. If someone wanted to take deer to another property to be processed for their own consumption, that would be okay. He stated the difference between a slaughterhouse and self-processing, a slaughterhouse operation is more commercial in nature and is processed at a designated facility, whereas the slaughtering of deer and other types of on-site use for your own consumption is not subject to any type of other health and code regulations.

Supervisor Lofton asked if his neighbor were processing deer and he killed a deer and took it to his neighbor, he would not need to get a conditional use permit for that.

Mr. Klein stated that was correct.

Supervisor Lofton asked about the distance of 100 feet between the property line and any buildings; if that was standard as he did not feel that was far enough and asked how staff arrived at that number.

Mr. Klein replied that there was not an industry standard. He stated staff looked at other localities as to how they approached set-backs, as well as looking at the County's zoning ordinance. He stated that because this was the standard already in the County's ordinance, they felt it was applicable to this use. He stated they could assign a further set-back for the supplemental uses or an additional set-back could be assigned during the conditional use permit process.

Supervisor Slaughter asked what regulatory agencies would provide oversight and would that be part of the conditional use permit.

Mr. Klein replied that as part of the conditional use permit they would need to get comments from County reviewing agencies such as Public Works and Building Inspections and

related entities such as the Virginia Department of Transportation and the Virginia Department of Health. He stated the Virginia Department of Health does have standards and he would let the applicants speak to other standards they adhere to as part of their operation.

Supervisor Slaughter asked that if the Board allowed this use in a rural setting as part of the conditional use permit process, the transportation of the livestock to the processing plant, could be accommodated as part of the transportation infrastructure.

Mr. Klein stated that as part of the conditional use permit process they would require comments from the Virginia Department of Transportation and the County Assistant Planning Director-Transportation would do a review as well of the desired site.

Supervisor Dunn asked if this was passed with the 100 foot set-back designation, could the Board, in the future, change that during the conditional use process if they felt it was not appropriate.

Mr. Klein stated that the supplemental use standard was a minimum of 100 feet and could be changed during the conditional use permit process.

Supervisor Dunn asked about the size of the facility and if the 20,000 square feet was double the existing facilities of current processors.

Mr. Klein stated the current operation of the applicant was about 11,000 square feet. He stated that when staff was researching what other localities had in place, 20,000 square feet was their cap, and when they consulted the applicant, their desire was up to 20,000 square feet so staff felt that was an appropriate number.

Chairman DeHaven stated that he wanted to clarify that what the Board was considering was an amendment to the ordinance and not a conditional use permit, but once a conditional use

permit was approved, it would go with the land and the restrictions would stay as they were when it was approved. He stated that conditional use permits are approved on a case by case basis.

Supervisor Lofton asked about the 20,000 square feet, and if that included the holding pens or just what was under roof?

Mr. Klein stated it did include the holding pens as the supplemental use requirement stated that all holding pens and staging areas be under roof.

Brooke Middleton, of Gentle Harvest addressed the Board on behalf of his request and introduced Larry Clark, CFO and Chris Damewood, Farm Manager. He stated their current facility was for their own livestock and in looking at the facility and site, they determined it would be more feasible to purchase a farm and build a facility that was state of the art and they hoped to buy a farm in the right place where this type facility is wanted in the community and would be an asset to the community. They wanted to be able to process their own livestock, as well as for the community.

Supervisor Dunn asked if the primary purpose was for their own use and not to have livestock brought in from miles away.

Mr. Middleton replied the primary purpose was for their own use and that it would be a local community facility to support the agricultural community. He stated they were DEQ and USDA regulated.

Chairman DeHaven convened the public hearing.

Paul Anderson, Frederick County Farm Bureau Board of Directors, addressed the Board and stated this was a great opportunity for agriculture. He stated a lot was happening in

agriculture that was going to make a lot of changes and anytime things could be brought into the area that supports agriculture, he felt that was important. He liked a conditional use permit better than a rezoning as it offered better control. He stated the Farm Bureau represents a majority of the farmers in the community and they were in support of this proposed ordinance amendment.

There were no further comments.

Chairman DeHaven closed the public hearing.

Upon a motion made by Supervisor Lofton, seconded by Vice Chairman Fisher, the proposed ordinance amendment was approved.

**AN ORDINANCE
AMENDING THE FREDERICK COUNTY CODE
CHAPTER 165 ZONING**

**ARTICLE I
GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS
PART 101 – GENERAL PROVISIONS
§165-101.02 – DEFINITIONS AND WORD USAGE**

**ARTICLE II
SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND
REGULATIONS FOR SPECIFIC USES
PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES
§165-204.17 SLAUGHTERHOUSES AND RENDERING PLANTS**

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS
PART 401 – RA RURAL AREAS DISTRICT
§165-401.03 CONDITIONAL USES**

WHEREAS, an ordinance to amend Chapter 165, Zoning to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP) was considered; and

WHEREAS, the Planning Commission held a public hearing on this ordinance on August 2, 2017; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance on September 13,

2017; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning, is amended to modify ARTICLE I - GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS, PART 101 – GENERAL PROVISIONS §165-101.02 – DEFINITIONS AND WORD USAGE; ARTICLE II - SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES, PART 204 – ADDITIONAL REGULATIONS FOR SPECIFIC USES §165-204.17 SLAUGHTERHOUSES AND RENDERING PLANTS; ARTICLE IV - AGRICULTURAL AND RESIDENTIAL DISTRICTS PART 401 – RA RURAL AREAS DISTRICT, §165-401.03 CONDITIONAL USES;** to amend Chapter 165, Zoning - to allow slaughterhouses in the RA (Rural Areas) Zoning District requiring a conditional use permit (CUP).

Article I

GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

Part 101 – General Provisions

§ 165-101.02. Definitions and Word Usage.

SLAUGHTERHOUSES. Establishments primarily engaged in the slaughtering or processing of meats for human consumption or other related products. The word "slaughterhouse," as used in this definition, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats and fowl for their own family use.

Article II

SUPPLEMENTARY USE REGULATIONS, PARKING, BUFFERS, AND REGULATIONS FOR SPECIFIC USES

Part 204 – Additional Regulations for Specific Uses

§ 165-204.17 Slaughterhouses and rendering plants.

A. It shall be unlawful to operate any slaughterhouse, abattoir, rendering plant or establishment where animals or fowl, dead or alive, are processed or where food or feed is manufactured or processed, unless such place or establishment is maintained and operated in a clean and sanitary manner at all times.

B. Such establishments shall be so constructed and maintained as to effectively control the entrance of insects and rodents. The doors, windows and other openings thereof shall be fitted with screen doors and wire window screens of not coarser than fourteen-gauge mesh.

C. The word "slaughterhouse," as used in this section, shall not be construed to prohibit persons who are actually farmers from killing their own cattle, sheep, swine, goats and fowl for their own family use.

D. All buildings, animal unloading/staging areas, and animal pens shall be a minimum of 100 feet from all property lines.

E. Total building(s) square footage should not exceed 20,000 square feet (SF).

F. All operations must be under roof and screened from view from adjoining properties and public streets.

G. Additional buffering and screening may be required as specified the Zoning Administrator.

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS**

Part 401 – RA Rural Areas District

§ 165-401.03 Conditional uses.

The following uses of structures and land shall be allowed only if a conditional use permit has been granted for the use:

- A. Bed and Breakfasts, Farm Stay
- B. Country clubs, with or without banquet facilities.
- C. Manufacture or sale of feed and other farm supplies and equipment.
- D. Fruit packing plants.
- E. Off-premise farm markets.
- F. Off-premises wayside stands.
- G. Country general stores.
- H. Service stations.
- I. Antique shops.
- J. Restaurants.
- K. Kennels.
- L. Petting farms.
- M. Television or radio stations.
- N. Motels.
- O. Auction houses.
- P. Campgrounds, tourist camps, recreation areas and resorts.
- Q. Commercial outdoor recreation, athletic or park facilities.
- R. Nationally chartered fraternal lodges or civic clubs, social centers and their related facilities.
- S. Sawmills and planing mills, Type B.
- T. Ambulance services.
- U. Retailing or wholesaling of nursery stock and related products.

V. Landscape contracting businesses.

W. Public garages without body repair, provided that the following conditions are met:

(1) All repair work shall take place entirely within an enclosed structure.

(2) All exterior storage of parts and equipment shall be screened from the view of surrounding properties by an opaque fence or screen at least six feet in height. This fence or screen shall be adequately maintained.

X. Public garages with body repair, provided that the following conditions are met:

(1) All repair work shall take place entirely within an enclosed structure.

(2) All exterior storage of parts and equipment shall be screened from the view of surrounding properties by an opaque fence or screen at least six feet in height. This fence or screen shall be adequately maintained.

Y. Sand, shale and clay mining, provided that the following conditions are met:

(1) All mining shall be above the mean, existing grade level of a parcel of land.

(2) All mining operations shall meet all applicable requirements of state and federal agencies.

(3) Such mining operations shall meet the landscaping and screening requirements, supplementary regulations, height, area and bulk regulations and site plan requirements contained in the EM Extractive Manufacturing District regulations.

Z. Cottage occupations (as defined).

AA. Cottage occupation signs.

BB. Veterinary office, clinic or hospital, including livestock services.

CC. Day-care facilities.

DD. Humanitarian aid organizational office. EE. Schools (with residential component).

FF. Fruit and vegetable stands (SIC 5431). GG. Blacksmith shops (SIC 7699).

HH. Farriers (SIC 7699).

II. Horseshoeing (SIC 7699). JJ. Taxidermists (SIC 7699).

KK. Welding Repair (SIC 7692).

LL. Flea Markets, Operated Indoors or Outdoors.

MM. Treatment Home. NN. Special event facility.

OO. Commercial shooting and archery ranges (indoor or outdoor). PP. Ice cream parlor or bakery.

QQ. Craft and gift shops.

RR. Offices and clinics of doctors of medicine, dentists and other health practitioners

SS. Slaughterhouses.

The above motion was approved by the following recorded vote:

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

OTHER PLANNING ITEMS

**DISCUSSION - COMPREHENSIVE POLICY PLAN AMENDMENT (CPPA)
#01-17 SANDY'S MOBILE HOME COURT, LLC SEWER AND WATER
SERVICE AREA (SWSA) INCLUSION REQUEST. – PULLED FROM THE
AGENDA AT THE REQUEST OF THE APPLICANT**

**ROAD RESOLUTIONS - ROUND HILL CROSSING (RESOLUTION #021-17)
AND SNOWDEN BRIDGE (RESOLUTION #022-17) – APPROVED UNDER
CONSENT AGENDA**

**RESOLUTION (#021-17) BY THE
FREDERICK COUNTY BOARD OF SUPERVISORS
ROUND HILL CROSSING – RETAIL BOULEVARD**

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of September, 2017, adopted the following:

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

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

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

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

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

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

**RESOLUTION (#022-17) BY THE
FREDERICK COUNTY BOARD OF SUPERVISORS
SNOWDEN BRIDGE – SNOWDEN BRIDGE BOULEVARD**

The Board of Supervisors of Frederick County, in regular meeting on the 13th day of

September, 2017, adopted the following:

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

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

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

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

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

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

BOARD LIAISON REPORTS

There were no Board Liaison Reports.

CITIZEN COMMENTS

Alan Morrison, Gainesboro District, addressed the Board and congratulated Kris Tierney on his appointment as County Administrator. He invited the Board to attend the birthday of the signing of the U.S. Constitution that was being held Sunday. He stated people need to know what it means. He stated the event was free and open to the public.

BOARD OF SUPERVISORS COMMENTS

Vice Chairman Fisher stated he read the resolutions for the retirees that were in the agenda and was amazed at the number of years of service.

ADJOURN

UPON MOTION MADE BY VICE CHAIRMAN FISHER, SECONDED BY SUPERVISOR EWING, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THE MEETING WAS ADJOURNED. (8:43 P.M.)

B

DATE: October 18, 2017

TO: Frederick County Board of Supervisors

FROM: Patrick Barker, CEcD
Executive Director

CC: Kris Tierney
County Administrator

RE: Incentive Policy

The Frederick County Economic Development Authority provides for your review, comment, and action, recommended guidelines pertaining to business incentives. This guidance was unanimously recommended for approval by the EDA Board of Directors at their September 7th meeting. The Business Incentive Guidelines document provides formalized structure and enhanced transparency into how Frederick County conducts its business incentive activities.

These guidelines cover all aspects of the business incentive process. This recommended policy identifies those businesses eligible for incentives and how they would qualify. A Project Review and Audit Committee is recommended to be engaged in all incentive request processes. The Performance Agreement template, as well, as the process for reviewing the agreement, are provided.

I would like to request these items be added into the Board of Supervisors' next available meeting. I am available if you have any questions or comments on this matter.

Attachment:

- Frederick County, VA Business Incentive Guidelines
- Performance Agreement Template

FREDERICK COUNTY, VIRGINIA BUSINESS INCENTIVE GUIDELINES

September 2017 ****DRAFT****

ELIGIBLE BUSINESSES

In the sole discretion of the Frederick County Board of Supervisors, qualified businesses that are locating to or expanding within Frederick County, Virginia may be offered incentives outlined in these guidelines. Businesses within targeted sectors (list follows) will receive priority consideration.

Advanced Manufacturing	Plastics Engineered Wood Fabricated Metal Chemical Supportive Logistic Consulting Supportive Trucking
Headquarters and Back Office	Corporate headquarters, Back Office and Service Centers
Retail	Specialty Retailers Casual Dining Restaurants Fast Casual Restaurants
Professional and Creative Services	Information and Communication Technology, Data Centers, Cyber Security Engineering
Agribusiness and Food Processing	Organic Foods, Perishables, Dairy, Coffee and Tea, Breweries

Targeted Business List as adopted by the Frederick County EDA February 2017

The types of incentives available to companies locating to or expanding within Frederick County will be limited to:

- Public infrastructure improvements, such as roads, sidewalks, parking facilities, etc.
- A match of the Virginia Jobs Investment Program grant.
- Cash appropriations as authorized by Virginia Code § 15.2-953 or other applicable law.

QUALIFICATIONS

Businesses Locating to Frederick County, Virginia

Frederick County may elect to match the discretionary State incentives, like the Governor's Development Opportunity Fund, or provide cash appropriations as authorized by Virginia Code § 15.2- 953 or other applicable law.

Minimum Requirements

- The company must create a minimum of 5 new jobs over a 36 month period, each of which pay at least 100 percent of the county's median wage.
- The company must make a minimum \$5 million investment in buildings, land and equipment over a 36 month period.
- Frederick County must be competing with another jurisdiction for the company's final location decision.

Businesses Expanding Existing Frederick County operations

Minimum Requirements

- The company must create a minimum of 5 new jobs and must receive a Virginia Jobs Investment Program grant. Projects that qualify for The Governor's Agriculture and Forestry Industries Development Fund or Virginia Investment Partnership Grant are exempt from the minimum job threshold, but must maintain stable employment levels
- The company must make a minimum \$500,000 investment in buildings, land and equipment, over a 36-month period. Projects that qualify for The Governor's Agriculture and Forestry Industries Development Fund are exempt from the minimum investment threshold.
- Frederick County must be competing with another jurisdiction for the company's final location decision. Projects that qualify for The Governor's Agriculture and Forestry Industries Development Fund are exempt from this requirement.



PROCESS

Project Review and Audit Committee

All projects requesting discretionary incentives from Frederick County are reviewed by the Project Review and Audit Committee. Committee members include the EDA Director, County Attorney, County Administrator and Deputy County Administrator. The following are the responsibilities of the committee:

- Review all elements of the project
- Consider strategic, competitive and financial implications
- Evaluate ROI analysis
- Approve proposed conditions (examples follow) for release of Local Economic Development Incentive Grant (LEDIG)
 - Portion of funds released upon Certificate of Occupancy issuance and/or certain number of jobs hired and/or capital investment on tax
 - Per job basis as employees ramp up
 - Upon start of construction
- Determine whether to proceed to closed meeting with Board of Supervisors (Board of Supervisors shall receive materials, including a template Performance Agreement, at least 3 business days before the executive session)
- Approve project offer letters upon concurrence from Board of Supervisors in executive session
- Conduct yearly audits of open Performance Agreements



Performance Agreement

Every project receiving a LEDIG must enter into a Performance Agreement. An example of a performance agreement is included. At a minimum, the Performance Agreement must contain the following:

- Definition of key targets, such as capital investment, new jobs, performance date and target
- Identification of specific dates when grants will be distributed and how grants will be repaid, if necessary
- Identification of procedure for company to report progress toward targets
- Set forth remedies if key targets are not achieved

The following individuals will review and provide comments, within 10 business days when possible, to any Performance Agreement

- Applicant or Applicant's counsel
- EDA Director
- EDA Counsel
- Frederick County Attorney
- County Administrator
- VEDP Counsel (if applicable)
- State Attorney General (if applicable)

Upon completion of review and comment by the above, the Performance Agreement will be additionally circulated for 10 business days to the EDA Chairman, a representative of the Board of Supervisors and the Frederick County Treasurer's Office. After which, the Performance Agreement will be submitted to the Board of Supervisors for final approval at least five (5) business days prior to the next Board of Supervisors meeting at which the proposed Performance Agreement is to be considered. Final approval of the Performance Agreement shall be in the sole discretion of the Frederick County Board of Supervisors and the EDA Board of Directors.



PERFORMANCE AGREEMENT

This **PERFORMANCE AGREEMENT** made and entered this _____ day of MONTH, YEAR, by and among the **COUNTY OF FREDERICK, VIRGINIA** (the “Locality”), a political subdivision of the Commonwealth of Virginia (the “Commonwealth”), **COMPANY NAME** (the “Company”), a Virginia corporation, and the **ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA** (the “Authority”), a political subdivision of the Commonwealth.

WITNESSETH:

WHEREAS, the Locality has been awarded a grant of and expects to receive \$DOLLAR FIGURE from the Commonwealth’s Development Opportunity Fund (a “COF Grant”) through the Virginia Economic Development Partnership Authority (“VEDP”) for the purpose of inducing the Company to WHAT THE COMPANY PLANS TO DO the facility at ADDRESS WHERE PROJECT WILL OCCUR in the Locality (the “Facility”), thereby making a significant Capital Investment, relocating and retaining a significant number of Baseline Jobs, and creating and Maintaining a significant number of New Jobs, as such capitalized terms are hereinafter defined;

WHEREAS, the Locality is willing to provide the funds to the Authority with the expectation that the Authority will provide the funds to or for the use of the Company, provided that the Company promises to meet certain criteria relating to Capital Investment, Baseline Jobs and New Jobs;

WHEREAS, the Locality wishes to make a Local Economic Development Incentive Grant in the amount of \$DOLLAR FIGURE (the “LEDIG”) through the Authority to the Company, for the purpose of inducing the Company to WHAT THE COMPANY PLANS TO DO the Facility, thereby making a significant Capital Investment, relocating and retaining a significant number of Baseline Jobs, and creating and Maintaining a significant number of New Jobs;

WHEREAS, the Locality, the Authority and the Company desire to set forth their understanding and agreement as to the payout of the COF Grant and the LEDIG (together, the “Grants”), the use of the proceeds of the Grants, the obligations of the Company regarding Capital Investment, Baseline Jobs and New Jobs, and the repayment by the Company of all or part of the Grants under certain circumstances;

WHEREAS, the construction, equipping and operation of the Facility will entail a capital expenditure by or on behalf of the Company of approximately \$ DOLLAR FIGURE, of which approximately \$ DOLLAR FIGURE will be invested in furniture, fixtures and equipment/machinery and tools, approximately \$ DOLLAR FIGURE will be invested in the purchase of land, and approximately \$ DOLLAR FIGURE will be invested in the construction of a new building;

WHEREAS, the construction, equipping and operation of the Facility will further entail the relocation and retention of NUMBER Baseline Jobs and the creation and Maintenance of NUMBER New Jobs at the Facility; and

WHEREAS, the stimulation of the additional tax revenue and economic activity to be generated by the Capital Investment, Baseline Jobs, and New Jobs constitutes a valid public purpose for the expenditure of public funds and is the animating purpose for each of the Grants:

NOW, THEREFORE, in consideration of the foregoing, the mutual benefits, promises and undertakings of the parties to this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows.

Section 1. Definitions.

For the purposes of this Agreement, the following terms shall have the following definitions:

“Baseline Job” means an existing full-time position at two of the Company’s current facilities located in Winchester and the Locality. When the Company relocates such facilities to the Facility, the Baseline Jobs will be relocated and retained at the Facility.

“New Capital Investment” means a capital expenditure by or on behalf of the Company in new taxable real property, new taxable tangible personal property, new taxable machinery and tools, or both, at the Facility. The purchase or transfer of existing real property improvements as part of a transaction cannot count as New Capital Investment. The purchase or lease of furniture, fixtures, machinery and equipment, including under an operating lease, by or on behalf of the Company will qualify as New Capital Investment. The total expected capital expenditure of \$ DOLLAR FIGURE is referred to in this Agreement as the “New Capital Investment.” (INSERTED IF EXISTING COMPANY) The total expected capital expenditure of \$ DOLLAR FIGURE is referred to in this Agreement as the “New Capital Investment.” The New Capital Investment must be in addition to the \$ DOLLAR FIGURE 0 million of taxable real property and taxable tangible personal property/taxable machinery and tools at the Facility as of DATE. To the extent that the \$ DOLLAR FIGURE of taxable real property and taxable tangible personal property/taxable machinery and tools at the Facility as of DATE is reduced in any way prior to the Performance Date, the Company must make corresponding further capital investment(s) in addition to the New Capital Investment. It is understood that the amount of new capital investment may not equal the amount reported for property tax purposes because of the way assessed values and capitalized expenses are determined.

“Maintain” means that the New Jobs will continue without interruption from the date of creation through the Performance Date. Positions for the New Jobs will be treated as Maintained during periods in which such positions are not filled due to (i) temporary reductions in the Company’s employment levels (so long as there is active recruitment for open positions), (ii) strikes, and (iii) other temporary work stoppages.

“New Job” means new permanent full-time employment of an indefinite duration at the Facility for which the standard fringe benefits are provided by the Company for the employee, and for which the Company pays an average annual wage of at least \$ WAGE NUMBER. Each New Job must require a minimum of either (i) 35 hours of an employee’s time per week for the entire normal year of the Company’s operations, which “normal year” must consist of at least 48 weeks, or (ii) 1,680 hours per year. Seasonal or temporary positions, positions created when a job function is shifted from an existing location in the Commonwealth, and positions with construction contractors, vendors, suppliers and similar multiplier or spin-off jobs shall not qualify as New Jobs. The New Jobs must be in addition to the NUMBER Baseline Jobs as of DATE.

“Performance Date” means DATE. If the Locality, in consultation with the Authority and VEDP, deems that good faith and reasonable efforts have been made and are being made by the Company to achieve the Targets, the Locality may agree to extend the Performance Date by up to 15 months. If the Performance Date is extended, the Locality shall send written notice of the extension to the Authority, the Company and VEDP and the date to which the Performance Date has been extended shall be the “Performance Date” for the purposes of this Agreement. Neither the Locality, the Authority, nor VEDP shall have any obligation whatsoever to extend the Performance Date.

“Targets” means the Company’s obligations to make Capital Investments at the Facility of at least \$ DOLLAR VALUE, retain NUMBER Baseline Jobs at the Facility, and to create and Maintain at least NUMBER New Jobs at the Facility, all as of the Performance Date.

“Virginia Code” means the Code of Virginia of 1950, as amended.

Section 2. Targets; Statutory Criteria.

(a) *Targets:* The Company will construct, equip and operate the Facility in the Locality, make New Capital Investments at the Facility of at least \$ DOLLAR VALUE, retain NUMBER Baseline Jobs at the Facility, and create and Maintain at least NUMBER New Jobs at the Facility, all as of the Performance Date.

(b) *Encouragement to Offer New Jobs to Residents of the Commonwealth:* The Locality and the Authority hereby strongly encourage the Company to ensure that at least 30% of the New Jobs are offered to “Residents” of the Commonwealth, as defined in Virginia Code Section 58.1-302. In pertinent part, that definition includes natural persons domiciled in Virginia or natural persons who, for an aggregate of more than 183 days of the year, maintained a place of abode within the Commonwealth, whether domiciled in the Commonwealth or not.

(c) *Prevailing Wage; Unemployment and Poverty Rates:* The average annual wage of the New Jobs of at least \$NUMBER is more than the prevailing average annual wage in the Locality of \$NUMBER. The Locality is not a high-unemployment locality, with an unemployment rate for YEAR, which is the last year for which such data is available, of UNEMPLOYMENT RATE% as compared to the Year statewide unemployment rate of UNEMPLOYMENT RATE %. The Locality is not a high-poverty locality, with a poverty rate

for YEAR, which is the last year for which such data is available, of POVERTY RATE% as compared to the YEAR statewide poverty rate of POVERTY RATE %.

(d) *Disclosure of Political Contributions:* The Company acknowledges that the name of the Company will be shared by VEDP with the Governor of Virginia, and any campaign committee or political action committee associated with the Governor. The Company acknowledges that within 18 months of the date of this Performance Agreement, the Governor, his campaign committee, and his political action committee will submit to the Virginia Conflict of Interest and Ethics Advisory Council a report listing any contribution, gift, or other item with a value greater than \$100 provided by the Company to the Governor, his campaign committee, or his political action committee, respectively, during the period from the date of the Company's application for the COF Grant through the one-year period immediately after the date of this Agreement.

Section 3. Disbursement of COF Grant and LEDIG

(a) *Disbursement of the COF Grant:* By no later than DATE, the Locality will request the disbursement to it of the COF Grant. If not so requested by the Locality by DATE, this Agreement will terminate and the Company will have no claim whatsoever against the Locality or the Authority. The Locality and the Company will be entitled to reapply for a COF Grant thereafter, based upon the terms, conditions and availability of funds at that time.

The Locality anticipates that the COF Grant in the amount of \$ DOLLAR VALUE will be paid to the Locality, upon its request. Within 30 days of its receipt of the COF Grant proceeds, the Locality will disburse the COF Grant proceeds to the Authority. Within 30 days of its receipt of the COF Grant proceeds, the Authority will disburse the COF Grant proceeds to the Company as an inducement to the Company to achieve the Targets at the Facility.

(b) *Use of the COF Grant Proceeds:* The Company will use the COF Grant proceeds for ANY ELIGIBLE USE AS PERMITTED IN SECTION 2.2-115(D) OF THE VIRGINIA CODE, as permitted by Section 2.2-115(D) of the Virginia Code.

(c) *Disbursement of the LEDIG:* As an inducement to the Company to achieve the Targets at the Facility and provided that the Company is not in default under the terms of this Performance Agreement, the LEDIG in the amount of \$ DOLLAR VALUE will be paid by the Locality through the Authority in two installments, and thereafter disbursed to the Company. The first installment of \$ DOLLAR VALUE will be paid by the Locality to the Authority and by the Authority to the Company after DATE, but no later than DATE. The second installment of \$ DOLLAR VALUE 0 will be paid by the Locality to the Authority and by the Authority to the Company after DATE, but no later than DATE.

(d) *Use of the LEDIG Proceeds:* The Company will use the LEDIG proceeds to ANY ELIGIBLE USE AS PERMITTED IN SECTION 2.2-115(D) OF THE VIRGINIA CODE

Section 4. Break-Even Point; State and Local Incentives.

(a) *State-Level Incentives:* VEDP has estimated that the Commonwealth will reach its “break-even point” by the Performance Date. The break-even point compares new revenues realized as a result of the New Capital Investment, Baseline Jobs and New Jobs at the Facility with the Commonwealth’s expenditures on incentives, including but not limited to the COF Grant. With regard to the Facility, the Commonwealth expects to provide incentives in the following amounts:

<u>Category of Incentive:</u>	<u>Total Amount</u>
COF Grant	\$ DOLLAR VALUE
APPLICABLE STATE INCENTIVE	DOLLAR VALUE

The proceeds of the COF Grant shall be used for the purposes described in Section 3(b). The APPLICABLE STATE INCENTIVE shall be used by the Company FOR ELIGIBLE USE OF INCENTIVE.

(b) *Locality-Level Incentives:* The Locality expects to provide the following incentives, as matching grants or otherwise, for the Facility:

<u>Category of Incentive:</u>	<u>Total Amount</u>
LEDIG	\$DOLLAR VALUE

If, by the Performance Date, the proceeds of the LEDIG disbursed by the Locality to the Authority and thereafter disbursed by the Authority to the Company, total less than the required \$ DOLLAR VALUE COF Grant local match, the Locality, subject to appropriation, will make an additional grant to the Authority, and thereafter, the Authority will make an additional grant to the Company of the difference at the Performance Date, so long as the Company has met its Targets.

The proceeds of the LEDIG shall be used for the purposes described in Section 3(d).

Section 5. Repayment Obligation.

(a) *If Statutory Minimum Eligibility Requirements are Not Met:* Section 2.2-115 of the Virginia Code requires that the Company make a New Capital Investment of at least \$5,000,000 in the Facility and create and Maintain at least 50 New Jobs at the Facility in order to be eligible for the COF Grant. Failure by the Company to meet either of these statutory minimum eligibility requirements by the Performance Date shall constitute a breach of this Agreement and the entire COF Grant and the entire LEDIG Grant must be repaid by the Company to the Authority.

(b) *Allocation of COF and LEDIG Proceeds:* For purposes of repayment under subsection (c), the Grants are to be allocated as 50% for the Company's New Capital Investment Target (\$DOLLAR VALUE for the COF Grant and \$ DOLLAR VALUE for the LEDIG), and 50% for the Company's New Jobs Target (\$DOLLAR VALUE for the COF Grant and \$ DOLLAR VALUE 0 for the LEDIG).

(c) *If Statutory Minimum Eligibility Requirements are Met:* The provisions of this subsection (c) shall become applicable only if the Company has met the statutory minimum eligibility requirements set forth in subsection (a). If the Company has met at least 90% of the New Capital Investment Target and 100% of the 50 statutory minimum number of New Jobs at the Performance Date, then and thereafter the Company is no longer obligated to repay any portion of the Grants. If the Company has not met at least 90% of the New Capital Investment Target, but has created and Maintained at least 50 New Jobs, at the Performance Date, the Company shall repay to the Authority that part of the Grants allocated to the New Capital Investment Target that is proportional to the shortfall. For example, if at the Performance Date, the entire \$ DOLLAR VALUE COF Grant and the entire \$ DOLLAR VALUE LEDIG have been paid to the Company, and the New Capital Investment is only \$ DOLLAR VALUE (reflecting achievement of 75% of the New Capital Investment Target) and 50 New Jobs have been created and Maintained (reflecting achievement of 100% of the 50 statutory minimum number of New Jobs), the Company shall repay to the Authority 25% of the moneys allocated to the New Capital Investment Target (\$DOLLAR VALUE for the COF Grant and \$ DOLLAR VALUE for the LEDIG).

In the event that the Company should file any amended tax return indicating that the Company did not meet the New Capital Investment and/or the New Jobs Target, the Company shall be obligated to repay all or a portion of the Grants, according to the formula set forth herein. The Company's repayment obligation hereunder shall survive the Performance Date to the extent that the Locality or VEDP subsequently receives information to the effect that the Company did not meet the Targets.

(d) *Determination of Inability to Comply:* If the Locality or VEDP shall determine at any time prior to the Performance Date (a "Determination Date") that the Company is unable or unwilling to meet and Maintain its Targets by and through the Performance Date, and if the Locality, the Authority or VEDP shall have promptly notified the Company of such determination, the Company must repay to the Authority all of the proceeds of the Grants previously disbursed to the Company. In such event, the Locality will repay to VEDP all of the COF Grant proceeds not previously disbursed to the Company. Such a determination will be based on such circumstances as a filing by or on behalf of the Company under the U.S. Bankruptcy Code, the liquidation of the Company, an abandonment of the Facility by the Company or other similar significant event that demonstrates the Company will be unable or is unwilling to satisfy the Targets for the COF Grant.

(e) *Repayment:* In the event that the Company is obligated to repay the Grants, or any portion thereof, as called for under the terms of this Agreement, the Company shall pay such sums within 30 days after notification of the amount of the sums to be repaid by the Company. Such determination of liability shall be made promptly as of the Performance Date

or the Determination Date, or promptly upon receipt of the Progress Report, as hereinafter defined, or other information confirming lack of achievement of the Targets as of the Performance Date, which shall first occur.

Any COF Grant and LEDIG repayment shall be made as follows:

(i) *COF Grant*: Any COF Grant moneys repaid by the Company to the Authority hereunder shall be repaid by the Authority to the Locality with 30 days after the repayment by the Company to the Authority, and shall be repaid by the Locality promptly to VEDP for redeposit into the Commonwealth's Development Opportunity Fund.

(ii) *LEDIG*: Any LEDIG moneys repaid by the Company to the Authority hereunder shall be repaid by the Authority to the Locality with 30 days after the repayment by the Company to the Authority. In the event that the Company fails or refuses to repay any of the LEDIG moneys as called for in this Section 5, such sums shall be assessed interest at the rate of 8.00% per annum until repaid in full by the Company.

The Locality and the Authority shall use their best efforts to recover any proceeds of the Grants due, including judicial proceedings for any breach of this Agreement by the Company. Neither the Locality nor the Authority shall have any responsibility for the repayment of any COF Grant sums payable by the Company hereunder unless said sums have been received by the Authority from the Company.

In the event that the Company fails to make full repayment 61% of any repayment shall be deemed to be allotted to the COF Grant and 39% shall be deemed to be allotted to the LEDIG.

(f) *Attorney's Fees*: In the event that the Company fails to comply with the repayment obligations set forth in this Section 5, the Locality and the Authority shall be entitled to recover their reasonable attorney's fees and costs incurred in connection with such default by the Company, whether or not judicial proceedings are instituted to collect such funds.

Section 6. Company Reporting.

Commencing on DATE, and on DATE of each year thereafter, the Company shall provide, at the Company's expense, an annual letter confirming progress of achievement of the Targets (the "Progress Report"). Each Progress Report shall confirm the New Capital Investment, Baseline Jobs and New Jobs at the Facility through the prior DATE. Each Progress Report shall include an affirmative statement signed by an authorized Company Officer or Director that the information provided in the Progress Report is true and correct and certifies the status of its efforts to achieve the Targets.

The Company shall provide other reports on the progress on achievement of the Targets at such other times as the Locality, the Authority or VEDP may reasonably require.

With each Progress Report, the Company shall report to VEDP the amount paid by the Company in the prior calendar year in Virginia corporate income tax. VEDP has represented to the Company that it considers such information to be confidential proprietary information that is exempt from public disclosure under the Virginia Freedom of Information Act and that such information will be used by VEDP solely in calculating aggregate return on invested capital analyses for purposes of gauging the overall effectiveness of economic development incentives.

The Company hereby authorizes the Locality, including the Locality's Commissioner of the Revenue and Treasurer, to provide for review by the Locality and VEDP of the Company's real estate tax, business personal property tax and machinery and tools tax information. Such information shall be marked and considered confidential and proprietary and shall be used by solely for verifying satisfaction of the New Capital Investment Target. If the Locality, the Office of the Commissioner of the Revenue, or the Office of the Treasurer should require additional documentation or consents from the Company to access such information, the Company shall promptly provide, at the Company's expense, such additional documentation or consents as the Locality, the Authority or VEDP may request.

With each Progress Report, the Company shall provide for review by the Locality and VEDP copies of the Company's quarterly filings with the Virginia Employment Commission, which indicate the number of employees and total wages paid at the Facility, covering the period from the date of this Agreement through the Performance Date. Such information shall be marked and considered confidential and proprietary and shall be used by solely for verifying satisfaction of the Baseline Jobs and the New Jobs Target.

Section 7. Notices.

Formal notices and communications between the Parties shall be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides a receipt showing date and time of delivery, (iii) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (iv) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed as noted below. Notices and communications personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices and communications mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices and communications delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices and communications shall be addressed to:

if to the Company, to:

with a copy to:

COMPANY NAME

COMPANY NAME

Facsimile: _____

Facsimile: _____

Email: _____
Attention: _____

Email: _____
Attention: _____

if to the Locality, to:

with a copy to:

County of Frederick, Virginia
107 North Kent Street
Winchester, Virginia 22601
Facsimile: 540.667.0370
Email: bgarton@fcva.us
Attention: County Administrator

County of Frederick, Virginia
107 North Kent Street, 3rd Floor
Winchester, Virginia 22601
Facsimile: 540.667.0370
Email: rwillia@fcva.us
Attention: County Attorney

if to the Authority, to:

with a copy to:

Economic Development Authority of the
County of Frederick, Virginia
45 East Boscawen St, Suite 2
Winchester, Virginia 22601
Facsimile: 540.722.0604
Email: scrockett@vit.org
Attention: Chair

Economic Development Authority of the
County of Frederick, Virginia
45 East Boscawen St, Suite 2
Winchester, Virginia 22601
Facsimile: 540.722.0604
Email: pbarker@yesfrederickva.com
Attention: Executive Director

if to VEDP, to:

with a copy to:

Virginia Economic Development Partnership
One James Center, Suite 900
901 East Cary Street
Post Office Box 798 (zip: 23218-0798)
Richmond, Virginia 23219
Facsimile: 804.545.5611
Email: dgundersen@yesvirginia.org
Attention: Interim President and CEO

Virginia Economic Development Partnership
One James Center, Suite 900
901 East Cary Street
Post Office Box 798 (zip: 23218-0798)
Richmond, Virginia 23219
Facsimile: 804.545.5611
Email: smcinch@yesvirginia.org
Attention: General Counsel

Section 8. Miscellaneous.

(a) *Entire Agreement; Amendments:* This Agreement constitutes the entire agreement among the parties hereto as to the Grants and may not be amended or modified, except in writing, signed by each of the parties hereto and consented to by VEDP. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The Company may not assign its rights and obligations under this Agreement without the prior written consent of the Locality, the Authority and VEDP.

(b) *Governing Law; Venue:* This Agreement is made, and is intended to be performed, in the Commonwealth and shall be construed and enforced by the laws of the Commonwealth. Jurisdiction and venue for any litigation arising out of or involving the COF

Grant under the terms of this Agreement shall lie in the Circuit Court of the City of Richmond, Virginia, and such litigation shall be brought only in such court. Jurisdiction and venue for any litigation arising out of or involving the LEDIG under the terms of this Agreement shall lie in the Circuit Court of the County of Frederick, Virginia, and such litigation shall be brought only in such court.

(c) *Counterparts*: This Agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.

(d) *Severability*: If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

(e) *Time*: Time is of the essence as to all matters set forth in this Performance Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have executed this Performance Agreement as of the date first written above.

COUNTY OF FREDERICK, VIRGINIA

By
Name: Charles S. DeHaven, Jr.
Title: Chair, Board of Supervisors of
the County of Frederick, Virginia
Date: _____

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE COUNTY OF FREDERICK,
VIRGINIA**

By
Name: Stanley Crockett
Title: Chair, Economic Development
Authority of the County of Frederick, Virginia
Date: _____

**AMERICAN WOODMARK
CORPORATION**

By _____
Name: _____
Title: _____
Date: _____

C



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 19, 2017

RE: Committee Appointments

Listed below are the vacancies/appointments due through December, 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

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)

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

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.)

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

Larry Sullivan – Frederick County Representative
1301 Front Royal Pike
Winchester, VA 22602
Home: (540)662-4994
Term Expires: 11/30/17
Four year term

See Attached Application of Mr. Gary A. Wygal as recommended by the Handley Regional Library Board. Mr. Sullivan has served two full terms and is not eligible 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.**)*

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

Ms. Rockwell is eligible for reappointment and staff has been advised she is interested in continuing to serve if it is the desire of the Board of Supervisors. *(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*

Memorandum – Board of Supervisors
October 19, 2017
Page 5

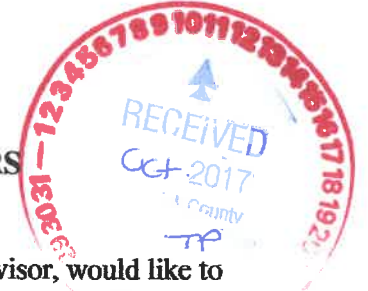
Northwestern Community Services Board. Members serve a three year term and are limited to three consecutive terms.)

KCT/tjp

Attachment

U:\TJP\committeeappointments\WmosLettrs\BoardCommitteeAppts(102517BdMtg).docx

**INFORMATIONAL DATA SHEET
FOR
FREDERICK COUNTY BOARD OF SUPERVISORS
COMMITTEE APPOINTMENTS**



_____ District Supervisor, would like to
nominate you to serve on the Handley Regional Library Board.
As a brief personal introduction to the other Board members, please fill out the information requested below for
their review prior to filling the appointment. (Please Print Clearly. Thank You.)

Name: Gary A. Wygal Home Phone: (540)-303-7959
Address: 311 Caroline Ave. Office Phone: (540)-667-1530
Stephens City, Va 22655 Cell/Mobile: (540)-303-7959
Fax: _____

Employer: Haines Greco & Yowell Tax Sm Email: ga.wygal@gmail.com

Occupation: Tax Accountant

Civic/Community Activities: _____

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting On:
Yes: No: _____

Do You Foresee Any Possible Conflicts Of Interest Which Might Arise By Your Serving On
This Committee? Yes: _____ No: Explain: _____

Additional Information Or Comments You Would Like To Provide (If you need more space, please
use the reverse side or include additional sheets):

I love to read, and I love our library system

Applicant's Signature: Gary A. Wygal Date: 3/6/17

Nominating Supervisor's Comments: _____

Please submit form to:
Frederick County Administrator's Office
107 North Kent Street
Winchester, VA 22601
or email to: trice@fcva.us or trice@fcva.net

CONSENT AGENDA

D




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:	Resolution to Cover Volunteer Fire/EMS Personnel for Workers' Compensation
DATE:	October 18, 2016

At the September 13, 2017 Board of Supervisors meeting, the Board, per the recommendation of the Finance Committee, approved the Virginia Association of Counties Risk Pool's (VACoRP) recommendation for workers' compensation coverage for volunteer fire and EMS personnel. The attached resolution is required by VACoRP to effect this change. The resolution authorizes the inclusion of volunteer members of the volunteer companies as employees for purposes of the Workers' Compensation Act, which entitles them to coverage under the Act.

The resolution must be submitted to VACoRP prior to November 1, 2017, as November 1, 2017 is the effective date coverage will begin.

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

KCT/jet

Attachment



BOARD OF SUPERVISORS

Resolution to Cover Volunteer Fire/EMS Personnel for Workers' Compensation

WHEREAS, Frederick County has a combined career and volunteer fire and rescue system; and

WHEREAS, Frederick County's career fire and rescue personnel are automatically covered by the Workers' Compensation Act, pursuant to Virginia Code §65.32-101; and

WHEREAS, the Workers' Compensation Act does not automatically provide coverage to volunteer members of fire and rescue departments serving public entities; and

WHEREAS, on September 13, 2017, the Frederick County Board of Supervisors approved VACoRP's recommendation for workers' compensation coverage for volunteer fire and EMS personnel.

NOW, THEREFORE, BE IT RESOLVED, that the volunteer members of the fire departments and rescue squads of Frederick County, Virginia, are hereby authorized to be included as employees for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and are entitled to coverage provided under said Act.

ADOPTED this _____ day of October, 2017.

VOTE:

Charles S. DeHaven, Jr. _____

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

CONSENT AGENDA

E



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail: rwillia@fcva.us

MEMORANDUM

TO: Board of Supervisors

FROM: Roderick B. Williams
County Attorney

DATE: October 19, 2017

RE: Aqua Virginia, Inc. rate increase application

Aqua Virginia, Inc., which provides water and sewer service to a number of communities around Virginia, including water and sewer service to all residents in the Lake Holiday subdivision and water service to some residents in the Shawneeland subdivision, has filed a rate increase application with the State Corporation Commission. Aqua's requested increase is an average 11% (though it is much higher, 19%, for Shawneeland), which would amount to an average annual impact of \$110.16 per residential customer in Lake Holiday (based on combined cost of water and sewer) and of \$87.84 per residential customer in Shawneeland (based just on water cost). In addition, Aqua is requesting authorization to implement a separate water and wastewater infrastructure service charge, which Aqua indicates would allow Aqua to plan for and recover capital investments in infrastructure "on a more timely basis" than can be accomplished through rate increases.

The County has in the past participated in these cases and my suggestion is that participation again, in the current case, would be appropriate. I also note that we have already received a communication from Caroline County, home to the large Lake Land'Or community, also served by Aqua, seeking participation by other localities and by property owners' associations. Accordingly, an appropriate proposed authorizing resolution is submitted with this memorandum.

Attachment



BOARD OF SUPERVISORS

RESOLUTION

October 25, 2017

WHEREAS, Aqua Virginia, Inc. provides water and sewer service to County residents in the Lake Holiday community and water service to County residents in the Shawneeland community; and

WHEREAS, Aqua Virginia, Inc. has filed with the State Corporation Commission an application, docketed as Case Number PUR-2017-00082, for increases in its water and sewer rates, and for implementation of a separate water and wastewater infrastructure service charge; and

WHEREAS, water and sewer costs represent a significant burden to County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities; and

WHEREAS, participation by the Board of Supervisors as a respondent in State Corporation Commission Case Number PUR-2017-00082 would be beneficial toward seeking the accomplishment of fair and reasonable water and sewer rates and charges for County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors authorizes the County Attorney to file a Notice of Participation as a Respondent on its behalf in State Corporation Commission Case Number PUR-2017-00082 and to take such action as is appropriate in such proceeding to seek the accomplishment of fair and reasonable water and sewer rates and charges for County residents who are customers of Aqua Virginia, Inc. in the Lake Holiday and Shawneeland communities.

Adopted this 25th day of October, 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

CONSENT AGENDA

F



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: October 16, 2017



The Parks and Recreation Commission met on October 10, 2017. Members present were: Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., and Amy Strosnider. Members absent: Randy Carter, Robert Wells (Board of Supervisors' Non-Voting Liaison).

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Abrams Creek Greenway – The Buildings and Grounds Committee recommended requesting Board of Supervisor endorsement of the VDOT Transportation Alternatives Resolution of Support required for grant applications, second by Mr. Morrison, motion carried unanimously (7-0). Please find attached VDOT Transportation Alternatives Resolution of Support. This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.
2. Abrams Creek Greenway – The Buildings and Grounds Committee recommended to forward to the Finance Committee a supplemental appropriation request of \$1,048,900 to be used to develop the Abrams Creek Trail and parking area with \$988,900 of this amount is for trail construction, \$60,000 is for the development of a trailhead parking area. The local contribution to the project is \$247,780. The remaining \$791,120 would be reimbursed through the VDOT Transportation Alternatives grant. If the grant is not received, funds would be returned, second by Mr. Sandy, motion carried unanimously (7-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

Page 2
Parks & Recreation Commission
October 16, 2017

3. FY 2019 Capital Improvements Plan – The Buildings and Grounds Committee recommended approval of the 2018-2019 Capital Improvements Plan as submitted, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached a copy 2018-2019 Capital Improvement Plan Project Summary to be forwarded to the Planning Commission prior to the Board of Supervisors.

Attachment

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



Transportation Alternatives Set-Aside Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by Frederick County, VA.

Now, Therefore, Be It Resolved, that Frederick County, VA, requests the Commonwealth Transportation Board to establish a project for the Abrams Creek Greenway Trail.

Be It Further Resolved, that Frederick County, VA hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that Frederick County, VA hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that Frederick County, VA will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if Frederick County, VA subsequently elects to cancel this project Frederick County, VA hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. Frederick County, VA also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that the Frederick County, VA Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018-19, and 2019-2020.

Adopted this _____ day of _____, 20____
_____, Virginia

By: _____
Attest

CIP

2018-2023 Capital Improvements Plan

Departmental Project Summary Sheet

Department:

New and Carry Over (Modified and Unmodified) Project Requests:

Dept. Priority	Project Title	FY 2018/19 Cost	FY 2019/20 Cost	FY 2020/21 Cost	FY 2021/22 Cost	FY 2022/23 Cost	Long Range Comprehensive Plan Projects Beyond FY 2023	TOTAL CIP Cost
1	Abrams Creek Greenway Trail	\$500,000	\$500,000	\$1,200,000	\$1,200,000			\$3,400,000
2	Clearbrook Parking	\$257,000						\$257,000
3	Sherando NW Restroom	\$275,000						\$275,000
4	Indoor Aquatic Facility	\$180,000	\$10,820,000					11,300,000
5	Water Slide / Spray Ground	\$624,000						\$624,000
6	SH Softball Complex	\$176,000	\$1,473,000					\$1,649,000
7	Snowden Bridge Park Development	\$300,000	\$4,250,000					\$4,550,000
8	SH Baseball Field Lighting Upgrade		\$720,000					\$720,000
9	SH Park Area 3 Development		\$2,121,000					\$2,121,000
10	Community Center			\$9,067,000				\$9,067,000

Department of Planning and Development, Frederick County, VA

Dept. Priority	Project Title	FY 2018/19 Cost	FY 2019/20 Cost	FY 2020/21 Cost	FY 2021/22 Cost	FY 2022/23 Cost	Long Range Comprehensive Plan Projects Beyond FY 2023	TOTAL CIP Cost
11	Community Park			\$1,970,000				\$1,970,000
12	Neighborhood Parks (6)			\$831,000			\$4,155,000	\$4,986,000
13	District Parks (3)				\$3,934,000		\$7,869,000	\$7,869,000
14	S. SH Park Development						\$2,035,000	\$2,035,000
15	Fleet Trip Vehicles						\$307,000	\$307,000
16	SH Park Area 1 Development						\$2,414,000	\$2,414,000
17	SH Park Area 2 Development						\$2,273,000	\$2,273,000
18	Indoor Ice Rink						\$6,180,000	\$6,180,000
19								
20								

G



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: October 18, 2017
SUBJECT: Finance Committee Report and Recommendation

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, October 18, 2017 at 8:00 a.m. All members were present. Non-voting liaison Ellen Murphy was absent. Items 6 and 8 were approved under consent agenda. Items 9 and 10 require no action.

1. The FCPS Finance Director requests School Operating Fund and General Fund supplemental appropriations in the amount of \$997,264.55. This amount represents unspent FY 2017 funds to be spent on buses. Local funds are required. See attached memo, p. 4 – 5. The committee recommends approval.
2. The Parks and Recreation Director requests approval to apply for a VDOT Transportation Alternatives (TA) grant for FY19 and FY20 funding for the development of Phase I of the Abrams Creek Trail and the adoption of the Transportation Set-Aside Resolution of Support. The Parks and Recreation Commission has approved. See attached information, p. 6 – 10. The committee recommends approval (DeHaven – no).
3. The Commissioner of the Revenue requests a General Fund supplemental appropriation in the amount of \$11,466. This amount represents FY18 funds (salary and fringes) needed for a full time Data Collector (currently part time). The request has been forwarded by the HR Committee. Local funds are required. See attached memo, p. 11. The committee recommends approval.
4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$266,508. This amount represents FY18 funds needed to hire (\$113,652 salaries and fringes) and equip (\$152,856) three (3) full time Deputy I positions. The request has been forwarded by the Public

Finance Committee Report and Recommendations

October 18, 2017

Page 2

- Safety Committee. Local funds are required. See attached information, p. 12 – 42. The committee recommends approval (Lofton – no).
5. The Sheriff requests a General Fund supplemental appropriation in the amount of \$11,173.40. This amount represents Sheriff's Sale proceeds in excess of revenue budgeted. No local funds required. See attached memo, p. 43. The committee recommends approval.
 6. The Sheriff requests a General Fund supplemental appropriation in the amount of \$4,499.82. This amount represents reimbursements from the Treasury Department. No local funds required. See attached memo, p. 44 – 45.
 7. The Public Works Director requests a General Fund supplemental appropriation in the amount of \$1,000,000. This amount represents funds needed to complete the Stephenson convenience site. Local funds are required. See attached memo, p. 46 – 47. The committee recommends approval.
 8. The Finance Director requests a General Fund supplemental appropriation in the amount of \$18,896.10. This amount represents unspent FY17 VJCCA funds to be returned to the state. See attached letter, p. 48 – 51.
 9. The committee continued discussion on the airplane tax rate. See attached information, p. 52 – 58. The committee requested continued discussion at the next committee meeting.
 10. The Finance Committee Chairman has provided FY 2019 budget priorities and the FY 2019 budget calendar is attached, see p. 59 – 61.

INFORMATION ONLY

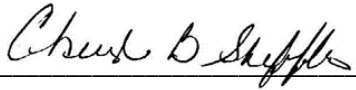
1. The Finance Director provides a Fund 10 Transfer Report for September 2017. See attached, p. 62.
2. The Finance Director provides financial statements ending September 30, 2017. See attached, p. 63 – 73.
3. The Finance Director provides an FY 2018 Fund Balance Report ending October 13, 2017. See attached, p. 74.

Finance Committee Report and Recommendations
October 18, 2017
Page 3

Respectfully submitted,

FINANCE COMMITTEE

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


By 

Cheryl B. Shiffler, Finance Director

Memorandum

DATE: October 9, 2017

TO: Cheryl Shiffler, Frederick County Finance Director

FROM: Patty D. Camery, FCPS Executive Director of Finance 

RE: FY 2018 Budget Item Resubmitted for Consideration by the Board of Supervisors

At the Finance Committee Meeting held on September 20, 2017, members requested additional information prior to considering the budget adjustment listed below. The two items are addressed on the attachment: buses purchased each year along with the replacement cycle as recommended by the Department of Education and the list of projects approved in the Capital Projects Fund for FY 2018.

Please include the following FY 2018 request on the agenda for the County Finance Committee meeting scheduled for October 18, 2017.

Budget Adjustments to the School Operating Fund

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 funds to be spent on buses.

Attachment

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

Frederick County Public Schools Bus Inventory

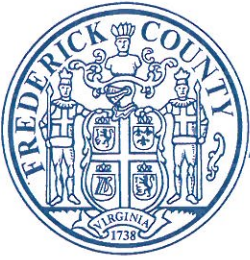
Virginia Department of Education's recommended life span of a bus is 15 years

<u>Year Purchased</u>	<u>Number</u>	
1993	10	} 80 of our 224 buses or 35% are over 15 yrs old
1994	1	
1995	8	
1996	7	
1997	1	
1998	19	
1999	3	
2000	2	
2001	10	
2002	19	
2003	3	} 224 total buses in fleet
2004	10	
2005	7	
2006	20	
2007	15	
2008	25	
2009	6	
2010	10	
2011	10	
2012	0	
2013	4	
2014	2	
2015	0	
2016	15	
2017	7	
2018	10	

FY 2018 Capital Projects Fund:

10 school buses/3 vehicles	\$ 1,217,500
Student and staff devices, projectors & expand WAN	\$ 595,091
Roof replacement- Redbud Run & NREP	\$ 741,940
Cooling tower replacement - Bass-Hoover	\$ 61,000
General maintenance - painting & repair - JWHS tennis court	\$ 192,256
Playground replacement - Armel & NREP	\$ 140,500
Replace PA systems - SHS & JWMS	\$ 100,000
Safety and security upgrade at middle schools	\$ 40,000
Total	<u>\$ 3,088,287</u>

prepared 9/29/17



MEMO

To: Frederick County Finance Committee
From: Jason Robertson, Director of Parks & Recreation *JR/AMT*
Date: October 11, 2107
Subject: Abrams Creek Trail Phase I Grant Resolution Request

The Parks and Recreation Commission has recommended applying for a VDOT Transportation Alternatives (TA) grant for the development of Phase I of the Abrams Creek Trail in the Redbud District. Grant applications are due November 1, 2017 for FY 19 and FY 20 funding. The TA is an 80% grant with a 20% local match requirement. The Commission is recommending adoption of the Transportation Set-Aside Resolution for the Abrams Creek Trail. The resolution commits Frederick County, “to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project.”

The Abrams Creek Trail:

The Abrams Creek Trail is envisioned to provide a three mile recreation / transportation shared-use trail along Abrams Creek from near Senseny Road to Greenwood Road. A three phase approach to the project is intended to provide sections of approximately one mile with logical beginning and ending points. The grant application and funding request are for Phase I of the Abrams Creek Trail project. A map of the proposed Abrams Creek Trail, and the Phase I segment are attached (**Attachment 1**).

Funding:

The cost estimate for Phase I of the Abrams Creek Trail is \$988,900. The estimate is based on preliminary engineering provided by Greenway Engineering, with modifications based on subsequent survey work, creek crossing estimate update, and exit to Woodstock Lane addition. Additionally, an estimated \$60,000 is needed to include a trailhead parking area.

Parks and Recreation anticipates including the funding request in the FY19 budget.

Currently the Parks and Recreation Proffer account does not have sufficient funds to provide the amount needed for the 20% match and parking costs. As of 10/1/17 the funding outlook would be as follows:

:

- \$791,120 Grant Revenue

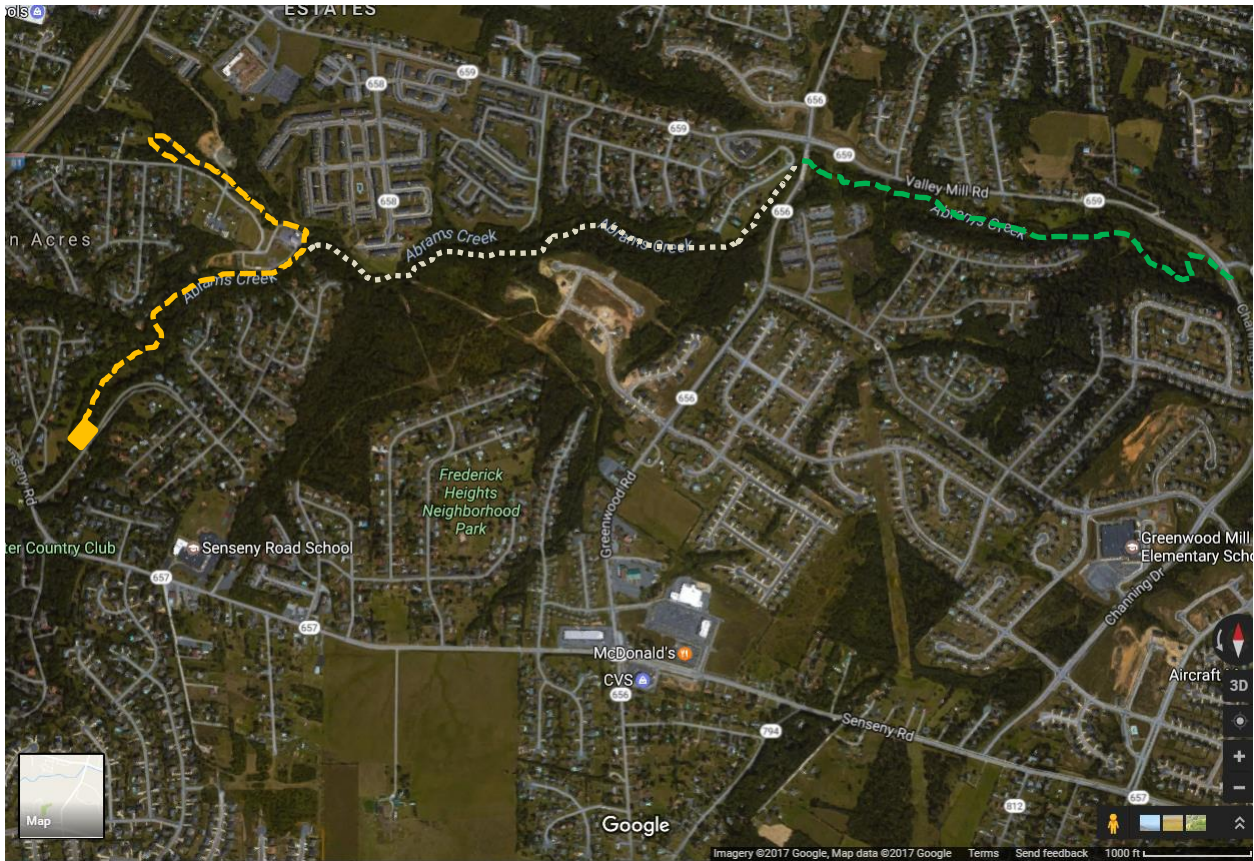
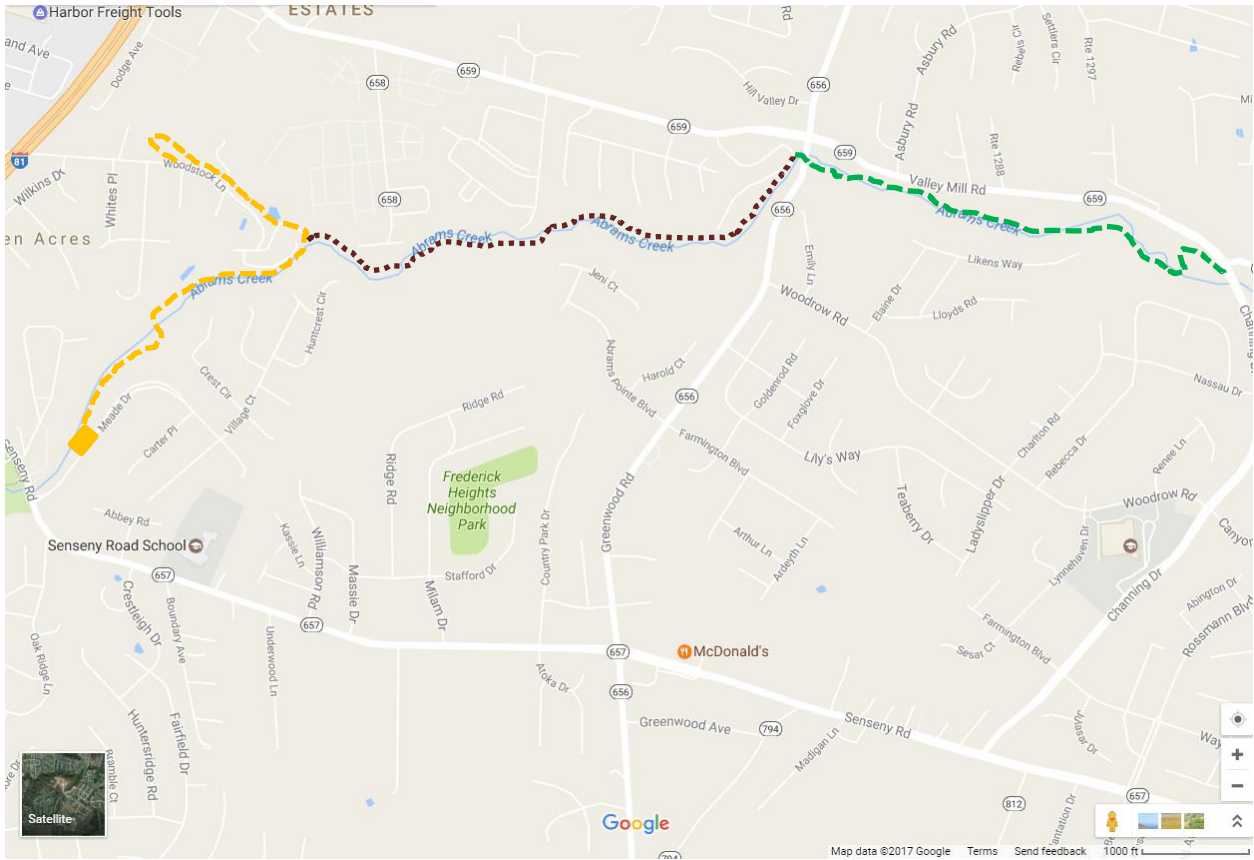
- \$120,225 Parks and Recreation Proffer funds
- \$137,555 Local Fund Balance

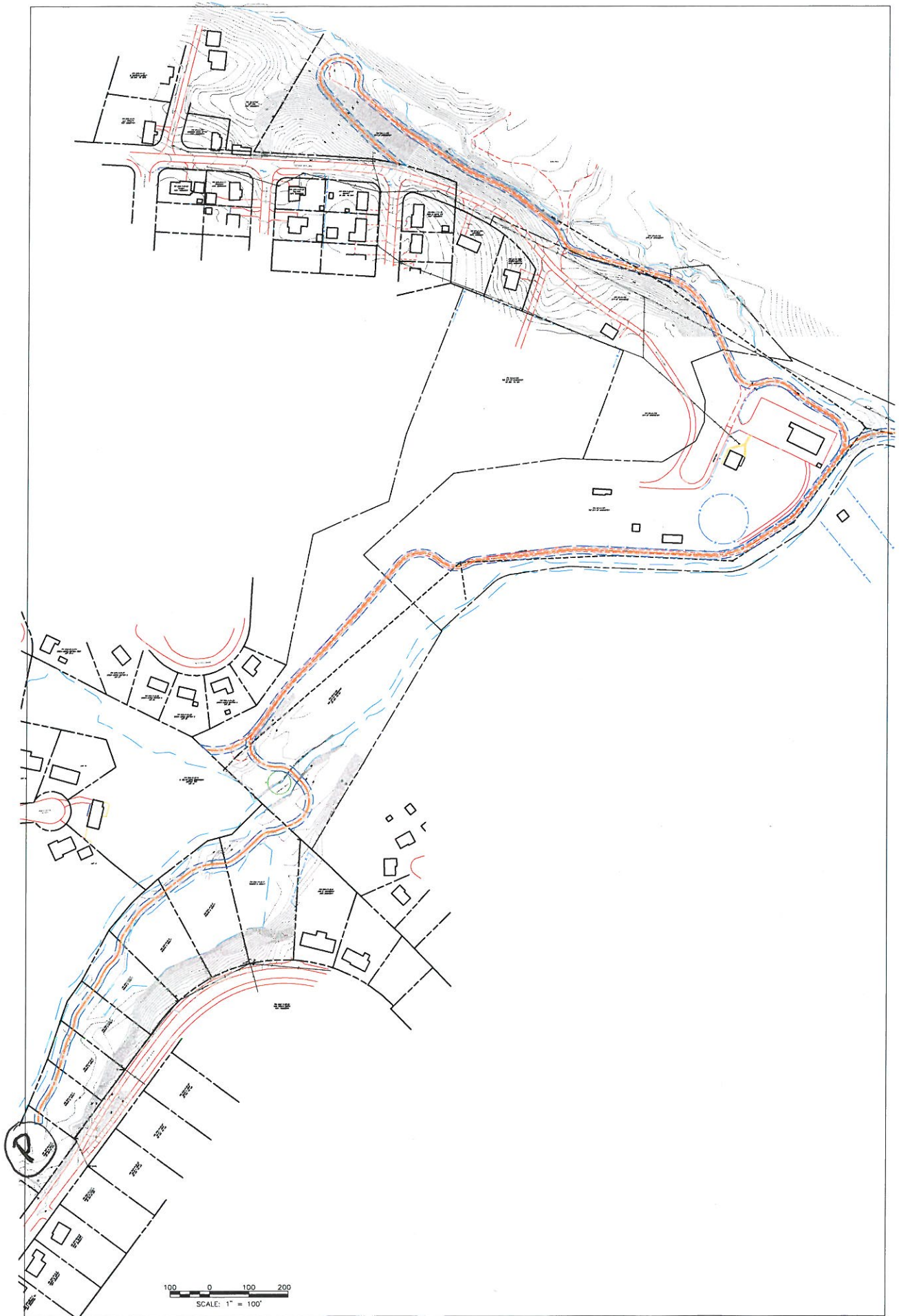
Action Requested:

Transportation Alternatives Set Aside Resolution of Support:

The VDOT Transportation Alternatives grant program requires the Board of Supervisors provide the attached resolution (**Attachment 2**) with the grant application. The Parks and Recreation Commission is recommending (7,0) adoption.

ABRAMS CREEK GREENWAY TRAIL 3 Phase Development Plan







Transportation Alternatives Set-Aside Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by Frederick County, VA.

Now, Therefore, Be It Resolved, that Frederick County, VA, requests the Commonwealth Transportation Board to establish a project for the Abrams Creek Trail.

Be It Further Resolved, that Frederick County, VA hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that Frederick County, VA hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that Frederick County, VA will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if Frederick County, VA subsequently elects to cancel this project Frederick County, VA hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. Frederick County, VA also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that the Frederick County, VA Board of Supervisors hereby grants authority for the County Administrator to execute project agreements for any approved Transportation Alternatives Set-aside projects for the Abrams Creek Trail during Fiscal Year 2018-19, and 2019-2020.

Adopted this _____ day of _____, 20____
_____, Virginia

By: _____
Attest



Frederick County, Virginia

OFFICE OF

COMMISSIONER OF THE REVENUE

107 North Kent Street
Winchester VA 22601

P.O. Box 552
Winchester VA 22604-0552

emurphy@fcva.us

www.fcva.us/cor



ELLEN E. MURPHY
COMMISSIONER

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

October 2, 2017

To: Frederick County Finance Committee
Cc: Cheryl Shiffler, Finance Director
Kris Tierney, County Administrator
Jane Anderson, Chief Deputy, COR

From: Ellen Murphy, Commissioner of the Revenue

RE: Move part-time data collector to full time status with benefits – new funds \$11,466

As Commissioner of the Revenue, one of my office's major duties is the assessment, reassessment and taxation of all real property in the county. These duties have increased exponentially over the last 22 years. In order to keep up with the growth that Frederick County is experiencing it is necessary to increase the number of trained personnel who can do the assessment and reassessment of all parcels.

We have been laboring with a dedicated and trained force to cover the 50,000 parcels but we are severely short by IAAO and other assessing standards (we have 1/16000 assessors) and they recommend (1/2500). Assessors make the final determination of values for each property while data collectors do the measuring, ask questions regarding rooms and baths and enter basic statistics on a property into our computer system.

We recently hired a part-time data collector who has proven to be very efficient and accurate in her work. This request is to move this data collector from part-time to full time payroll with full benefits. We do NOT want to lose her! Cost out of contingency to accomplish this from November 1, 2017 through the end of this fiscal year is \$11,466. We are moving funds of \$20,538 from various line items in my budget to a permanent position for this purpose. We shall strive to cut all spending in the department in order to make this change – although we did not have any surplus funds built into our original budget.

We are still trying to hire two part-time data collectors.

Your approval of an additional \$11,466 will be greatly appreciated.

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 <http://www.census.gov/> 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.

Law Enforcement. One deputy per 1500 population, as set out in 15.2-1609.1, Code of Virginia. 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).

Court Services. 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

Courtroom and Courthouse Security. 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 Enforcement (1:1500)					Court Services																
RANK	FIPS	LOCALITY	2016 FINAL POPULATION	FY17 ADJ LE HAVE	ADD'L LE DUE	FY18 ADJ LE HAVE	NEW LE REQ FOR FY18	CY16 CIRCUIT CT DAYS	CY16 GD COURT DAYS	CY16 JDR COURT DAYS	CY16 PAPERS RECEIVED (3 YR AVG)	CY16 MENTAL HEALTH TRIPS IN JURIS	CY16 MENTAL HEALTH TRIPS OUT OF JURIS	CY16 TOTAL HOURS	FY17 ADJ CS HAVE	TOTAL ADD'L CS DUE	FY18 ADJ CS TOTAL	TOTAL FY18 CS+LE	FY18 ADJ LE+CS HAVE	FY18 ADD'L CS+LE DUE	% OF NEED	NEW CS REQ FOR 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.

Investigator Hazelwood: 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	344	37,788	1,770	49.14
Jan 1, 2016 to Dec 31, 2016	557	72,720	3,223	46.42
Extradition				
Jan 1, 2017 to July 31, 2017	41	6,461	394	5.86
Jan 1, 2016 to Dec 31, 2016	94	17,981	944	7.83
TDO				
Jan 1, 2017 to July 31, 2017	48	13,239	502	6.86
Jan 1, 2016 to Dec 31, 2016	75	20,478	808	6.25
Civil Papers				
Jan 1, 2017 to July 31, 2017	9,761			1394.43
Jan 1, 2016 to Dec 31, 2016	17,427			1452.25

Court Report

General District Court Caseload

	<u>Time frame</u>	<u>Total</u>
Frederick County	2016	21,439
	2017 to June	9,244

Juvenile & Domestic Relations Court Caseload

	<u>Time frame</u>	<u>Total</u>
Frederick County	2016	4,925
	2017 to April	1,576

Circuit Court Caseload

	<u>Time frame</u>	<u>Total</u>
Frederick County	2016	4,787
	2017 to June	2,082

Man Hours for court 13,312 hours

Lock up - Inmates

	<u>Time frame</u>	<u>Total</u>
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 Embrey

Deputy Shenk

Deputy Sardelis

Deputy Dean

Deputy Bingaman

Deputy Cheshire

Deputy Saville

Deputy Alger

Deputy Cameron

Deputy Lambert

Deputy Sampson

Deputy Sargent

Deputy Clark

Deputy Gano

Deputy Locke

Deputy Tokach

Deputy Bush

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. These 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 8 months of funding – salary \$25,449.33 plus fringe \$12,434.32 = \$37,883.65)
- **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 8 months of funding – salary \$27,939.33 plus fringe \$12,947.76 = \$40,887.09)
- **Investigator** – Level 8 – Salary \$51,971.00 plus fringe \$21,496.42 = \$73,467.42 (full year). (If hire date, 11/1/17 – need 8 months of funding – salary - \$34,647.33 plus fringe \$14,330.95 = \$48,978.28)

Cost to Equip a New Officer (approximate)

- Vehicle: \$28,800
- Vehicle setup: \$17,635
- Uniforms: \$1,682
- Police Supplies: \$1,546
- Taser Training: \$1,200
- Academy membership: \$89
 - TOTAL: \$50,952



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 Positions

1 to 1500 (1 LE position to 1500 people)

	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 Positions			<u>Formulas</u>		<u>New Staffing Standards</u>				
Papers	2014	2,015	2016	AVG	<u>Process Hours = Total Papers divided by:</u>				
Subpeona	10253	10,393	9286	9,977	1) All cities - divide by 6				
Jury	0	-	0	0	Pop greater 100,000 - divide by 5				
Crim	7767	7,619	7519	7,635	Pop less than 99,999 - divide by 3				
Dmv	257	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	8,015	8199	8,237					
Total Papers	26,800	26,208	25218	26,075					
Process Hours	<u>Divide by</u>		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 Positions				7.00	5) number perm positions				
Need Positions				10.15	Travel Hours (Total Court hours) divided by				
ADD				3.15	6) 1750				
Need Percent				32 ^{0.45}	7) Need positions minus Number of pos				
					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

Prepared 9/19/2017 8:20:07AM

9/14/2017	263
9/8/2017	252
9/7/2017	265
9/1/2017	289
8/24/2017	275
8/18/2017	283
8/16/2017	260
8/9/2017	262
8/8/2017	276
8/2/2017	266
7/1/2017	253
6/23/2017	252
6/5/2017	257
5/26/2017	290
5/22/2017	253
5/17/2017	251
4/20/2017	289
3/29/2017	268
2/27/2017	257
2/21/2017	254
2/8/2017	252
1/27/2017	261
1/26/2017	259
1/25/2017	273
12/28/2016	253
12/27/2016	252
12/16/2016	257
12/9/2016	277
11/8/2016	262
11/2/2016	259
10/31/2016	257
9/23/2016	274
9/22/2016	268
9/21/2016	271
Total Found	34

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	4

Calls For Service 01/01/2016 – 09/15/2016	52,408
01/01/2017 – 09/15/2017	53,083

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 = \$399,484.24
-
- Jan 17 – Sept 17 = \$426,018.48

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

<u>Year</u>	<u>No. of calls</u>	<u>Hours and Reason</u>
2017	1	8 days searching for missing person presumed deceased.
2016	2	10 hours evidence recovery from burglary of business records and search for save 7 hours drowning mutual Aid Shenandoah County
2015	3	2 days missing person and body recovery Shenandoah River Frederick County resident in Clarke County. 6 hours Missing person search Mutual Aid Shenandoah County 2 hours vehicle recovery from Opequon Creek Low water Bridge.
2014	5	2 days evidence search underwater for Homicide in Warren County 30 hours missing person search, Body and Vehicle recovery <u>Opequon Creek</u> 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 Frederick County

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
(804) 674-2000

COMMONWEALTH of VIRGINIA
DEPARTMENT OF STATE POLICE

Lt. Col. Tracy S. Russillo
Deputy Superintendent

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,

A handwritten signature in black ink, appearing to be 'W. S. Flaherty', written over a faint circular stamp.

Superintendent

WSF/MDH/w

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400

To : Cheryl Shiffler, Director of Finance
From : Sheriff Lenny Millholland
Subject : Appropriation of Funds
Date : October 11, 2017

We are requesting the funds received and deposited in the revenue line 3010-015120-0007 (1014) in the amount of \$11,173.40 be appropriated as follows:

-015020-

3102-8005-000-000 - \$11,173.40

This amount represents proceeds from the Sheriff Sale held on September 27, 2017.

Thank you.

LWM/adl

\$10,000 b
Budgeted Revenue

FREDERICK COUNTY SHERIFFS OFFICE	01-03	585
CIVIL FEES		68-251/514
540-662-6168		06
1080 COVERSTONE DR		
WINCHESTER, VA 22602	Oct 11, 2017	Date
Pay to the Order of	Treasurer of Frederick County	\$ 21,173.40
	Twenty one thousand one hundred seventy three dollars	40/100
BANK of CLARKE COUNTY		Security Features Details on Back.
202 NORTH LOUDOUN ST., WINCHESTER, VA 22601		
For Sheriff's Office Proceeds from Sale	Angela [Signature]	MP
0514025184 104 514 130 0585		

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/504-6400



To : Cheryl Shiffler, Director of Finance
From : Sheriff Lenny Millholland
Subject : Reimbursements - Appropriation
Date : September 20, 2017

Frederick County Sheriff's Office has received reimbursements from the Treasury Department totaling \$4,499.82. This amount has been posted to 3-010-033010-0025. We are requesting appropriation into the following budget lines in the listed amount:

\$1595.34 – overtime paid out for case – 3102-1005-000-000

\$2904.48 – Computer software used in computer forensics to analyze data –
3102-5401-000-000

Thank you.

LWM/adl

C.S. 9/18/17



Revised 12/98

The Department of the Treasury
LOCAL, COUNTY, AND STATE LAW ENFORCEMENT AGENCY
REQUEST FOR REIMBURSEMENT OF JOINT OPERATIONS EXPENSES

TO: _____ ATF _____ CUSTOMS _____ X IRS _____ SECRET SERVICE
OCDETF CASE _____ YES _____ NO
OCDETF CASE # _____
NAME OF AGENCY: Frederick County Sheriff's Office TAX ID NUMBER: 546001290
ADDRESS: 1080 Coverstone Drive Winchester, VA 22602
CONTACT PERSON: Aleck Beeman TELEPHONE NO: (540) 504-6508

DATES FOR WHICH THE REIMBURSEMENT IS REQUESTED: FROM: 05/01/17 TO: 08/28/17

OVERTIME EXPENSES

Table with 5 columns: NAME OF OFFICER, TITLE, HOURS WORKED, HOURLY RATE, TOTAL. Includes handwritten entry for '1005-000-000 OT'.

TOTAL OVERTIME AMOUNT REQUESTED \$1,595.34

TOTAL NUMBER OF REGULAR HOURS WORKED DURING THIS BILLING PERIOD(S) ON CASES WHICH OVERTIME WAS REQUESTED BY THE OFFICERS LISTED ABOVE. 30.81 HOURS

OTHER EXPENSES

Table with 2 columns: PURPOSE AND OR TYPE OF EXPENSE, TOTAL. Includes 'Access Data/FTK Software'.

5401-000
TOTAL OTHER EXPENSE REQUESTED \$2,904.48
TOTAL REIMBURSEMENT REQUESTED \$4,499.82

certify that the information provided above is accurate and represents actual costs incurred by this agency

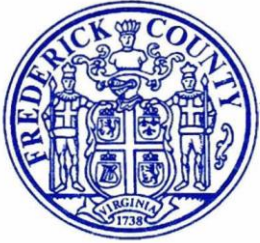
Aleck Beeman Captain 08/25/2017

(Requesting Agency) NAME TITLE SIGNATURE DATE

TREASURY AGENT REVIEW SIGNATURE DATE

EOAF APPROVAL DATE EOAF APPROVAL DATE

NOTE: OCDETF CASES - A COPY OF THIS DOCUMENT SHALL BE SENT TO THE AGENCY CORE CITY COORDINATOR



MEMORANDUM

TO: Cheryl Shiffler, Director of Finance

FROM: Joe C. Wilder, Director of Public Works *JCW*

SUBJECT: Supplemental Appropriation Requests –
New Stephenson Convenience Site Project

DATE: October 13, 2017

On Wednesday, October 11, 2017, bids were received for the subject project. The following is a summary of the bids that were received.

Kee Construction Company	\$1,221,294.00
Panhandle Builders & Excavating	\$1,239,000.00
Perry Engineering Company, Inc.	\$1,259,257.00

All of the bids were greater than originally expected. However, due to the time constraints related to the closing of the Clearbrook Convenience Center by the end of the year, we need to move forward with the project. Therefore, we want to accept the low bid from Kee Construction Company in the amount of \$1,221,294.00.

We currently have \$485,970.06 in line item 10-4203-8900 for this project. Along with all the work related to this contract, staff also has to move all the equipment over from the Clearbrook Convenience Center (i.e., compactor units, hoppers, light poles, buildings, fences, replace one unit, etc.) We also have to relocate some utilities and run new electric service into the site. All of these costs amount to about \$200,000.00. We have also anticipated some contingencies within this request in case any other issues arise during construction of 5%.

Therefore, we are requesting a supplemental appropriation in the amount of \$1,000,000.00 to be placed in line item 10-4203-8900 to complete the Stephenson Convenience site. We anticipate having the new site operational by July 1, 2018.

October 13, 2017

We request this item to be placed on the October 18, 2017 Finance Committee Meeting for discussion and consideration.

If you have any questions, please feel free to contact me.

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Sharon Kibler, Assistant Finance Director
file



FREDERICK COUNTY
 OCT 03 2017
 FINANCE DEPARTMENT

COMMONWEALTH OF VIRGINIA

Andrew K. Block, Jr.
 Director

Department of Juvenile Justice

September 12, 2017

Mark LeGrys, VJCCA Plan Contact
 Supervisor
 26 Rouss Ave.
 Winchester, VA 22601



Dear Mr. LeGrys:

The VJCCA FY17 end of the year financial certification form for your locality has been received and the expenditure report has been reviewed. According to the report, Frederick/Winchester/Clarke expended \$109,461.90 of its total approved budget of \$128,358.00. The breakdown of funds expended is as follows:

Required Maintenance of Effort:	\$0.00		
State Funds Expended:	\$109,461.90	State Funds Provided to the Locality:	\$128,358.00
Additional Local Funds:	\$0.00		-\$109,461.90

TOTAL EXPENDITURES:	\$109,461.90	OWED TO THE STATE:	\$18,896.10

State funds in the amount of \$128,358.00 were provided to the locality. **Because the state funds were not totally expended, we request that the balance of \$18,896.10 be returned to the state.** Please make your check payable to **Treasurer, Commonwealth of Virginia** and mail it to:

Department of Juvenile Justice
 c/o Petty Cash Cashier
 PO Box 1110
 Richmond, VA 23218-1110

Additional funds for FY18 may not be released to your locality until the FY17 unexpended funds are returned. We thank you for the prompt report and all that your locality does for its youth and families before the Court Service Unit.

Sincerely,

 Beth Mohler Stinnett
 VJCCA Program Manager

cc: David L. Ash, County Administrator – Clarke County
 Eden Freeman, City Manager – City of Winchester
 Kris Tierney, Interim County Administrator – Frederick County ✓
 Dee Kirk, Region Program Manager

0.*
 152,957.00+
 35,102.00-
 4,907.00-
 4,493.94-
 2,400.00-
 3,413.00+
 006
 109,462.06*

Copy to Cheryl Shifflet 10/24/17 TP

Virginia Department of Juvenile Justice
 Community Programs Reporting
 FY2017 VJCCCA Expenditures for
 VJCCCA-Frederick County

Surveillance/Intensive Supervision

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-060278-01	Intensive Supervision Services: 26th District Csu	\$37,891.69			\$37,891.69	1,247	20
Total Budget: \$37,892.00		Difference: \$0.31			\$37,891.69	1,247	20
		Estimated Cost Per SU: \$28.07		Actual Cost Per SU: \$30.39			

Pro-Social Skills Programs

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-210278-05	Anger Management	\$635.00			\$635.00	20	19
Total Budget: \$635.00		Difference: -			\$635.00	20	19
		Estimated Cost Per SU: \$2.27		Actual Cost Per SU: \$31.75			

Parenting Skills

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-220278-03	Parenting Skills - Multiple Vendors						2
Total Budget: \$1,000.00		Difference: \$1,000.00					2
		Estimated Cost Per SU: \$16.67		Actual Cost Per SU: NaN			

Supervision Plan Services

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-250278-13	Supervision Plan Services	\$29,594.19			\$29,594.19	458	45
Total Budget: \$29,600.00		Difference: \$5.81			\$29,594.19	458	45
		Estimated Cost Per SU: \$493.33		Actual Cost Per SU: \$64.62			

Substance Abuse Assessment

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-270278-04	Substance Abuse Assessments						13
Total Budget: -		Difference: -					13
		Estimated Cost Per SU: -		Actual Cost Per SU: NaN			

Virginia Department of Juvenile Justice
 Community Programs Reporting
 FY2017 VJCCCA Expenditures for
 VJCCCA-Frederick County

Substance Abuse Education

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-280278-00	Substance Abuse Education	\$375.00	-	-	\$375.00	5	12
Total Budget: \$1,000.00		Difference: \$625.00		Estimated Cost Per SU: \$6.67		Actual Cost Per SU: \$75.00	
Estimated SU: 150							

Substance Abuse Treatment

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-290278-00	Substance Abuse Treatment: Winchester Addiction Services	\$2,660.00	-	-	\$2,660.00	27	4
069-290278-04	Alcohol/Drug Treatment: Anne Remley	\$2,265.00	-	-	\$2,265.00	27	16
069-290278-06	Substance Abuse Treatment: National Counseling Group	\$2,880.00	-	-	\$2,880.00	27	6
Total Budget: \$7,805.00		Difference: -		Estimated Cost Per SU: \$43.36		Actual Cost Per SU: \$97.56	
Estimated SU: 180							

Sex Offender Treatment

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-320278-00	Sex Offender Treatment	\$850.00	-	-	\$850.00	7	2
Total Budget: \$850.00		Difference: -		Estimated Cost Per SU: \$70.83		Actual Cost Per SU: \$121.43	
Estimated SU: 12							

Virginia Department of Juvenile Justice
 Community Programs Reporting
 FY2017 VJCCCA Expenditures for
 VJCCCA-Frederick County

Case Management

Program ID	Program Name	State Expenses	Local Expenses	Other Expenses	Total Expenses	Total SU	Total Admits
069-330278-01	Early Intervention Officer: Frederick County	\$32,311.02	-	-	\$32,311.02	1,566	76
Total Budget: \$49,576.00		\$32,311.02	-	-	\$32,311.02	1,566	76
Difference: \$17,264.98		Estimated Cost Per SU: \$16.53		Actual Cost Per SU: \$20.63			
Estimated SU: 3,000		\$109,461.90	-	-	\$109,461.90	3,383	215
Total Expenses for VJCCCA-Frederick County:		\$109,461.90	-	-	\$109,461.90	3,383	215

Total Budget for VJCCCA-Frederick County: \$128,358.00
 Difference: \$18,896.10
 Maintenance Of Effort: -
 State Allocation: \$128,358.00
 Met MOE? Yes
 Return to State: \$18,896.10

§ 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

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]
Cities (Note: All cities responded to this survey. Those that answered "not applicable" for all items in the table are excluded.)						
Alexandria	Commercial boats	\$5.00	N/A	\$0.00001	N/A	N/A
Bristol	BV	\$2.10	BV	\$2.10	11% OC	\$7.00
Buena Vista	1 year 80% OC, 70%, 60%, 50%, 40%, 30%, 20%, 10% min. min. value \$100	\$5.85	1 year 80% OC, 70%, 60%, 50%, 40%, 30%, 20%, 10% min. min. value \$100	\$5.85	1 year 80% OC, 70%, 60%, 50%, 40%, 30%, 20%, 10% min.	\$5.85
Charlottesville	ABOS; min. value \$100	\$4.20	ABOS; min. value \$100	\$4.20	N/A	N/A
Chesapeake	ABOS min. value \$16,670	\$0.09	ABOS min. value \$16,670	\$0.09	20% OC min. value \$2,590	\$0.58
Colonial Heights	1 year 90%, thereafter less 10% prior year's value; min. \$30	\$3.50	1 year 90%, thereafter less 10% prior year's value; min. \$30	\$3.50	N/A	N/A
Covington	N/A	N/A	NADA 55% RV min. value \$200	\$5.60	N/A	N/A
Danville	BV	\$3.00	BV	\$3.00	BV	\$0.30
Emporia	30% OC	\$5.00	N/A	N/A	N/A	N/A
Fairfax	OC	\$4.13	OC	\$4.13	OC	\$4.13
Falls Church	ABOS, % OC	\$4.84	ABOS, % OC	\$4.84	N/A	N/A
Franklin	N/A	N/A	25% OC min. value \$100	\$4.50	N/A	N/A
Fredericksburg	N/A	N/A	1 year 90%, 80%, 70%, 60%, 45%, 30%, 20% min.	3.40	N/A	N/A
Hampton	1 yr. 80% OC, then less 10% prior yr. value to \$100 min.	\$1.00 ^a	1 yr. 80% OC, then less 10% prior yr. value to \$100 min.	\$1.00 ^a	1 yr. 80% OC, thereafter less 10% prior yr. value to \$100 min.	\$1.00
Harrisonburg	1 yr. 90% OC, 80%, 70%, 60%, 50%, 40%, 30% min.	\$3.50	1 yr. 90% OC, 80%, 70%, 60%, 50%, 40%, 30% min.	\$3.50	1 yr. 90% OC, 80%, 70%, 60%, 50%, 40%, 30% min.	\$3.50
Hopewell	1 yr. 35% OC, 2-7: 30%, 8-13: 25%, 14-22: 15% 23+: 10%	\$3.50	ABOS: 65% RV	\$3.50	New: 60% OC, 1 yr. 50%, 40%, 30%, 20% min.	\$3.50
Lexington	85% OC to \$200 min.	\$4.25	85% OC to \$200 min.	\$4.25	25% OC to 10%	\$4.25
Lynchburg	ABOS Min. value \$100	\$3.80	ABOS Min. value \$100	\$3.80	1 yr. 90% OC, 70%, 60%, 50%, 40%, 30%, 20%, 10% then 90% prev. yr. to \$100	\$3.80
Manassas	DS	\$3.25	NADA	\$3.25	Aircraft Blue Book RV	\$0.0001
Manassas Park	NADA or OC	\$3.50	NADA or OC	\$3.50	N/A	N/A
Martinsville	ABOS Min. value \$125	\$2.30	NADA or OC Min. value \$125	\$2.30	N/A	N/A
Newport News	1 year 85%, thereafter less 5% of prior year's value to \$10,000 min.	\$0.90	ABOS or % OC Min. value \$200	\$1.00	Aircraft Digest: 100% BV Min. value \$1,000	\$2.10
Norfolk	ABOS; commercial craft only	\$1.50	ABOS	\$0.50 ^b	20% of base avg. from Blue Book. \$250 min.	\$2.40
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%, 40%, 30%, 20% min.	\$3.70	1 year 70%, 60%, 50%, 40%, 30%, 20% min.	\$3.70	N/A	N/A
Roanoke	ABOS	\$3.45	ABOS	\$3.45	OC; min. value \$225	\$1.06

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.

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

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

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

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100†	Basis	Rate/\$100†	Basis	Rate/\$100
Cities (continued)						
Salem	New 90%, 80%, 70%, 60%, 50%, 40%, 30%, 25% min.	\$3.20	New 90%, 80%, 70%, 60%, 50%, 40%, 30%, 25% min.	\$3.20	New 90%, 80%, 70%, 60%, 50%, 40%, 30%, 25% min.	\$3.20
Staunton	7 year str. line to 15% min.	\$2.75	7 year str. line to 15% min.	\$2.75	N/A	N/A
Suffolk	ABOS	\$1.50	ABOS	\$1.50	20% OC	\$0.58
Virginia Beach	NADA marine	\$1.50	NADA marine	\$0.00001	1-10 yrs.: 3%, 11+: 1.5%	\$4.00
Waynesboro	1 year 40%, 30%, 20% min.	\$5.00	1 year 40%, 30%, 20% min.	\$5.00	1 year 40%, 30%, 20% min.	\$5.00
Williamsburg	N/A	N/A	LV	\$3.50	N/A	N/A
Winchester	N/A	N/A	NADA TV	\$4.50	N/A	N/A
Counties (Note: All counties responded to this survey. Those that answered "not applicable" for all items in the table are excluded.)						
Accomack ^c	1 year 30%, 28%, 26%, 24%, 22%, 20%, 18%, 16%, 14%, 12%, 10%, 8%, 6%, 4%, 2% min.	\$3.63	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%, thereafter 90% of prior year's value to \$200 min. 1901-79: flat \$100	\$4.28	12.5% OC; 90% of prior assessed value thereafter min. value \$1,000	\$4.28
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 year	\$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%, thereafter less 10% prior year's value to \$250 min.	\$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. \$1,000	\$0.35	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	\$2.35
Bland	N/A	\$2.29	Vessel Valuation Svc.	\$2.29	% OC	\$2.29
Botetourt	1 year 90%, 70%, 50%, 30%, 10% min.	\$2.71	1 year 90%, 70%, 50%, 30%, 10% min.	\$2.71	1 year 90%, 70%, 50%, 30%, 10% min.	\$2.71
Brunswick	ABOS	\$3.60	ABOS	\$3.60	25% OC	\$3.60
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.	\$1.95	FMV	\$1.95
Buckingham	NADA	\$4.05	NADA	\$4.05	Aircraft Bluebook	\$0.55
Campbell	1 year 80%, 70%, 60%, 50%, 40%, 30%, 7-20 years: 20%, 21+ years: 10%	\$4.45	1 year 80%, 70%, 60%, 50%, 40%, 30%, 7-20 years: 20%, 21+ years: 10%	\$4.45	1 year 13.9%, 12.4%, 10.8%, 9.3%, 7.7%, 6.2% min.	\$4.45
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	\$3.80
Carroll	1 year 85%, 75%, 65%, 55%, 45%, 40%, 35%, 30% min.	\$1.95	1 year 85%, 75%, 65%, 55%, 45%, 40%, 35%, 30% min.	\$1.95	1 year 60%, 55%, 50% min.	\$1.95
Charles City	100% ABOS	\$3.75	100% ABOS	\$3.75	1 year 60%, 50%, 40%, 30%, 20%, 10% min.	\$3.75
Charlotte	80% OC to 10% min.	\$3.75	80% OC to 10% min.	\$3.75	80% OC to 10% min.	\$3.75

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.

^c 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.

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

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100†	Basis	Rate/\$100†	Basis	Rate/\$100†
Counties (continued)						
Chesterfield	1 year 70%, 50%, 40%, 30%, 20%, 10% min.	\$3.60	1 year 70%, 50%, 40%, 30%, 20%, 10% min.	\$3.60	Aircraft Blue Book	\$0.50
Clarke	75% multiplied by BV of 75%, 60%, 50%, 40%, 30% 20% min.	\$4.496	75% multiplied by BV of 75%, 60%, 50%, 40%, 30% 20% min.	\$4.496	100% WV from Aircraft Blue Book	\$4.496
Craig	N/A	N/A	1 year 80%, 70%, 60%, 50%, 40%, 30%, 20%; min. \$200	\$3.00	1 year 80%, 70%, 60%, 50%, 40%, 30%, 20% min.	\$3.00
Culpeper	100% low-trade ABOS min. value \$100	\$1.50	100% low-trade ABOS min. value \$100	\$1.50	Aircraft Blue Book min. value \$2,000	\$0.0001
Cumberland	1 year 80%, then less 10% prior value to 20% min.	\$4.50	1 year 80%, then less 10% prior value to 20% min.	\$4.50	Aircraft Blue Book	\$0.50
Dickenson	N/A	N/A	BV	\$1.82	DC	\$1.82
Dinwiddie	Marine Blue Book min. value \$100	\$4.90	Marine Blue Book min. value \$100	\$4.90	Aircraft Blue Book min. value \$100	\$0.50
Essex	50% FMV	\$4.00	50% FMV	\$4.00	50% FMV	\$4.00
Fairfax	OC	\$0.01	OC	\$0.01	OC	\$0.01
Fauquier	1 year 70%, 60%, 50%, 40%, 30%, 20%, 10% min.	\$4.65	1 year 70%, 60%, 50%, 40%, 30%, 20%, 10% min.	\$1.50	Aircraft Blue Book	\$0.001
Floyd	1 year 70%, thereafter less 10% prior year's value, 20% min.	\$2.95	1 year 70%, thereafter less 10% prior year's value, 20% min.	\$2.95	1 year 70%, thereafter less 10% prior year's value, 20% min.	\$2.95
Fluvanna	100% avg. TV	\$4.35	Marine Blue Book	\$4.35	1-10 years: 20% OC	\$4.35
Franklin	100% low BV	\$2.36	100% low BV	\$2.36	100% low BV	\$2.36
Frederick	N/A	N/A	Blue Book or NADA	\$4.86	Aircraft Blue Book	\$0.01
Giles	100%	\$1.96	100%	\$1.96	N/A	N/A
Gloucester	N/A	\$0.00001	N/A	\$0.00001	30% OC	\$2.95
Goochland	1 year 60%, 45%, 37.5%, 30%, 20% min. FMV; min. value \$500	\$4.00	1 year 60%, 45%, 37.5%, 30%, 20% min. FMV; min. value \$500	\$4.00	1 year 60%, 45%, 37.5%, 30%, 20% min.	\$4.00
Grayson	1 year 50%, 45%, 40%, 37.5%, 35%, 32.5%, 30%, 37.5%, 35%, 32.5%, 30%, 20%, 17.5%, 15% min.	\$5.00	1 year 50%, 45%, 40%, 37.5%, 35%, 32.5%, 30%, 37.5%, 35%, 32.5%, 30%, 20%, 17.5%, 15% min.	\$5.00	N/A	\$1.75
Greensville	1 year 80%, less 10% each year to 10% min.	\$3.60	1 year 80%, less 10% each year to 10% min.	\$3.60	1 year 50%, 45%, 40%, 37.5%, 35%, 32.5%, 30%, 27.5%, 25%, 22.5%, 20%, 17.5%, 15% min.	\$0.001
Halifax	1 year 80%, less 10% each year to 10% min.	\$3.60	1 year 80%, less 10% each year to 10% min.	\$3.60	1 year 80%, less 10% each year to 10% min.	\$3.60
Hanover	ABOS	\$3.57	ABOS; min. value \$300	\$3.57	Aircraft Blue Book; min. value \$300	\$0.50
Henrico	New 75%, 60%, 50%, 40%, 30%, 20% min.	\$3.50	New 75%, 60%, 50%, 40%, 30%, 20% min.	\$3.50	New 75%, 60%, 50%, 40%, 30%, 20% min.	\$0.50
Henry	NADA TV	\$1.48	NADA TV	\$1.48	Aircraft Blue Book	\$1.48
Highland	N/A	N/A	1 year 40%, 5% depreciation per year, to \$300 min.	\$2.25	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	\$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%, less 5% each year to 10% min.	\$3.25	1 year 80%, less 5% each year to 10% min.	\$3.25
King William	Buck boats guide	\$3.65	NADA guide	\$3.65	Airpac Guide	\$1.30
Lancaster	100%	\$0.00001	100%	\$1.52	100%	\$1.52
Lee	100% FMV	\$2.00	100% FMV	\$2.00	100% FMV	\$2.00
Loudoun	1 year 70%, 60%, 50%, 40%, 30%, 20% min.	\$4.20	1 year 70%, 60%, 50%, 40%, 30%, 20% min.	\$4.20	Blue Book: avg. WV	\$0.01
Louisa	N/A	N/A	NADA WS	\$1.90	100% FMV Blue Book	\$0.48
Lunenburg	100% TV	\$3.60	100% TV	\$3.60	100% FMV	\$2.10
Madison	OC; min. value \$100	\$3.10	OC; min. value \$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.

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

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100†	Basis	Rate/\$100†	Basis	Rate/\$100†
Counties (continued)						
Mathews	ABOS	\$1.45	ABOS	\$1.45	100% BV	\$2.14
Mecklenburg	1 year 80%, 70%, 60%, 50%, 40%, 30%, 25%, 15% min.	\$3.36	1 year 80%, 70%, 60%, 50%, 40%, 30%, 25%, 15% min.	\$3.36	1 year 80%, 70%, 60%, 50%, 40%, 30%, 25%, 15% min.	\$3.36
Middlesex	35% RV	\$3.50	35% RV	\$3.50	35% RV	\$3.50
Montgomery	1 year 80%, 60%, 50%, 30%, 20%, 10% min.	\$2.55	1 year 80%, 60%, 50%, 30%, 20%, 10% min.	\$2.55	1 year 80%, 60%, 50%, 30%, 20%, 10% min.	\$1.23
New Kent	75% NADA	\$3.75	NADA	\$3.75	100% RV	\$0.75
Northampton	ABOS	\$0.99	ABOS	\$0.99	100% WV	\$3.90
Northumberland	20% OC	\$3.60	40% avg. RV	\$3.60	40% OC	\$3.60
Nottoway	1 year 80%, 70%, 55%, 40%, 25%, 10% min.	\$3.75	1 year 80%, 70%, 55%, 40%, 25%, 10% min.	\$3.75	1 year 80%, 70%, 55%, 40%, 25%, 10% min.	\$1.00
Orange	ABOS	\$2.09	ABOS	\$2.09	Aircraft Blue Book	\$0.70
Page	1 year 72% OC, 10% depreciation per year min. value \$100	\$4.64	1 year 72% OC, 10% depreciation per year min. value \$100	\$4.64	Aircraft Blue Book min. value \$100	\$0.50
Patrick	1 year 95%, thereafter 10% from previous year to 25% min.	\$1.71	1 year 95%, thereafter 10% from previous year to 25% min.	\$1.71	1 year 95%, thereafter 10% from previous year to 25% min.	\$1.71
Pittsylvania	30% used WV	\$8.75	30% used WV	\$8.75	1 yr. 30%, 27.5%, 25%, 23.5%, 20%, 17.5%, 15% 13.5%, 10%, 7.5%, 5% min.	\$8.75
Powhatan	100% FMV to \$100 min.	\$3.60	100% FMV to \$100	\$3.60	100% FMV to \$100 min.	\$3.60
Prince Edward	N/A	N/A	NADA LV	\$4.50	Based on year, model, and condition	\$4.50
Prince George	New 60%, 50%, 40%, 30%, 20% min.	\$4.25	NADA	\$4.25	New 60%, 50%, 40%, 30%, 20% min.	\$4.25
Prince William	OC	\$0.00001	OC	\$0.00001	Commuter	\$0.00001
Pulaski	1-5 years 60%, 6-10 years 40%, 20% min.	\$2.35	ABOS Marine Blue Book	\$2.35	1-2 yrs: 60%, 3-4: 50%, 5-6: 40%, 7-8: 30%, then 20% min. to \$1,500	\$2.35
Rappahannock	NADA	\$4.25	NADA	\$4.25	N/A	\$4.25
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. \$100)	\$4.25	BV (min. \$100)	\$4.25	N/A	\$4.25
Rockingham	8 year 10% straight line, \$100 min.	\$2.90	8 year 10% straight line, \$100 min.	\$2.90	8 year 10% straight line, \$100 min.	\$2.90
Russell	1-2 yrs.: 80%, 3-4: 60%, 5-6:50%, 7-10: 40%, 11-14:30%, 15+: 20%	\$1.95	1-2 yrs.: 80%, 3-4: 60%, 5-6:50%, 7-10: 40%, 11-14:30%, 15+: 20%	\$1.95	1-2 yrs.: 80%, 3-4: 60%, 5-6:50%, 7-10: 40%, 11-14:30%, 15+: 20%	\$1.95
Shenandoah	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20%, 10% min. to \$50	\$3.60	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20%, 10% min. to \$50	\$3.60	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20%, 10% min. to \$100	\$3.60
Smyth	1 year 90%, 80%, 70%, 60%, 50%, 40% 30%, 20% to \$100 min.	\$2.30	1 year 90%, 80%, 70%, 60%, 50%, 40% 30%, 20% to \$100 min.	\$2.30	1 year 50%, 40%, 30%, 20%, 10% min.	\$1.40
Southampton	1 year 80%, 70%, 60%, 50%, 40%, 30%, 20% 10% min.	\$5.00	1 year 80%, 70%, 60%, 50%, 40%, 30%, 20%, 10% min.	\$5.00	N/A	N/A
Spotsylvania	1 year 50%, 45%, 40%, 30%, 20% min.	\$6.73	1 year 50%, 45%, 40%, 30%, 20% min.	\$6.73	1 year 50%, 45%, 40%, 30%, 20% min.	\$0.00001
Surry	ABOS; min. value \$100	\$4.00	ABOS; min. value \$50	\$4.00	40% base Aircraft Blue Book less 10% annually; min. value \$200	\$4.00
Sussex	OC less 10% annually; min. value \$130	\$4.85	OC less 10% annually; min. value \$130	\$4.85	OC less 10% annually; min. value \$130	\$4.85
Tazewell	NADA	\$2.00	NADA	\$2.00	1 year 80%; 70%, 60%, 50%, 40%, 30%, 20% min.	\$0.50

N/A Not applicable.

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

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

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]
Counties (continued)						
Warren	100%	\$4.00	100%; min. value \$750	\$4.00	100%; min. value \$1,000	\$0.50
Washington	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20% min. to \$500	\$1.70	1 year 90%, 80%, 70%, 60%, 50%, 40%, 30%, 20% min. to \$500	\$1.70	Aircraft Blue Book	\$1.70
Westmoreland	50% RV	\$3.00	50% RV	\$3.00	100% FMV	\$3.00
Wise	N/A	N/A	ABOS TV	\$1.56	Aircraft Blue Book LV	\$1.56
Wythe	1 year 80%, 70%, 60%, 50%, 40%, 30% min.	\$2.27	1 year 80%, 70%, 60%, 50%, 40%, 30% min.	\$2.27	DC	\$2.27
York	1 year 80%, less 10% each year thereafter	\$1.00	60% ABOS BV	\$4.00	N/A	N/A
Towns (Towns that answered "not applicable" for all items in this table are excluded. For a listing of town respondents and non-respondents, see Appendix B.)						
Abingdon	NADA LV	\$0.55	NADA LV	\$0.55	Aircraft Blue Book LV	\$0.55
Altavista	1 yr. 80%, 70%, 60% 50%, 25%, 20% min.	\$2.00	1 yr. 80%, 70%, 60%, 50%, 25%, 20% min.	\$2.00	1 yr. 13.9%, 12.4%, 10.8% 9.3%, 7.7%, 6.2% min.	\$2.00
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
Ashland	ABOS	\$0.77	ABOS	\$0.77	Aircraft Blue Book	\$0.77
Blackstone	1 year 80%, 70%, 55%, 40%, 20%, 10% min.	\$0.65	1 year 80%, 70%, 55%, 40%, 20%, 10% min.	\$0.65	Done by Nottoway Co.	\$0.65
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	Done by Campbell Co.	\$1.70	N/A	N/A
Cedar Bluff	Done by Tazewell Co.	\$0.35	Done by Tazewell Co.	\$0.35	N/A	N/A
Chatham	56% WV	\$4.50	56% WV	\$4.50	N/A	N/A
Chilhowie	FMV; \$5 min.	\$0.20	FMV; \$5 min.	\$0.20	FMV; \$5 min.	\$0.20
Christiansburg	1 year 80%, 60%, 50%, 30%, 20%, 10% min.	\$0.45	N/A	N/A	1 year 80%, 60%, 50%, 30%, 20%, 10% min.	\$0.45
Claremont	Done by Surry Co.	\$0.60	Done by Surry Co.	\$0.60	N/A	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.	\$2.25	Done by Pittsylvania Co.	\$2.25	N/A	N/A
Grundy	BV	\$0.50	BV	\$0.50	N/A	N/A
Hamilton	Done by Loudoun Co.	\$1.10	Done by Loudoun Co.	\$1.10	N/A	N/A
Haymarket	Prince William County	\$0.60	Prince William County	\$0.60	Prince William County	\$0.60
Haysi	100% appraisal value	\$0.40	100% appraisal value	\$0.40	100% appraisal value	\$0.40
Hillsville	85%, 75%, 65%, 55%, 45%, 40%, 35%, 30% min.	\$0.72	85%, 75%, 65%, 55%, 45%, 40%, 35%, 30% min.	\$0.72	1 year 60%, 55%, 50% min.	\$0.72
Independence	Done by Grayson Co.	\$0.63	Done by Grayson Co.	\$0.63	N/A	N/A
Kilmarnock ^d	Done by Lancaster/ Northumberland Cos.	\$0.16/ \$0.40	Done by Lancaster/ Northumberland Cos.	\$0.16/ \$0.40	Done by Lancaster/ Northumberland Cos.	\$0.16/ \$0.40
La Crosse	Mecklenburg County	\$1.05	Mecklenburg County	\$1.05	N/A	N/A
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.	\$0.001
Louisa	BV	\$0.71	BV	\$0.71	BV	\$0.71
McKenney	Done by Dinwiddie Co.	\$0.60	Done by Dinwiddie Co.	\$0.50	Done by Dinwiddie Co.	\$0.50

N/A Not applicable.

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^d 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)

Locality	Boats & Watercraft Over 5 Tons*		Private Pleasure Boats & Watercraft*		Aircraft*	
	Basis	Rate/\$100 [†]	Basis	Rate/\$100 [†]	Basis	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.	\$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.	\$1.11	Done by Shenendoah Co.	\$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 Shenendoah Co.	\$0.90	Done by Shenendoah Co.	\$0.90	Done by Shenendoah 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.

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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 Automobile Dealers Association New and Used Boat Prices and Values
- OC: Original Cost
- RV: Retail Value
- TV: Trade-in Value
- WV: Wholesale Value

Judith McCann-Slaughter
562 Milburn Road
Winchester, VA 22603

October 2, 2017

Kris C. Tierney, AICP, Finance Staff and Committee Members
107 N. Kent Street
Winchester, VA 22601

RE: FY 2019 Budget Priorities

Dear Mr. Tierney:

I would like to thank you, Cheryl Shiffler, Jennifer Place, Jay Tibbs and Chairman DeHaven for meeting with Sheriff Millholland, Fire and Rescue Director Linaburg, and School Superintendent Sovine to discuss upcoming budget priorities. Since Public Safety and Education accounted for 74.8 percent of the general fund budget in FY 18, a preliminary budget meeting was held to ascertain priorities in these areas for the upcoming budget year. The following priorities were offered:

Sheriff

- ❖ 8 unfunded/approved positions requested (6 road deputies, 1 school resource officer rotating between elementary schools, 1 evidence collection clerk) first year cost for a deputy including cruiser, supplies and uniforms is \$110,000.
- ❖ Scheduled replacement for 20 vehicles (Note: The County purchased 24 replacement vehicles in FY 16 and 35 replacement vehicles in FY 17.)
- ❖ Transportation Van for Prisoners \$50,000

Fire and Rescue Director

- ❖ 12 firefighter/emergency medical technicians Phase II Upstaffing Stations to respond to 2nd and 3rd calls in busiest stations. Added 12 new positions FY 18. Estimated cost \$65,429 per person salary, fringe benefits, uniforms and protective equipment.
 - ❖ Replace Battalion Vehicle Deputy Chief Training Vehicle 2013 Tahoe 136,280 miles 9/2017 replace with 2017 Chevy Tahoe \$70,255 (Base \$37,105, storage cabinet/command system \$29,150, installation of equipment \$4,000)
 - ❖ Replace Training 2006 F250 Pickup 103,250 miles 9/2017 gas engine with 2017 F250 Crew Cab \$57,230 (Base \$31,430, Cab/sliding unit/bed liner \$21,800, Installation of equipment \$4,000.
 - ❖ Replace Fire Marshall 10/6 2004 Tahoe/replace with F250 Crew Cab plans reviewer 160,700 miles 9/2017 \$57,230 (Base \$31,430, Cab/sliding unit/bed liner \$21,800, Installation of equipment \$4,000)
- Note F250's needed to pull trailers

Budget Directive FY 2019

School Superintendent

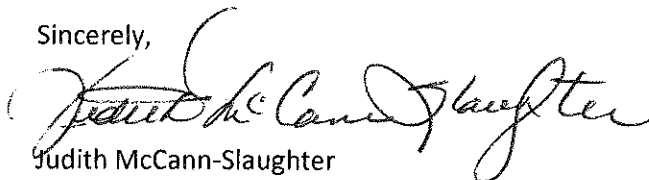
- ❖ Debt Service for Schools expected to be reduced to \$14,884,655
- ❖ VRS rates for teacher/state employees not known until October 19th
- ❖ Replacement schedule buses (13)
- ❖ Pupil/Teacher ratio with projected growth
- ❖ Competitive salaries and COLA. (\$1.1 million per 1%)

Budget priorities to help guide staff are as follows:

- ❖ Consider Public Safety and Education needs of community as a priority
- ❖ Provide responsible stewardship for county funds to ensure citizens receive the best services possible for the funds expended
- ❖ Maintain Fund Balance guidelines consistent with GFOA and adhere to debt policies adopted by the Board of Supervisors on November 9, 2016.
 - Debt to Assessed Value .75-1.75% is County Guideline (with additional \$27M) Borrowing it would appear the County is at the maximum threshold of 1.75 until 2019.
- ❖ Identify and quantify prioritized deferred capital plan
- ❖ Continue to minimize the size of government wherever possible

Attached is the FY 2019 Budget Calendar

Sincerely,



Judith McCann-Slaughter

Budget Calendar

FY 2018-19

October 18, 2017	Finance Committee Chairman presents Budget Directive to Finance Committee
October 26, 2017	Budget requests and directive sent to Departments
November 27, 2017	Budget requests from departments and outside agencies due back to the Finance Department
December 20, 2017	Budget Worksession following Finance Committee meeting. Preliminary discussion on notebooks, scenarios and department presentations.
January 17, 2018	Budget Worksession following Finance Committee meeting. Possible department presentations
January 31, 2018	Budget Worksession – Time to be determined
February 14, 2018	Budget Worksession prior to BOS meeting
February 21, 2018	Budget Worksession following Finance Committee meeting. Possible department presentations.
February 28, 2018	Budget Worksession prior to BOS meeting
March 7, 2018	Final Worksession before budget advertisement
March 12, 2018	Budget Advertisement in newspaper
March 21, 2018	Public Hearing on Budget
April 11, 2018	Budget Adoption

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
9/11/2017	COMMONWEALTH'S ATTORNEY	FOR DUES AND MEMBERSHIP	2201	3002	000	000	(1,000.00)
	COMMONWEALTH'S ATTORNEY		2201	5801	000	000	1,000.00
9/13/2017	FIRE AND RESCUE	BACK-FILL FIREFIGHTER POSITION	3505	1003	000	003	(25,000.00)
	FIRE AND RESCUE		3505	1001	000	142	25,000.00
	FIRE AND RESCUE		3505	1007	000	000	(13,174.00)
	FIRE AND RESCUE		3505	1001	000	142	13,174.00
9/13/2017	SHERIFF	PURCHASE VEHICLE FOR ICAC	3102	3004	000	002	(35,402.00)
	SHERIFF		3102	8005	000	000	35,402.00
9/19/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIR TO GENERATOR 2 AT PUBLIC SAFETY BUILDING	4304	3005	000	005	(5,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	5,000.00
9/19/2017	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIR TO GENERATOR 2 AT PUBLIC SAFETY BUILDING	4304	3004	000	006	(5,000.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	5,000.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	005	(2,296.38)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	2,296.38
9/21/2017	PUBLIC SAFETY COMMUNICATIONS	COMPUTERS FOR RADIO UPGRADE	3506	5413	000	000	(302.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	8003	000	000	302.00
9/29/2017	PARKS AND RECREATION ADMINISTRATION	TRANSFER PARKS POSITION	7101	1001	000	021	(37,142.76)
	PARKS AND RECREATION ADMINISTRATION		7101	2001	000	000	(2,841.42)
	PARKS AND RECREATION ADMINISTRATION		7101	2002	000	000	(3,417.13)
	PARKS AND RECREATION ADMINISTRATION		7101	2006	000	000	(486.57)
	PARKS AND RECREATION ADMINISTRATION		7101	2011	000	000	(861.71)
	RECREATION CENTERS AND PLAYGROUNDS		7104	1001	000	014	37,142.76
	RECREATION CENTERS AND PLAYGROUNDS		7104	2001	000	000	2,841.42
	RECREATION CENTERS AND PLAYGROUNDS		7104	2002	000	000	3,417.13
	RECREATION CENTERS AND PLAYGROUNDS		7104	2006	000	000	486.57
	RECREATION CENTERS AND PLAYGROUNDS		7104	2011	000	000	861.71
	RECREATION CENTERS AND PLAYGROUNDS		7104	2005	000	000	(10,776.00)
	RECREATION CENTERS AND PLAYGROUNDS		7104	2005	000	000	10,776.00
9/30/2017	GENERAL ENGINEERING/ADMINISTRATION	NEW HIRE	4201	1001	000	004	60,817.40
	GENERAL ENGINEERING/ADMINISTRATION		4201	1001	000	005	(60,817.40)
9/30/2017	CLERK OF THE CIRCUIT COURT	PROMOTIONS	2106	3006	000	000	(3,091.29)
	CLERK OF THE CIRCUIT COURT		2106	1001	000	040	3,091.29
	SHERIFF		3102	1001	000	032	(3,391.75)
	SHERIFF		3102	1002	000	060	3,391.75
	SHERIFF		3102	1001	000	004	(3,455.14)
	SHERIFF		3102	1001	000	023	3,455.14
	FIRE AND RESCUE		3505	1007	000	001	(4,027.43)
	FIRE AND RESCUE		3505	1001	000	062	4,027.43
	FIRE AND RESCUE		3505	1007	000	001	(4,024.28)
	FIRE AND RESCUE		3505	1001	000	090	4,024.28
10/6/2017	PUBLIC SAFETY COMMUNICATIONS	PURCHASE COMPUTERS FOR RADIO UPGRADE	3506	8003	000	000	(7,881.12)
	PUBLIC SAFETY COMMUNICATIONS		3506	5413	000	000	7,881.12

County of Frederick
 General Fund
 September 30, 2017

ASSETS	FY18 <u>9/30/17</u>	FY17 <u>9/30/16</u>	Increase (Decrease)
Cash and Cash Equivalents	52,334,174.14	50,252,225.90	2,081,948.24 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	48,846,637.05	45,214,381.74	3,632,255.31
Streetlights	16,264.11	16,813.86	(549.75)
Miscellaneous Charges	45,154.83	24,815.16	20,339.67
Due from Fred. Co. San. Auth.	657,083.23	734,939.23	(77,856.00)
Prepaid Postage	1,875.22	3,680.27	(1,805.05)
GL controls (est.rev / est. exp)	<u>(11,928,440.85)</u>	<u>(8,141,982.50)</u>	<u>(3,786,458.35) (1) Attached</u>
TOTAL ASSETS	<u>89,974,302.73</u>	<u>88,106,428.66</u>	<u>1,867,874.07</u>
LIABILITIES			
Accrued Liabilities	6,389.97	4,673.15	1,716.82
Performance Bonds Payable	1,235,203.19	1,333,186.45	(97,983.26)
Taxes Collected in Advance	115,003.97	109,522.14	5,481.83 *B
Deferred Revenue	<u>48,897,197.46</u>	<u>45,251,141.68</u>	<u>3,646,055.78 *C</u>
TOTAL LIABILITIES	50,253,794.59	46,698,523.42	3,553,554.35
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	1,533,544.81	846,760.96	686,783.85 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	234,066.38	205,675.38	28,391.00
Prepaid Items	949.63	949.63	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	78,269.19	78,763.75	(494.56)
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>30,981,658.61</u>	<u>34,721,420.04</u>	<u>(3,739,761.43) (4) Attached</u>
TOTAL EQUITY	<u>39,720,508.14</u>	<u>41,407,905.24</u>	<u>(1,687,397.10)</u>
TOTAL LIAB. & EQUITY	<u>89,974,302.73</u>	<u>88,106,428.66</u>	<u>1,867,874.07</u>

NOTES:

*A Cash increase 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	171,849,936	159,824,883	12,025,053
Appropriations	(81,838,148)	(70,224,747)	(11,613,401)
Est.Tr.to Other fds	(103,473,774)	(98,588,879)	(4,884,894)
Encumbrances	1,533,545	846,761	686,784
	(11,928,441)	(8,141,982)	(3,786,458)

(2) General Fund Purchase Orders 9/30/17

DEPARTMENT	Amount	
County Office Buildings	12,296.38	Replace Water Pump
	12,141.00	Climate Control System
Fire & Rescue	42,372.72	Uniforms
	11,100.00	Radio Prevention Maintenance
	10,125.00	Iflow Gage and Installation
	3,232.35	Textbooks and Training Supplies
Information Technology	9,618.45	(8) HP Workstations
Inspections	27,404.60	2018 Chevrolet Colorado
Parks	6,862.00	Replace 60" Pole on Ballfield
	92,722.00	Natural Play Area Playground
	12,987.80	Toro Z Turn Mower
	24,350.00	Frederick Heights Park Design
	22,116.50	Event Shirts
	5,000.00	Bike Trail Resurface Sherando Park
	8,750.00	Pool Tile Repair Sherando
	4,989.63	Supplies/ Arts & Crafts
	6,900.00	Sherando Park Pool Parking Lot Resurface
Public Safety	5,150.00	Antenna Installation
	742,500.00	Radio Console Upgrade
	4,672.00	(4) Base Stations
	7,881.12	(8) Workstations HP
Sheriff	6,164.50	Ammunition
	6,240.00	Electronic Summons Software
	6,973.86	Body Armor Carriers
	5,276.64	Combat Uniforms
	25,824.00	(12) Short Barrel Rifles
	7,638.00	Uniforms
	341,212.00	(8) Police Interceptor SUV's & (4) Police Interceptor Sedans
	35,402.00	2017 Jeep Grand Cherokee
	20,962.50	(15) Protective Gear Kits
Treasurer	4,679.76	Envelopes
Total	1,533,544.81	

(3) Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 9/30/17	1,958,914.05	76,207.29	363,485.63	1,757,362.60	4,155,969.57

Designated Other Projects Detail

Administration	295,023.60
Bridges	4,100.00
Historic Preservation	145,000.00 12/11/14 Board Action designated \$50,000 for final debt payment
Library	171,026.00 on the Huntsberry property.
Rt.50 Trans.Imp.	10,000.00
Rt. 50 Rezoning	25,000.00
Rt. 656 & 657 Imp.	25,000.00
RT.277	162,375.00
Sheriff	69,448.00
Solid Waste	12,000.00
Stop Lights	52,445.00
Treasurer	700.00
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 9/30/17

(4) Fund Balance Adjusted	-
Ending Balance 9/30/17	41,514,489.02
Revenue 9/17	15,651,824.73
Expenditures 9/17	(19,511,906.63)
Transfers 9/17	(6,672,748.51)
9/17 Adjusted Fund Balance	30,981,658.61

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 September 30, 2017

REVENUES:	<u>Appropriated</u>	FY18 9/30/17 <u>Actual</u>	FY17 9/30/16 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	117,080,093.00	5,091,796.13	4,647,706.21	444,089.92 (1)
Other local taxes	35,717,875.00	3,638,034.23	3,858,344.71	(220,310.48) (2)
Permits & Privilege fees	2,004,806.00	519,495.81	645,883.84	(126,388.03) (3)
Revenue from use of money and property	192,068.00	294,440.19	111,718.31	182,721.88 (4)
Charges for Services	3,076,558.00	630,445.45	665,556.43	(35,110.98)
Miscellaneous	583,897.92	132,351.89	146,705.37	(14,353.48)
Recovered Costs	1,559,454.00	154,637.21	391,597.79	(236,960.58) (5)
Proffers		318,612.15	484,985.95	(166,373.80) (5)
Intergovernmental:				
Commonwealth	10,601,384.32	4,867,068.52	4,667,212.44	199,856.08 (6)
Federal	1,033,800.00	4,943.15	6,475.00	(1,531.85) (7)
Transfers		0.00	0.00	0.00
TOTAL REVENUES	171,849,936.24	15,651,824.73	15,626,186.05	25,638.68
EXPENDITURES:				
General Administration	12,121,193.97	4,471,910.82	3,691,724.13	780,186.69
Judicial Administration	2,676,988.30	618,974.91	586,825.43	32,149.48
Public Safety	40,378,086.44	9,178,011.55	8,257,209.05	920,802.50
Public Works	5,798,781.80	1,095,471.58	1,058,996.71	36,474.87
Health and Welfare	9,421,300.00	2,099,433.85	1,953,486.33	145,947.52
Education	76,320.00	19,080.00	19,704.75	(624.75)
Parks, Recreation, Culture	7,691,220.04	1,697,146.94	1,706,524.70	(9,377.76)
Community Development	2,028,049.03	331,876.98	311,504.39	20,372.59
TOTAL EXPENDITURES	80,191,939.58	19,511,906.63	17,585,975.49	1,925,931.14 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	105,119,982.32	6,672,748.51	3,120,366.57	3,552,381.94 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(13,461,985.66)	(10,532,830.41)	(5,080,156.01)	5,452,674.40
 Fund Balance per General Ledger		41,514,489.02	39,801,576.05	1,712,912.97
Fund Balance Adjusted to reflect Income Statement 9/30/17		30,981,658.61	34,721,420.04	(3,739,761.43)

(1)General Property Taxes	FY18	FY17	Increase/Decrease
Real Estate Taxes	1,772,395	1,506,351	266,044
Public Service Current Taxes	(2,250)	-	(2,250)
Personal Property	3,091,544	2,892,125	199,420
Penalties and Interest	165,096	172,195	(7,099)
Credit Card Chgs./Delinq.Advertising	(41,302)	(29,880)	(11,423)
Adm.Fees For Liens&Distress	106,313	106,915	(602)
	5,091,796	4,647,706	444,090

(2) Other Local Taxes

Local Sales and Use Tax	1,117,296.19	1,087,960.14	29,336.05	
Communications Sales Tax	101,601.31	105,546.65	(3,945.34)	
Utility Taxes	466,622.38	566,031.85	(99,409.47)	*1
Business Licenses	516,916.21	612,511.92	(95,595.71)	*2
Auto Rental Tax	22,227.47	19,922.98	2,304.49	
Motor Vehicle Licenses Fees	108,758.69	102,425.67	6,333.02	
Recordation Taxes	432,105.14	444,798.01	(12,692.87)	
Meals Tax	770,032.42	802,829.27	(32,796.85)	*3
Lodging Tax	101,984.42	115,240.72	(13,256.30)	*3
Street Lights	310.00	957.50	(647.50)	
Star Fort Fees	180.00	120.00	60.00	
Total	3,638,034.23	3,858,344.71	(220,310.48)	

(3)Permits&Privileges

Dog Licenses	14,474.00	16,048.00	(1,574.00)
Transfer Fees	904.50	940.50	(36.00)
Development Review Fees	107,560.00	103,541.00	4,019.00
Building Permits	275,627.53	417,263.99	(141,636.46)
2% State Fees	7,505.78	9,391.95	(1,886.17)
Electrical Permits	37,300.00	25,337.00	11,963.00
Plumbing Permits	6,046.00	8,027.40	(1,981.40)
Mechanical Permits	28,997.00	19,255.00	9,742.00
Sign Permits	2,550.00	1,950.00	600.00
Permits Commercial Burning	-	25.00	(25.00)
Blasting Permits	105.00	90.00	15.00
Land Disturbance Permits	37,726.00	43,814.00	(6,088.00)
Commercial Pump and Haul Fee	500.00	-	500.00
Transfer Development Rights	200.00	200.00	-
Total	519,495.81	645,883.84	(126,388.03)

(4) Revenue from use of

Money	292,028.81	108,098.23	183,930.58
Property	2,411.38	3,620.08	(1,208.70)
Total	294,440.19	111,718.31	182,721.88

*1 Timing of the deposit

*2 COR has changed the process in billing earlier resulting in receipt of the revenue earlier.

Business license revenue that would have been received in the first quarter of FY18 was received in FY17. Comparison of the calendar years of FY17 and FY18 shows the current year revenue as higher.

*3 Meals and lodging tax are effected by the assessment, filing date, and timing of the deposits.

(5) Recovered Costs	FY18	FY17	Increase/Decrease
	9/30/2017	9/30/16	
Recovered Costs Treasurer's Office	-	816.00	(816.00)
Worker's Comp	-	250.00	(250.00)
Purchasing Card Rebate	-	161,675.29	(161,675.29)
Recovered Costs -IT/GIS	-	20,000.00	(20,000.00)
Recovered Cost Fire Companies	-	27,209.00	(27,209.00)
Recovered Costs Sheriff	5,250.00	-	5,250.00
Reimbursement Circuit Court	2,830.84	2,600.89	229.95
Reimb.Public Works/Planning Clean Up	575.00	200.00	375.00
Clarke County Container Fees	14,799.20	26,383.75	(11,584.55)
City of Winchester Container Fees	11,700.96	18,490.18	(6,789.22)
Refuse Disposal Fees	30,076.63	35,575.70	(5,499.07)
Recycling Revenue	28,321.72	23,010.80	5,310.92
Container Fees Bowman Library	615.44	479.54	135.90
Litter-Thon/Keep VA Beautiful Grant	-	750.00	(750.00)
Restitution Victim Witness	-	5,969.11	(5,969.11)
Reimb.of Expenses Gen.District Court	7,899.73	9,433.49	(1,533.76)
Reimb.Task Force	15,385.44	17,432.31	(2,046.87)
Comcast PEG Grant	21,589.50	20,434.00	1,155.50
Fire School Programs	8,635.00	17,065.00	(8,430.00)
Clerks Reimbursement to County	2,741.86	1,908.03	833.83
Reimb. Sheriff	4,215.89	1,914.70	2,301.19
Subtotal Recovered Costs	154,637.21	391,597.79	(236,960.58)
Proffer Lynnhaven	3,378.31	33,783.10	(30,404.79)
Proffer Redbud Run	6,454.00	45,178.00	(38,724.00)
Proffer Canter Estates	36,791.73	24,527.82	12,263.91
Proffer Village at Harvest Ridge	-	9,234.00	(9,234.00)
Proffer Southern Hills	68,740.00	29,460.00	39,280.00
Proffer Snowden Bridge	188,605.11	131,601.03	57,004.08
Proffer Meadows Edge Racey Tract	-	201,440.00	(201,440.00)
Proffer Cedar Meadows	14,643.00	9,762.00	4,881.00
Subtotal Proffers	318,612.15	484,985.95	(166,373.80)
Grand Total	473,249.36	876,583.74	(403,334.38)

*Timing of the receipt of annual PCARD rebate in FY18 for \$156,281.56.

(6) Commonwealth Revenue	9/30/17	9/30/16	
	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.	87,316.53	83,614.54	3,701.99
Shared Expenses Sheriff	358,956.01	342,292.48	16,663.53
Shared Expenses Comm.of Rev.	35,133.06	34,109.57	1,023.49
Shared Expenses Treasurer	24,863.04	24,643.65	219.39
Shared Expenses Clerk	68,207.93	69,903.16	(1,695.23)
Public Assistance Grants	1,099,421.66	1,033,800.00	65,621.66
Four-For-Life Funds	85,262.32	-	85,262.32
Emergency Services Fire Program	251,441.00	219,662.00	31,779.00
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	47,497.49	47,354.61	142.88
Wireless 911 Grant	11,601.44	11,137.19	464.25
State Forfeited Asset Funds	5,434.73	757.48	4,677.25
F&R OEMS Reimbursement	127.50	-	127.50
Total	4,867,068.52	4,667,212.44	199,856.08

*1

*1 Timing --FY17 funds received in FY18

County of Frederick

General Fund

September 30, 2017

(7) Federal Revenue	FY18	FY17	Increase/Decrease
Federal Forfeited Assets	443.33	-	443.33
Federal Funds Sheriff	4,499.82	-	4,499.82
Emergency Services Grant	-	6,475.00	(6,475.00)
Total	4,943.15	6,475.00	(1,531.85)

(8) Expenditures

Expenditures increased \$1,925,931.14. **General Administration** increased \$780,186.69 and includes an increase of \$428,491 for the Children’s Services transfer due to increased expenses. **Public Safety** increased \$920,802.50 and reflects the year to date increase of \$544,254.69 in salaries and fringe benefits for the Sheriff and Fire and Rescue. This increase was impacted by staff turnover, position reclassifications and the addition of seven deputies and sixteen firefighters in November FY2017. The Transfers increased \$3,552,381.94. See chart below:

(9) Transfers Increased \$3,552,381.94	FY18	FY17	Increase/Decrease
Transfer to School Operating	1,032,255.77	1,574,432.38	(542,176.61) *1
Transfer to Debt Service County	1,225,349.55	1,459,180.71	(233,831.16) *2
Operational Transfers	91,523.19	86,753.48	4,769.71 *3
Debt Contingency	4,323,620.00	-	4,323,620.00 *4
Total	6,672,748.51	3,120,366.57	3,552,381.94

*1 Decrease in transfers to School Operating: FY18 \$1,032,255.77 C/F School Encumbrance

FY17 includes \$903,813.48 C/F School Encumbrance and \$670,618.90 C/F School Operating

*2 Decrease in payments for Debt Service County is due to the timing of the billing for payment of Roundhill. Payments include the Bowman Library, Millwood Station, Public Safety Building, the Animal Shelter, and the City of Winchester for Courtroom, Roof, and HVAC Projects.

*3 Timing of Insurance Charge-Outs

*4 Board of Supervisors Capital

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 September 30, 2017

ASSETS	FY2018 <u>9/30/17</u>	FY2017 <u>9/30/16</u>	Increase <u>(Decrease)</u>
Cash	8,218,950.81	7,301,080.08	917,870.73 *1
GL controls(est.rev/est.exp)	<u>(1,001,682.50)</u>	<u>(862,930.53)</u>	<u>(138,751.97)</u>
TOTAL ASSETS	<u>7,217,268.31</u>	<u>6,438,149.55</u>	<u>779,118.76</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,507,247.00</u>	<u>2,395,005.00</u>	<u>112,242.00</u>
TOTAL LIABILITIES	<u>2,507,247.00</u>	<u>2,395,005.00</u>	<u>112,242.00</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated Fund Balance	17,479.60	18,673.89	(1,194.29)
	<u>4,692,541.71</u>	<u>4,024,470.66</u>	<u>668,071.05 *2</u>
TOTAL EQUITY	<u>4,710,021.31</u>	<u>4,043,144.55</u>	<u>666,876.76</u>
TOTAL LIABILITY & EQUITY	<u>7,217,268.31</u>	<u>6,438,149.55</u>	<u>779,118.76</u>

NOTES:

*1 Cash increased \$917,870.73. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance increased \$668,071.05. 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 \$1,088,907.94.

Current Unrecorded Accounts Receivable-	<u>FY18</u>
Prisoner Billing:	41,784.00
Compensation Board Reimbursement 9/17	<u>480,891.90</u>
Total	522,675.90

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 9/30/17

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2018 9/30/17 <u>Actual</u>	FY2017 9/30/16 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	24.38	43.39	(19.01)
Interest		-	8,941.62	(8,941.62)
Supervision Fees	72,435.00	3,795.00	-	3,795.00
Drug Testing Fees	1,000.00	50.00	-	50.00
Work Release Fees	379,828.00	60,206.62	64,949.43	(4,742.81)
Federal Bureau Of Prisons	0.00	110.00	396.00	(286.00)
Local Contributions	7,730,746.00	3,865,373.00	3,494,157.00	371,216.00
Miscellaneous	7,500.00	705.84	19,835.64	(19,129.80)
Phone Commissions	336,000.00	29,771.16	0.00	29,771.16
Food & Staff Reimbursement	75,000.00	8,728.10	4,249.72	4,478.38
Elec.Monitoring Part.Fees	110,000.00	12,235.26	19,951.69	(7,716.43)
Share of Jail Cost Commonwealth	1,400,000.00	0.00	0.00	0.00
Medical & Health Reimb.	75,000.00	11,716.83	10,545.97	1,170.86
Shared Expenses CFW Jail	5,250,000.00	624,909.53	819,767.44	(194,857.91)
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	2,197.44	(2,197.44)
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	5,966,240.47	5,770,013.34	196,227.13
EXPENDITURES:	22,374,999.10	4,877,332.53	4,754,445.71	122,886.82
Excess(Deficiency)of revenues over expenditures		1,088,907.94	1,015,567.63	73,340.31
FUND BALANCE PER GENERAL LEDGER		<u>3,603,633.77</u>	<u>3,008,903.03</u>	<u>594,730.74</u>
Fund Balance Adjusted To Reflect Income Statement 9/30/17		4,692,541.71	4,024,470.66	668,071.05

County of Frederick
Fund 12 Landfill
September 30, 2017

ASSETS	FY2018 9/30/17	FY2017 9/30/16	Increase (Decrease)
Cash	35,914,726.49	33,698,295.42	2,216,431.07
Receivables:			
Accounts Receivable			
Fees	822,469.99	709,991.66	112,478.33 *1
Accounts Receivable Other	6,595.68	1,421.18	5,174.50
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	47,158,186.20	45,498,224.85	1,659,961.35
Accumulated Depreciation	(29,232,078.83)	(27,824,334.18)	(1,407,744.65)
GL controls(est.rev/est.exp)	(2,805,641.32)	(1,149,713.61)	(1,655,927.71)
TOTAL ASSETS	51,780,258.21	50,849,885.32	930,372.89
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	158,608.75	183,021.61	(24,412.86)
Accrued Remediation Costs	12,807,957.65	12,516,507.64	291,450.01 *2
Retainage Payable	0.00	26,133.20	(26,133.20)
Deferred Revenue Misc.Charges	6,595.68	1,421.18	5,174.50
TOTAL LIABILITIES	12,973,162.08	12,727,083.63	246,078.45
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	452,516.68	1,340,490.79	(887,974.11) *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	28,496,137.45	26,923,868.90	1,572,268.55 *4
TOTAL EQUITY	38,807,096.13	38,122,801.69	684,294.44
TOTAL LIABILITY AND EQUITY	51,780,258.21	50,849,885.32	930,372.89

NOTES:

*1 Landfill receivables increased \$112,478.33. Landfill fees at 9/17 were \$586,190.13 compared to \$537,522.45 at 9/16 for an increase of \$48,667.68. Delinquent fees at 9/17 were \$266,128.06 compared to \$169,313.61 at 9/16 for an increase of \$96,814.45.

*2 Remediation increased \$291,450.01 and includes \$260,047.00 for post closure and \$31,403.01 interest.

*3 The encumbrance balance at 9/30/17 was \$452,516.68. Included in this balance is a 2017 963K track loader for \$334,679, a Kubota M6-111 DTC-F tractor for \$66,120.68, and a 2017 Ford super duty F-450 costing \$51,717.

*4 Fund balance increased \$1,572,268.55. The beginning balance was \$30,545,628.45 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 \$,178,055 for year to date revenue less expenditures.

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.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 September 30, 2017

FUND 12 LANDFILL REVENUES	Appropriated	FY2018	FY2017	YTD
		9/30/17 Actual	9/30/2016 Actual	Actual Variance
Credit Card Charges	0.00	823.13	987.77	(164.64)
Interest on Bank Deposits	75,000.00	5,351.75	5,215.67	136.08
Salvage and Surplus	0.00	42,159.11	32,040.20	10,118.91
Sanitary Landfill Fees	5,920,000.00	1,527,222.59	1,422,282.28	104,940.31
Charges to County	0.00	143,170.92	125,882.66	17,288.26
Charges to Winchester	0.00	37,448.64	35,911.35	1,537.29
Tire Recycling	110,000.00	65,959.55	26,946.56	39,012.99
Reg. Recycling Electronics	66,000.00	14,905.00	15,497.00	(592.00)
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	47,947.86	60,196.96	(12,249.10)
Landfill Gas To Electricity	287,293.00	80,796.23	100,437.86	(19,641.63)
Waste Oil Recycling		0.00	0.00	0.00
TOTAL REVENUES	6,734,695.00	1,965,784.78	1,825,398.31	140,386.47
Operating Expenditures	4,951,853.00	756,636.08	734,954.08	21,682.00
Capital Expenditures	5,041,000.00	31,093.70	984,327.56	(953,233.86)
TOTAL Expenditures	9,992,853.00	787,729.78	1,719,281.64	(931,551.86)
Excess(deficiency)of revenue over expenditures		1,178,055.00	106,116.67	1,071,938.33
Fund Balance Per General Ledger		27,318,082.45	26,817,752.24	500,330.21
FUND BALANCE ADJUSTED		28,496,137.45	26,923,868.91	1,572,268.54

County of Frederick, VA
Report on Unreserved Fund Balance
October 13, 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 Sherando fire hydrant install	(20,000)	
C/F School FY17 grant funds	(285,004)	
C/F Fire & Resuce study	(27,900)	
		(3,079,750)

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, October 13, 2017 **41,209,485**

H



MEMORANDUM

TO: Board of Supervisors

FROM: John A. Bishop AICP, Deputy Director - Transportation *JAB*

RE: Revenue Sharing Application Support

DATE: October 18, 2017

On October 11, 2017, the Board authorized Staff to seek transfer of the funds on the Valley Mill Road Revenue Sharing Project to the roadways associated with the Russell 150/Heritage Commons roadways which consist of the Bridge over I-81, Airport Road Extension, and Roundabout. Following that meeting, guidance from VDOT was that an application for revenue sharing should be submitted to place additional funds on those projects.

In accordance with that guidance, Staff is seeking Board action on the two attached resolutions of support for Revenue Sharing as follows.

1. Bridge over I-81 and Roundabout - \$2,226,126.51
2. Airport Road Extension and Intersection with Route 522 - \$1,415,882.92

These funds are matched via the County's Revenue Sharing Agreement with MMA. This Agreement also protects the County in the event of any potential cost overruns. These applications are in addition to the one that was approved for the Kernstown area on October 11, 2017.

JAB/pd

Attachments

Revenue Sharing Heritage Commons





**A RESOLUTION FOR THE BOARD OF SUPERVISORS
OF THE COUNTY OF FREDERICK, VIRGINIA
TO ENDORSE THE BRIDGE OVER I-81 AND
ROUNABOUT REVENUE SHARING PROJECT**

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on October 25, 2017, the following resolution was adopted:

WHEREAS, the Frederick County Board of Supervisors, desires to submit an application for an allocation of funds of up to \$2,226,126.51 through the Virginia Department of Transportation Fiscal Year 2019-2020, Revenue Sharing Program; and,

WHEREAS, \$2,226,126.51 of these funds are requested to fund construction of the Bridge over I-81 and Roundabout; and,

WHEREAS, The Frederick County Board of Supervisors hereby supports this application for an allocation of \$2,226,126.51 through the Virginia Department of Transportation Fiscal year 2019-2020 Revenue Sharing Program,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document.

BE IT FURTHER RESOLVED, that the County Administrator Kris Tierney is authorized to execute all agreements and/or addendums for any approved project with the Virginia Department of Transportation.

Passed this 25th day of October, 2017 by the following recorded vote:

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

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



**A RESOLUTION FOR THE BOARD OF SUPERVISORS
OF THE COUNTY OF FREDERICK, VIRGINIA
TO ENDORSE THE AIRPORT ROAD EXTENSION
AND INTERSECTION WITH ROUTE 522
REVENUE SHARING PROJECT**

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on October 25, 2017, the following resolution was adopted:

WHEREAS, the Frederick County Board of Supervisors, desires to submit an application for an allocation of funds of up to \$1,415,882.92 through the Virginia Department of Transportation Fiscal Year 2019-2020, Revenue Sharing Program; and,

WHEREAS, \$1,415,882.92 of these funds are requested to fund construction of the Airport Road Extension and Intersection with Route 522; and,

WHEREAS, The Frederick County Board of Supervisors hereby supports this application for an allocation of \$1,415,882.92 through the Virginia Department of Transportation Fiscal year 2019-2020 Revenue Sharing Program,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project under agreement with the Virginia Department of Transportation in accordance with the project financial document.

BE IT FURTHER RESOLVED, that the County Administrator Kris Tierney is authorized to execute all agreements and/or addendums for any approved project with the Virginia Department of Transportation.

Passed this 25th day of October, 2017 by the following recorded vote:

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

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator