



AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, FEBRUARY 14, 2018
6:30 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:30 P.M. – Closed Session:

The Board of Supervisors will convene in closed session pursuant to Section 2.2-3711 A (5), of the Code of Virginia, 1950, as amended, for discussion concerning the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in expanding its facilities in the community.

7:00 P.M. Regular Meeting Call To Order

Invocation

Pledge of Allegiance

Adoption of Agenda

Consent Agenda:

Attachment

Minutes-----	A
Regular Meeting of January 10, 2018	
Joint Work Session with School Board of January 16, 2018	
Budget Work Session of January 17, 2018	
Budget Work Session of February 7, 2018	
Committee Reports:	
Finance Committee -----	B
Human Resources Committee -----	C
Parks and Recreation Committee -----	D
Public Works Committee-----	E
Transportation Committee-----	F
Amendment of Rules of Procedure -----	G
Resolution adding Lynnehaven Drive to Secondary Road System -----	H
Resolution honoring Tom Baker-----	I

Consent Agenda, continued:

- Resolution of appreciation for retiree Joseph G. Dove ----- J
- Resolution of appreciation for retiree Linda Gail Baker ----- K
- Resolution on Proffer Legislation Reform----- L
- Resolutions regarding General Assembly Legislation ----- M

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

Board of Supervisors Comments

County Officials:

- 1. Recognition of Employee of the Month – Charles L. Simpson ----- N
- 2. Committee Appointments ----- O

Current Committee vacancies:

Development Impact Model Oversight Committee

One unexpired one-year term ending 06/28/18 for
a Board of Supervisor representative

Community Policy and Management Team (CPMT)

One unexpired two-year term ending 06/30/18

Lord Fairfax Community College Board (LFCC)

One unexpired four-year term ending 06/30/19

Handley Regional Library Board

One unexpired four-year term ending 11/30/21

Social Services Board

Red Bud District Representative –
One unexpired four-year term ending 06/30/20
Gainesboro District Representative –
One unexpired four-year term ending 06/30/21

Conservation Easement Authority (CEA)

One three-year term ending 03/14/21

- 3. Request from the Commissioner of the Revenue for Refunds ----- P
Northeastern Supply, Inc. - \$3,680.34
Lease Plan U.S.A., Inc. - \$2,756.19
- 4. Appointment to Preschool Community Task Force ----- Q

County Officials, continued:

5. Extension of Sewer Service Outside of Sewer and Water Service Area-----R

Committee Business:

1. Finance Committee
General Fund adjustment in the amount of \$607,880.50.
(See Tab B for additional information)
2. Human Resources Committee
FY 2018-2019 Requests for three New Positions
The Committee recommends Board approval to create three new positions. *(See Tab C for additional information)*
3. Transportation Committee
Amendment to Transportation Committee Charter
(See Tab F for additional information)

Public Hearing:

Rezoning #06-17 for K & J Investment, LLC -----S

Submitted by Stowe Engineering, PLC, to Rezone 2.459+/- Acres from the RA (Rural Areas) District to the B2 (General Business) District with Proffers, 0.936+/- Acres of Land Zoned RP (Residential Performance) District to the B2 (General Business) District with Proffers, and 0.488+/- Acres of Land Zoned M1 (Light Industrial) District to the B2 (General Business) District with Proffers. The Properties are Located at the Northeast Corner of the Intersection of Martinsburg Pike and Snowden Bridge Boulevard and are Identified by Property Identification Numbers 43-A-147, 43-A-148, 43-A-149, and 43-A-151C in the Stonewall Magisterial District.

Planning Commission Business:

1. Discussion -- Setting CIP public hearing for March 14, 2018-----T
2. Discussion -- Proposed Ordinance Amendment – Solar (Photovoltaic) Energy Facility-----U

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

A

MINUTES

CLOSED SESSION AND REGULAR MEETING

FREDERICK COUNTY BOARD OF SUPERVISORS

January 10, 2018

MINUTES
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JANUARY 10, 2018
5:30 P.M. and 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Charles S. DeHaven, Jr., Chairman; Blaine P. Dunn; Gary A. Lofton; J. Douglas McCarthy; Judith McCann-Slaughter; Shannon G. Trout; and Robert W. Wells were present.

Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Karen Vacchio, Public Information Officer; Michael T. Ruddy, Director of Planning and Development; John Bishop, Assistant Planning Director; Tyler Klein, Planner; Mark Cheran, Zoning and Subdivision Administrator; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors were present.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 5:30 p.m. He noted that he and Supervisor McCarthy had a conflict in reference to the first item on the Closed Session agenda.

CLOSED SESSION

Supervisor Slaughter moved to convene in closed session as follows:

- (1) Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950, as amended), for consultation with legal counsel employed by the Board regarding a legal matter with respect to the County's agreement with the Town of Middletown concerning the Town's consideration of rezoning proposals, said matter requiring the provision of legal advice by such counsel;
- (2) Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950, as amended), for consultation with legal counsel employed by the Board regarding a legal matter with respect to the County's rights and responsibilities concerning one or more other political subdivisions of Virginia, said matter requiring the provision of legal advice by such counsel; and
- (3) Pursuant to Section 2.2-3711(A)(7) and (8) of the Code of Virginia (1950, as amended), for

consultation with legal counsel, staff members, and/or consultants employed and/or retained by the Board regarding the matter of Stonewall Industrial Investors, LLC vs. Frederick County, Virginia, et al., currently pending in the Frederick County Circuit Court, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board and said matter requiring the provision of legal advice by such counsel. Supervisor Lofton seconded the motion which carried unanimously on a voice vote.

Chairman DeHaven and Supervisor McCarthy recused themselves from the closed session.

At 6:10 p.m., Chairman DeHaven and Supervisor McCarthy were called into the closed session for the remaining agenda items.

At 6:48 p.m., the Board members being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened on motion of Supervisor Slaughter, seconded by Supervisor Dunn, with abstentions by Chairman DeHaven and Supervisor McCarthy.

Supervisor Slaughter moved that the Board certify that, to the best of each member's knowledge, the Board discussed only the following matters:

(1) Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950, as amended), for consultation with legal counsel employed by the Board regarding a legal matter with respect to the County's agreement with the Town of Middletown concerning the Town's consideration of rezoning proposals, said matter requiring the provision of legal advice by such counsel.

(2) Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950, as amended), for consultation with legal counsel employed by the Board regarding a legal matter with respect to the County's rights and responsibilities concerning one or more other political subdivisions of Virginia, said matter requiring the provision of legal advice by such counsel.

(3) Pursuant to Section 2.2-3711(A)(7) and (8) of the Code of Virginia (1950, as amended), for consultation with legal counsel, staff members, and/or consultants employed and/or retained by the Board regarding the matter of Stonewall Industrial Investors, LLC vs. Frederick County, Virginia, et al., currently pending in the Frederick County Circuit Court, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board and said matter requiring the provision of legal advice by such counsel.

Supervisor Dunn seconded the motion which carried as follows on a roll call vote:

Blaine P. Dunn	Aye
Gary A. Lofton	Aye
J. Douglas McCarthy	Abstain
Judith McCann-Slaughter	Aye
Shannon G. Trout	Aye
Robert W. Wells	Aye
Charles S. DeHaven, Jr.	Abstain

Supervisor Lofton moved for approval of the following resolution as presented in closed session. Supervisor Trout seconded the motion which carried as follows on a roll call vote:

Blaine P. Dunn	Aye
Gary A. Lofton	Aye
J. Douglas McCarthy	Abstain
Judith McCann-Slaughter	Aye
Shannon G. Trout	Aye
Robert W. Wells	Aye
Charles S. DeHaven, Jr.	Abstain

RESOLUTION

WHEREAS, in 2005, the County entered into an agreement (the “Agreement”) with the Town of Middletown for the administration of proffers accepted by the Town in connection with re-zonings in the Town; and

WHEREAS, the Agreement provides that “The County may provide the Town with information concerning the County’s calculation of the net cost to the County of public facilities which would be generated by the proposed rezoning ... which information the Town may use in any discussions concerning proffer offers in conjunction with the proposed rezoning”; and

WHEREAS, The Village at Middletown, LC has submitted a proffer condition amendment rezoning application (the “Rezoning”) to the Town of Middletown, seeking a reduction in certain cash proffers; and

WHEREAS, County staff, by letter dated November 8, 2017, provided to the Town cost impact information concerning the Rezoning; and

WHEREAS, the Town Council has formally requested that the Board of Supervisors provide its “position on the proffer amendments requested”; and

WHEREAS, under applicable law and under the Agreement, the Town Council retains the prerogative to use information provided by the County under the Agreement and to take such action on the Rezoning as it deems appropriate in the exercise of its powers as the governing body of the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Board affirms that that the letter from County staff, dated November 8, 2017, states what the County believes the impacts of the Rezoning to be, but that the Board may not otherwise direct or suggest that the Town Council take any particular action with respect to the Rezoning.

ADOPTED this 10th day of January, 2018.

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At 6:55 p.m., Chairman DeHaven recessed the meeting until 7:00 p.m.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 7:00 p.m.

INVOCATION

Chairman DeHaven recognized Pastor Bobby Alger of Crossroads Community Church who delivered the invocation.

PLEDGE OF ALLEGIANCE

Supervisor Lofton led the Pledge of Allegiance.

ORGANIZATION OF BOARD OF SUPERVISORS FOR 2018

A. Election of Vice-Chairman – Gary A. Lofton Elected

Chair DeHaven opened nominations for Vice-Chairman. Supervisor Trout nominated Supervisor Wells. Supervisor Dunn nominated Supervisor Lofton. Nominations were closed on a motion by Supervisor Slaughter, seconded by Supervisor McCarthy. On a roll call vote, Supervisor Lofton was elected Vice-Chairman. Supervisor Dunn moved that the vote be recorded as unanimous. Supervisor Slaughter seconded the motion which carried unanimously on a voice vote.

B. Adoption of Rules of Procedure - Approved

Supervisor Slaughter moved that the Board adopt the Rules of Procedure Frederick County Board of Supervisors, adopted May 28, 2003, amended September 14, 2011, except in the last sentence of the first paragraph of Section 4.4, the word “shall” be changed to “should” providing the Board with more flexibility to allow interested citizens to speak to non-public hearing agenda items. She further moved that the Board adopt Robert’s Rules of Order Simplified and Applied. Supervisor Dunn seconded the motion which carried on a voice vote.

RULES OF PROCEDURE
FREDERICK COUNTY BOARD OF SUPERVISORS
Adopted by the Frederick County Board of Supervisors
at a Regular Meeting Held on May 28, 2003

ARTICLE I – MEETINGS

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the second Wednesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Board of Supervisors' Meeting Room of the County Administration Building, 107 North Kent Street, Winchester, Virginia, or such other public place as it may designate, in regular session and conduct its annual or organizational meeting. During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chairman later declare that weather or other conditions make it hazardous for members to attend. Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient. A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Continued Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure. The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration. No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall require a second. When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board, no motion shall be received unless it is one to amend, to refer to committee, for the previous question, for a substitute motion to lay on the table, or to recess or adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Section 1-9. Robert's Rules of Order; Suspending Rules [Amended 09/14/11]

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law,

shall be governed by Robert's Rules of Order, Simplified and Applied, with the exception of motions to postpone. Motions to postpone shall be for durations as decided by the Board of Supervisors and in conformity with the Code of Virginia, 1950, as amended, as applicable.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by majority vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3711 of the Code of Virginia, 1950, as amended.

Section 1-11. Limitations on Duration and Hour of Meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than 4 consecutive hours or later than 11:00 P.M. without the consent of a majority of the members present. Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members. The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section. Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

ARTICLE II - OFFICERS

Section 2-1. Chairman and Vice Chairman [Amended 01/14/09]

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-1 hereof, the Board shall elect from its membership a Vice Chair, who shall serve for a one year term expiring on December 31st of the same year in which he or she is elected; provided, however, that unless the term of office has expired and the member has not been re-elected, the Vice Chair shall serve until their respective successor(s) shall have been elected and qualify. In the event that the Chair is absent from any meeting, the Vice Chair shall assume the authority and duties of the Chair. In the event the Chair and Vice Chair are absent from any meeting of the Board, then the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

Section 2-2. Authority of the Chairman

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chairman shall preserve order and decorum at all meetings. He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed. The Chairman shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation. The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

The Chairman may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chairman, subject to appeal to the Board, or by motion passed by the Board.

The Chairman shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board or connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended. At the discretion of the Board, any county employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

ARTICLE III - AGENDA

Section 3-1. Preparation

The Clerk shall prepare an agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business. Supporting information for every item to be placed on the regular meeting agenda shall be received in the Office of the County Administrator before noon on the Thursday that falls in the week immediately prior to the regularly scheduled Board meeting. Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow. The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.

Section 3-2. Delivery

Each member of the Board shall receive the regular meeting agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the second and fourth Wednesdays of each month. Special meeting agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 3-3. Posting and Notice

A copy of the meeting agendas shall be made available in the Office of the County Administrator, as of the date and time the information is distributed to members of the Board. Agendas will also be posted on the county web page at www.frederickcountyva.gov, both outside entrances to the Board of Supervisors' meeting room, the main interior doors to the meeting room, and outside the County Administrator's office.

Section 3-4. Copies

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and supporting information and shall make the same available to the Handley Regional Library located at Braddock and Piccadilly Streets, Winchester, Virginia, and the Bowman Library located at 871 Tasker Road, Stephens City, Virginia at the same time the agenda is posted pursuant to Section 3-3, above. Individuals desiring complete copies of agenda packages shall arrange with the Clerk for the delivery and cost of the information desired. The Clerk or Deputy Clerk shall also have a copy of agenda packets available at each meeting.

ARTICLE IV - CONDUCT OF BUSINESS

Section 4-1. Order of Business [Amended 06/11/03]; [Amended 01/14/04]

At meetings of the Board, the order of business should be as follows:

- Closed Session (When Required)
- Call to Order
- Invocation
- Pledge of Allegiance
- Adoption of Agenda
- Consent Agenda
- Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)
- Board of Supervisors Comments
- Minutes
- County Officials
- Committee Reports
- Public Hearings (When Required)
- Planning Commission Items-Public Hearings (When Required)
- Planning Commission/Department-Other Items
- Liaison Reports (If Any)

Citizen Comments
Board of Supervisors Comments
Adjournment

Section 4-2. Adoption of Agenda

The agenda presented for adoption shall be the agenda prepared and delivered as required in Article III. Additions, deletions, or modifications and/or adoption of the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion "to approve the Consent Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the

Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall be acted upon in the original order presented within the agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comments Period [Amended 4/14/04] [Amended 01/10/18]

Two Citizen Comments periods shall be furnished during every regular meeting of the Board of Supervisors. The first Citizen Comments period shall occur after the adoption of the Consent Agenda and shall be a time for citizens to address agenda items that are not scheduled for public hearing. A register for persons desiring to address the Board of Supervisors during this Citizen Comments period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. Citizens desiring to address the Board of Supervisors during this period should provide their name, the issue they want to address, and their place of residence on the register provided.

The second Citizens Comments period shall occur prior to the Board of Supervisors Comments at the end of the meeting and shall be a time for citizens to address the Board of Supervisors on issues that are not part of the regular meeting agenda. Citizens desiring to address the Board of Supervisors during this period are not required to register; however, each shall state their name and their place of residence prior to their comments.

Each speaker during the Citizen Comments periods shall be limited to one appearance per citizen comment period per meeting. Individuals speaking during the Citizen Comments periods shall be subject to a three minute time limitation.

Any person desiring to address the Board of Supervisors during the Citizen Comments periods shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Section 4-5. Scheduled Presentations

Any person desiring to address the Board of Supervisors for a presentation under County Officials shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the County Officials portion of the agenda at a regular meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation. Such request must be in the Clerk's hands not later than the agenda deadline specified in Section 3-1 hereof. Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chairman. Board member questions and discussion of the material presented shall not be subject to any time limit.

Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

ARTICLE V - PUBLIC HEARINGS

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public; and therefore, the applicant and staff presentations will be as brief as possible. In order to accomplish this objective it is necessary that certain rules of order prevail at all public hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
- (b) Staff and/or Applicant Presentation
- (c) Public Comment
- (d) Close of Public Hearing
- (e) Board Member Questions
- (f) Staff, Applicant Response
- (g) Board discussion and/or consideration

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate county staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or Applicant Presentation

The Chair will call upon the appropriate county staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors. Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter. When written information has been provided prior to the hearing, that information should be summarized, and only new information should be presented in detail at the meeting.

Section 5-5. Public Comment

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before the hearings begin.

Section 5-6. Order of Speaking

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

Section 5-7. Presentation of Comments

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair.

Section 5-8. Board Members' Questions

Upon completion of a presentation by staff, applicant or member of the public, any member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested. Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 5-9. Staff and/or Applicant Response

The Chairman shall call on the staff or applicant for any response on closing comments with reference to the public hearing presentations.

Section 5-10. Close of Hearing

When the Chair of the Board shall have closed a public hearing, no further public comments shall be received.

Section 5-11. Board Discussions and/or Consideration

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

ARTICLE VI - CITIZEN RESPONSIBILITIES

Section 6-1. Application of Rules

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 6-2. Addressing the Board

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to matters before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public. Questions shall not be asked of other speakers, but may be directed to the Chairman of the Board for consideration by the Board in later deliberating the matter.

Section 6-3. Conduct while Speaking/Conduct While Not Speaking

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner. Cursing or other obscene language or gestures, threats, insults, or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted. Any person whose conduct is contrary to this section will be removed as provided for in section 2-2 of these rules. Board members are expected to observe the same decorum at all meetings.

Section 6-4. Name and Place of Residence

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 6-5. Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established herein and shall yield the floor when informed their time has expired.

Section 6-8. Registration

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name, place of residence and district.

Section 6-9. Written Copy of Comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information Sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

ARTICLE VII - APPOINTMENTS

Section 7-1. Appointments

The Chairman shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize and to appoint various citizen members to Board's standing committees.

Section 7.2. Committee Appointments [Amended 01/25/06]

Each board member may nominate citizen members to be appointed to the various authorities, boards, commissions, and committees where a representative is needed from a member's respective magisterial district or for the county at large. A majority vote of those board members present shall be required to appoint a nominee to said authority, board, commission, or committee. Prior to Board action on a perspective nominee, the following process shall be followed:

1. Applications for vacancies are available through Board members and the County Administrator's Office. A completed application shall be required for all initial nominations; however, a completed application for candidates being reappointed shall not be required.
2. Applications shall be received in the County Administrator's Office up to 5:00 p.m. on the Thursday preceding a Board meeting in order that they might be included in the agenda for review by the members of the Board.
3. The applications will be acknowledged at the aforesaid meeting with action on the appointment to be taken at the next regular meeting of the Board.

ARTICLE VIII - AMENDMENTS

Section 8-1. Amendments

These Rules of Procedure may from time to time be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

- (Adopted: 05/28/03)
- (Amended: 06/11/03)
- (Amended: 01/14/04)
- (Amended: 04/14/04)
- (Amended: 01/25/06)
- (Amended: 01/14/09)
- (Amended: 09/14/11)
- (Amended: 01/10/18)

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C. Selection of a Parliamentarian – County Administrator Elected

Supervisor Lofton moved that the Board elect the County Administrator as Parliamentarian. Supervisor McCarthy seconded the motion which carried on a voice vote.

D. Selection of Time and Place for Regular Meetings - Approved

Supervisor Lofton moved that the second and fourth Wednesdays of each month, at 7:00 P.M., in the Board of Supervisors' Meeting Room, County Administration Building, 107 North Kent Street, Winchester, Virginia be the time and meeting place for the Frederick County Board of Supervisors for 2018. He further moved that should the meeting be cancelled due to inclement weather, it take place on the following evening. Supervisor Wells seconded the motion which carried on a voice vote.

E. Chairman's Annual Committee Assignments - Approved

Supervisor Dunn moved for approval of the following Board Member Assignments to Committees and Citizen Member Assignments to Committees for 2018 as presented by the Chairman. Supervisor Lofton seconded the motion which carried on a voice vote.

Board Member Assignments for 2018

| | |
|--------------------------------|--|
| <u>Charles S. DeHaven, Jr.</u> | Finance Committee; Joint Finance Committee; Metropolitan Planning Organization; Northwestern Regional Jail Board alternate |
| <u>Blaine P. Dunn</u> | Code & Ordinance Committee; Human Resources Committee, Chair; Public Safety Committee; Northern Shenandoah Valley Regional Commission; Handley Regional Library liaison; Fire & Rescue Association liaison; Tourism Board liaison |
| <u>Gary A. Lofton</u> | Finance Committee; Public Works Committee; Technology Committee, Chair; Transportation Committee, Chair; Economic Development Authority; Social Services Board liaison; Agricultural District Advisory Committee liaison; Extension Leadership Council liaison |
| <u>J. Douglas McCarthy</u> | Code & Ordinance Committee; Human Resources Committee; Public Works Committee, Chair; Technology Committee; Planning Commission liaison alternate; Tourism Board alternate |

Judith McCann-Slaughter Finance Committee, Chair; Public Safety Committee; Technology Committee; Transportation Committee; Joint Finance Committee; Metropolitan Planning Organization; Conservation Easement Authority; Northwestern Regional Jail Board

Shannon G. Trout Code & Ordinance Committee, Chair; Northern Shenandoah Valley Regional Commission; Planning Commission liaison; Sanitation Authority liaison

Robert W. Wells Human Resources Committee; Public Safety Committee, Chair; Public Works Committee; Northwestern Regional Jail Board; Parks & Recreation Commission liaison; Landfill Oversight Committee

Citizen Committee Assignments for 2018

Code & Ordinance Committee

Derek C. Aston
Stephen G. Butler
James A. Drown

Finance Committee

Jeffrey S. Boppe
Angela L. Rudolph

Human Resources Committee

Don Butler
Dorrie R. Greene
Beth Lewin

Public Safety Committee

Walter "Walt" Cunningham
Helen Lake
Charles R. "Chuck" Torpy

Public Works Committee

David W. Ganse, AIA
Whitney "Whit" L. Wagner
Gene E. Fisher

Technology Committee

Quaisar Absar
Todd Robertson
Lorin Sutton

Transportation Committee
James M. Racey, II
Barry G. Schnoor

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ADOPTION OF AGENDA - APPROVED

Upon motion of Supervisor Dunn, seconded by Supervisor Slaughter, the agenda was adopted on a voice vote.

ADOPTION OF CONSENT AGENDA - APPROVED

Mr. Tierney noted two corrections to the December 13, 2017, draft minutes which had provided to the Board members. Upon motion of Supervisor Slaughter, seconded by Supervisor Wells, the consent agenda was adopted on a voice vote with the two corrections. Consent Agenda items:

- Minutes of Closed Session and Regular Meeting, November 8, 2017
- Minutes of Joint Work Session with Sanitation Authority, Planning Commission and Economic Development Authority, November 29, 2017
- Minutes of Regular Meeting, December 13, 2017
- Minutes of Budget Work Session, December 20, 2017

CITIZEN COMMENTS

Pat Smith of the Shawnee District noted her concern of a conflict of interest because Supervisor Trout is employed by Frederick County Public Schools. She asked that the Board have a policy preventing Supervisor Trout from voting on any school related issue.

BOARD OF SUPERVISORS COMMENTS

There were no comments from the Board members.

APPROVAL OF MINUTES – APPROVED ON CONSENT AGENDA

The minutes of November 8, November 29, December 13, and December 20, 2017 were approved under the consent agenda.

EMPLOYEE OF THE YEAR – DAIL D. RITENOUR - APPROVED

On motion of Supervisor Wells, seconded by Supervisor Dunn, the Board recognized Dail D. Ritenour as the 2016-2017 Employee of the Year. Chairman DeHaven said that Dail serves as a Communications Officer III with Public Safety Communications, and read the following statement:

On August 23, 2016, Communications Officer Ritenour received a call in reference to a suicidal male. He obtained all the necessary information from the caller and then placed a call directly to the suicidal individual. During the call, Communications Officer Ritenour was able to calmly build a rapport with the individual and convince him to pull over into a parking lot to speak with deputies. The individual was transported to Winchester Medical Center for evaluation. The extra initiative taken by Communications Officer Ritenour had a positive outcome for this call for service. Communications Officer Ritenour is a valuable asset to Frederick County.

Chairman DeHaven said the Board of Supervisors extends its gratitude to Dail for his outstanding performance and dedicated service and wishes him continued success in future endeavors.

PRESENTATION BY TOURISM BOARD DIRECTOR

Justin R. Kerns, Executive Director of the Winchester-Frederick County Convention & Visitors Bureau, highlighted the Bureau's mission and recent efforts saying that it is critical to have the cooperation of both the County and the City of Winchester.

COMMITTEE APPOINTMENTS

APPOINTMENT OF CARL RUSH TO HISTORIC RESOURCES ADVISORY BOARD - APPROVED

Upon motion of Supervisor Trout, seconded by Supervisor Wells, Carl Rush was appointed on a voice vote to fill an unexpired term ending May 22, 2018, on the Historic Resources Advisory Board.

RE-APPOINTMENT OF CHRISTOPHER MOHN AND KAY DAWSON TO THE FREDERICK COUNTY PLANNING COMMISSION - APPROVED

Upon motion of Supervisor Dunn, seconded by Vice Chairman Lofton, Christopher

Mohn and Kay Dawson were re-appointed on a voice vote to the Frederick County Planning Commission representing the Red Bud District each for a four-year term ending January 27, 2022.

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUND –

APPROVED

Mr. Tierney explained the request saying the refund is for personal property taxes paid when the vehicle in question was not located in the County. Upon motion of Supervisor Slaughter, seconded by Vice-Chairman Lofton, the request for a supplemental appropriation and refund to John P. Tagnesi of \$5703.23 were approved on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

COMMITTEE REPORTS

Human Resources Committee Report (Appendix A) – Approved

The Board discussed the Committee’s request for eight new positions as follows:

- a. Commonwealth's Attorney:
 - (1) Legal Secretary
 - (1) Assistant Commonwealth's Attorney
- b. Department of Social Services:
 - (1) Family Services Worker II
- c. Public Works
 - (1) Assistant Convenience Site Supervisor
- d. Fire & Rescue
 - (2) Firefighter/EMT
 - (2) EMS Shift Supervisor

Supervisor Wells moved for approval of the eight new positions and approval of the remainder of the Committee Report. Supervisor Dunn seconded the motion. Vice-Chairman Lofton said he was confused about adding new positions for fire and rescue

since the Board has not seen a draft of the study currently ongoing that will provide better information on the necessary number of new positions in that department. Supervisor Dunn noted that the HR Committee recommends additional positions, but he suggested the Finance Committee determine the number that can be funded. The motion carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Nay |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

Finance Committee Report (Appendix B)– Approved

Supervisor Slaughter moved for approval of the Fire & Rescue Chief’s request for a General Fund supplemental appropriation in the amount of \$11,441 representing unbudgeted Aid-to-Localities funds received and the Sheriff’s request for a General Fund supplemental appropriation in the amount of \$7,082.64 representing auto claim reimbursements. Supervisor Wells seconded the motion which carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

Supervisor Slaughter moved for approval of the Sheriff’s request for a General Fund supplemental appropriation in the amount of \$36,207.35 representing s reimbursements from the State – ICAC. Supervisor Dunn seconded the motion which carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

Supervisor Slaughter moved for approval of the remainder of the Committee Report. Vice-Chairman Lofton seconded the motion which carried on a voice vote.

Transportation Committee Report (Appendix C) – Approved

Renaissance Drive Phase II – Authorization to Proceed - Approved

Vice Chairman Lofton provided a brief overview that was presented to the Committee for the project that will extend Renaissance Drive from Prosperity Drive to Shady Elm Road with a bridge over the CSX Railroad allowing new and existing commercial traffic to access the Route 37 interchange from the South. He said the cost estimate for this project would be \$5,791,500.00, and the funding package which has been put together comes from the following sources:

- \$1,638,764.00-Revenue Sharing VDOT
- \$633,644.00-Artillery Rezoning Proffer
- \$451,791.46-Blackburn Rezoning Proffer
- \$1,080,000.00- Carbaugh Rezoning Proffer (BOS approved December 13, 2017)
- \$1,995,682.00-Transportation Partnership Opportunity Fund

Vice Chairman Lofton said that Staff and the Transportation Committee have recommended proceeding with the project, and he so moved. Supervisor Wells seconded the motion which carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Nay |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

Springdale Road Truck Restriction Public Hearing – Approved

Vice Chairman Lofton said the Committee had received citizens’ concerns regarding truck traffic on Springdale Road between Route 11 and the intersection of Shady Elm Road. He said the road has significant horizontal and vertical curvature issues and is approximately 20 feet wide at the widest point. He concluded saying that there is a reasonable alternative route, and the Committee and Staff are seeking a recommendation from the Board of Supervisors on whether to

hold a public hearing on the Springdale Road restriction. Vice Chairman Lofton moved that a public hearing be held on the Springdale Road Truck Restriction. Supervisor Slaughter seconded the motion which carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

Vice-Chairman Lofton moved for approval of the remainder of the Committee Report. Supervisor Slaughter seconded the motion which carried on a voice vote.

PLANNING COMMISSION BUSINESS

Public Hearings:

- 1. Conditional Use Permit #08-17 for Paul C. and Mary A. Valentino, Submitted for Establishment of a Special Event Facility in the RA (Rural Areas) Zoning District. The Property is Located at 4212 Apple Pie Ridge Road, Winchester, Virginia and is Identified with Property Identification Numbers 22-A-89 and 22-A-94 in the Stonewall Magisterial District. – APPROVED**

Planner Tyler Klein provided an overview of the request and said that if the Board of Supervisors finds this application for a special event facility to be appropriate, Staff recommends that the following conditions be attached to the CUP:

1. All review agency comments shall be complied with at all times.
2. An illustrative sketch plan, in accordance with the requirements of Article VIII of the Frederick County Zoning Ordinance, shall be submitted to and approved by Frederick County prior to the establishment of the use.
3. Events shall start no earlier than 10 a.m. and all events and related activities shall conclude by midnight.
4. All outside music shall conclude by 9 p.m. Music may continue indoors until the conclusion of the event.
5. All lighting shall be downcast to avoid glare onto adjacent properties and residences.
6. Events may accommodate up to and not to exceed 290 persons.
7. One (1) monument style sign with a maximum sign area not to exceed 50 square feet (SF) and not to exceed 10 feet (FT) in height is permitted.

8. Any expansion or modification of this use will require the approval of a new CUP.

The Board and the Applicants discussed closing the private driveway and the question of outdoor music at the proposed event center.

Chairman DeHaven opened the public hearing. There were no speakers. Chairman DeHaven closed the public hearing.

Supervisor Slaughter moved for approval of the following ordinance granting the conditional use permit with the restrictions as recommended by the Planning Staff. Vice-Chairman Lofton seconded the motion which carried on a roll call vote as follows:

| | |
|--------------------------------|------------|
| Blaine P. Dunn | Aye |
| Gary A. Lofton | Aye |
| J. Douglas McCarthy | Aye |
| Judith McCann-Slaughter | Aye |
| Shannon G. Trout | Aye |
| Robert W. Wells | Aye |
| Charles S. DeHaven, Jr. | Aye |

**ORDINANCE
CONDITIONAL USE PERMIT #08-17
PAUL C. AND MARY A. VALENTINO
SPECIAL EVENT FACILITY**

WHEREAS, Conditional Use Permit #08-17 for a Special Event Facility, submitted by Paul C. and Mary A. Valentino was considered. The properties are located at 4212 Apple Pie Ridge Road, Winchester, Virginia, approximately a half-mile south of the Frederick County/West Virginia Line and approximately two (2) miles north of White Hall Road, and is further identified with Property Identification Numbers 22-A-89 and 22-A-94, in the Stonewall Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the Conditional Use Permit on November 15, 2017 and recommended approval of the Conditional Use Permit with conditions; and,

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this Conditional Use Permit during their regular meeting on January 10, 2018; and,

WHEREAS, the Frederick County Board of Supervisors finds the approval of this Conditional Use Permit to be in the best interest of the public health, safety, welfare, and in conformance with the Comprehensive Policy Plan;

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #08-17 for a Special Events Facility on the parcels identified by Property Identification

Numbers 22-A-89 and 22-A-94 with the following conditions:

1. All review agency comments shall be complied with at all times.
2. An illustrative sketch plan, in accordance with the requirements of Article VIII of the Fredrick County Zoning Ordinance, shall be submitted to and approved by Frederick County prior to the establishment of the use.
3. Events shall start no earlier than 10 a.m. and all events and related activities shall conclude by midnight.
4. No music is permitted outdoors.
5. All lighting shall be downcast to avoid glare onto adjacent properties and residences.
6. Events may accommodate up to and not to exceed 290 persons.
7. One (1) monument style sign with a maximum sign area not to exceed 50 square feet (SF) and not to exceed 10 feet (FT) in height is permitted.
8. The existing access driveway shall be gated off to special event traffic, and a sign posted denoting “private driveway.” All special event facility traffic shall access the property through a new commercial entrance as approved by the Virginia Department of Transportation (VDOT).
9. Any expansion or modification of this use will require the approval of a new CUP.

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Other Planning Items:

Discussion – Proposed Ordinance Amendment – Solar (Photovoltaic)

Energy Facility

Planner Tyler Klein provided an overview saying the proposed amendment to Chapter 165 – Zoning Ordinance would add solar (photovoltaic) power generating facilities (i.e. solar farms) to the permitted use list for the RA (Rural Areas) Zoning District. Currently, he said, public utility generating facilities are allowed as a “public utility,” and solar generating energy facilities are typically privately-owned and thus do not fall under the definition of a “public utility.” Planner Klein said Staff has drafted a revision to the Zoning Ordinance to include a definition for a “solar (photovoltaic) energy facility,” provided supplementary use regulations, and revised the permitted uses use list for the RA Zoning District to allow solar energy facilities. He said the intent of this modification is to provide additional opportunities for uses in the County’s Rural Areas that preserve the rural and agricultural integrity of these areas and are consistent with the goals and strategies outlined in the 2035 Comprehensive Policy Plan.

The Board and Planner Klein discussed the fluctuation of energy prices and the length of time before a facility would be considered abandoned. Vice Chairman Lofton said that 365 days seems like a long time before considering a site abandoned. Supervisor Wells noted that such operations could benefit the farming community, but will use up farmable land. Supervisor

Slaughter inquired about the amount of land in the County that can be used for such facilities. Planner Klein noted that the required proximity to transmission sites will limit the number of places where solar (photovoltaic) facilities could locate. Supervisor Dunn inquired about landowner maintenance. Chairman DeHaven said he would not want to restrict an individual user who is not a utility. By consensus, the Board asked the Planning Staff to return with further information on the matter.

Board Liaison Reports

Vice Chairman Lofton, member of the Extension Leadership Council, noted the variety of services offered by Extension including partnering with the Lord Fairfax Health District to provide diabetes counseling and the in-school financial skills program that reached 488 students last year.

Vice Chairman Lofton, Social Services Board liaison, noted that the Social Services Board reported 34 substance exposed infants in 2017 which is indicative of the opioid epidemic.

Supervisor Dunn noted the earlier election of the Vice Chairman, and said he has the utmost respect for Supervisor Wells.

Supervisor Dunn read a statement in support for Virginia House of Delegates HB 163 in order to ask the General Assembly to give the County the authority to raise revenue from developers and builders to offset actual capital costs. He requested that the Board submit a resolution addressing the issue at its next meeting.

Citizen Comments (None)

Board of Supervisors Comments

Supervisor Slaughter said she attended the Problem Solving Research and Independent Study Program recently and was impressed with the amazing projects completed by students from all the County middle schools.

Chairman DeHaven welcomed the new Board members.

Supervisor Trout thanked the Board for welcoming her. She said that her service on the Board is not a conflict of interest because she is employed by the Frederick County Public

Schools which is governed by the School Board rather than the Board of Supervisors. Supervisor Trout said it often happens in the state of Virginia that school employees serve on Boards. She said she looked forward to serving the residents of Shawnee District and offered to speak with any constituents who wished to meet with her.

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor Wells, the meeting was adjourned at 8:18 P.M.



Becky A. Merriner
Director of Human Resources

(540) 665-5668

Fax: (540) 665-5669

bmerriner@fcva.us



TO: Human Resources Committee and Board of Supervisors
FROM: Becky A. Merriner, HR Director
DATE: December 8, 2017
SUBJECT: HR Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 9:00 a.m. on Friday, December 8, 2017.

HR Committee members present were: Supervisors, Robert Wells, Interim Chairman; Blaine Dunn, Douglas McCarthy and citizen members Don Butler, and Dorrie Greene. Citizen member not present, Beth Lewin. Others present were: Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Erin Swisshelm, Assistant County Attorney; DeLois Blevins, HR Manager; Cheryl Shiffler, Director of Finance; Jennifer Place, Budget Analyst; Ross Spicer, Commonwealth's Attorney; Andrew Robbins, Deputy Commonwealth's Attorney; Delsie Jobe, DSS Administrative Services Manager; Joe Wilder, Public Works Director; Dennis Linaburg, Fire Chief; Larry Oliver, Deputy Chief; C. William Orndoff, Jr., Treasurer; Kathy Whetzel, Animal Shelter Manager; Holly Grim, Assistant Animal Shelter Manager; and Gloria Puffinburger, Solid Waste Manager.

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

1. Fiscal Year 2018-2019 Requests for New Positions

All new position requests submitted as part of the FY2018-2019 budget are brought to the HR Committee for review and recommendation as to the need for the position(s) and whether or not the position(s) should be created. The only action being sought from the committee was a recommendation regarding the creation of any new positions. Funding consideration for any new positions will be dealt with separately as part of the overall budget process.

After listening to the presentations from the various departments, the Committee approved the creation of 8 of the 9 requested positions. The attached position allocation chart shows the current number of funded positions for each department. The chart also contains columns reflecting the number of new positions being requested by the various departments and the Committees' recommendations. The Committee is seeking Board approval of the position allocation chart and with the newly recommended positions.

a. Commonwealth's Attorney

- i. (1) Legal Secretary
- ii. (1) Assistant Commonwealth's Attorney

Upon a motion by Blaine Dunn, seconded by Don Butler, the Committee recommended approval of both positions requested by the Commonwealth's Attorney. The motion was approved unanimously.

b. Department of Social Services

- i. (1) Family Services Worker II

Upon a motion by Doug McCarthy, seconded by Don Butler, the Committee recommended approval of the Family Services Worker position requested by the Department of Social Services. The motion was approved unanimously.

c. Public Works

- i. (1) Assistant Convenience Site Supervisor
- ii. (1) Animal Caretaker

Upon a motion by Blaine Dunn, seconded by Don Butler, the Committee recommended approval of the Assistant Convenience Site Supervisor requested by Public Works. The motion was approved unanimously.

Dorrie Greene made a motion to recommend approval of the Animal Caretaker position, there was no second; with the lack of a second, the motion was not considered.

d. Fire & Rescue

- i. (2) Firefighter/EMT
- ii. (2) EMS Shift Supervisor

Upon a motion by Blaine Dunn, seconded by Dorrie Greene, the Committee recommended approval of the four positions requested by Fire & Rescue. The motion was approved unanimously.

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

Fire & Rescue shared information about the Fire & Rescue Career Development Program changes which will be included on the HR Committee Agenda in January.

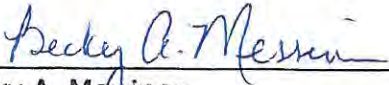
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, January 19, 2018 at 9:00 am.

Respectfully submitted,

Human Resources Committee

Robert W. Wells, Interim Chairman
Blaine P. Dunn
J. Douglas McCarthy
Don Butler
Beth Lewin
Dorrie Greene

BY: 
Becky A. Merriner
Director of Human Resources

TO: Board of Supervisors
FROM: Finance Committee
DATE: December 20, 2017
SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, December 20, 2017 at 8:00 a.m. All members were present. Items 1 and 2 were approved under consent agenda. Items 4 and 5 do not require Board action. A budget work session immediately followed.

FINANCE COMMITTEE

1. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$11,441. This amount represents unbudgeted Aid-to-Localities funds received. No local funds required. See attached memo, p. 3 – 4.
2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$7,082.64. This amount represents auto claim reimbursements. No local funds required. See attached memos, p. 5 – 8.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$36,207.35. This amount represents reimbursements from the State – ICAC. No local funds required. See attached memo, p. 9 – 10. The committee recommends approval.
4. The Sheriff requests a reallocation of funds previously approved for equipment. See attached memo, p. 11 – 12. The committee endorsed the request.
5. The Airport Executive Director provides aircraft and ramp fee information as requested by the committee. See attached information, p. 13 – 18. The committee determined the information to be sufficient.

BUDGET WORK SESSION

1. Discussion on the FY 2019 budget.

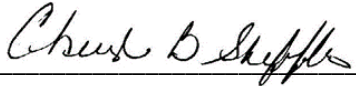
INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for November 2017. See attached, p. 19.
2. The Finance Director provides financial statements ending November 30, 2017. See attached, p. 20 – 30.
3. The Finance Director provides an FY 2018 Fund Balance Report ending December 13, 2017. See attached, p. 31.

Respectfully submitted,

FINANCE COMMITTEE

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

By 

Cheryl B. Shiffler, Finance Director



MEMORANDUM

TO: Board of Supervisors
FROM: John A. Bishop, AICP, Assistant Director - Transportation *JB*
RE: Transportation Committee Report for Meeting of December 18, 2017
DATE: December 27, 2017

The Transportation Committee met on Monday, December 18, 2017 at 8:30 a.m.

Members Present

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

Members Absent

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

The Committee submits the following:

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

1. Renaissance Drive Phase II – Authorization to Proceed (see attached):

A brief overview was presented to the Committee for the project that will extend Renaissance Drive from Prosperity Drive to Shady Elm Road with a bridge over the CSX Railroad, this would be approximately .5 miles. A two (2) lane shoulder and a ditch section except the bridge which will be a full future four (4) lane section. This will allow new and existing commercial traffic to access the Route 37 interchange from the South. The cost estimate for this project would be \$5,791,500.00. The funding package which has been put together comes from the following sources:

- \$1,638,764.00-Revenue Sharing VDOT
- \$633,644.00-Artillery Rezoning Proffer
- \$451,791.46-Blackburn Rezoning Proffer
- \$1,080,000.00- Carbaugh Rezoning Proffer (BOS approved December 13, 2017)
- \$1,995,682.00-Transportation Partnership Opportunity Fund

There are no backstop agreements with this project. Staff has recommended to proceed with this project.

Upon a motion by Mr. Fisher, seconded by Mr. Racey, the Committee recommended approval to proceed with one Committee member voting against.

3. Springdale Road Truck Restriction (see attached):

A brief overview was presented to the Committee regarding citizens' concerns with truck traffic on Springdale Road between Route 11 and the intersection of Shady Elem Road. The road has significant horizontal and vertical curvature issues. The roadway is approximately 20 feet wide at the widest point. It is generally narrower. There is a reasonable alternative route. The Staff is seeking a recommendation to the Board of Supervisors on whether to hold a public hearing on the Springdale Road restriction. Staff recommends that this be forwarded to a public hearing.

Upon a motion by Mrs. McCann-Slaughter, seconded by Mr. Racey the Committee forwarded this proposal for the Springdale Road restriction to the Board of Supervisors for public hearing with recommendation for approval. The motion was unanimously approved.

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

2. Green Spring Road Speed Limit:

The residents of Green Spring Road have raised concerns regarding the speed limit. Staff has been coordinating with the VDOT Traffic Engineering Department to consider this issue. The VDOT Staff has determined that a lower speed limit is likely. Staff is seeking the Committee is in concurrence for VDOT to move forward with conducting a speed study if required.

By consensus, the Committee chose to concur with VDOT's decision if further study is needed.

4. County Project Updates

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

Full Bridge plans are undergoing review for final comment. Airport Road and the Roundabout are expected to be at 60% within 2 weeks. Environmental surveys are complete. On site test boring for signal pole design is expected shortly.

Renaissance Drive:

Covered under Item 1

Valley Mill Road Realignment:

No activity at this time.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Communication was sent to the Applicant and noted that the County could make no further moves forward on the project until a revenue sharing agreement is in place. Following, a meeting was held at which the agreement was discussed, and Staff is awaiting feedback from the Applicant. No new action as of this agenda. Staff has reached out to the Applicant's engineer and no update was provided.

4. Upcoming Agenda Items:

November/December

MPO Route 11 South Stars Study

December/January

Oakdale Crossing Traffic Calming Study

SmartScale Applications Discussion

Old Charlestown Road Bridge

5. Other Business:

JAB/ks

MINUTES

JOINT WORK SESSION

**FREDERICK COUNTY BOARD OF SUPERVISORS
AND SCHOOL BOARD**

January 16, 2018

MINUTES
Frederick County Board of Supervisors
Joint Work Session with Frederick County School Board
Tuesday, January 16, 2018
4:30 p.m.

School Board Office Conference Room, 1415 Amherst Street, Winchester, VA

ATTENDEES

Board of Supervisors: Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gary A. Lofton; Blaine P. Dunn; J. Douglas McCarthy; Judith McCann-Slaughter; Shannon G. Trout; and Robert W. Wells were present. Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Cheryl B. Shiffler, Finance Director; C. William Orndorff, Jr., Treasurer; Jennifer Place, Budget Analyst; Ann W. Phillips, Deputy Clerk to the Board of Supervisors

School Board: Dr. John Lamanna; Michael Lake; Frank Wright; Seth Thatcher; and Shontya' Washington were present. Staff present: Dr. David Sovine, Superintendent; Dr. Al Orndorff, Assistant Superintendent; Steve Edwards, Coordinator of Policy and Communications; Dr. James Angelo, Assistant Superintendent for Instruction; Patty Camery, Executive Director of Finance; Kristen Anderson, FCPS Budget Supervisor; and Tim Crisman, Director of Facilities Services

CALL TO ORDER

Chair Lamanna called the School Board to order at 4:30 p.m.

Chairman DeHaven called the Board of Supervisors to order at 4:30p.m.

Dr. Sovine welcomed the attendees and said the focus on the meeting is the school division's CIP and the Aylor Middle School project. He reviewed the 5-year CIP spreadsheet noting that the projects have been intentionally staggered at one project per year to aid in debt

service levels. He said the division wants to move forward with the appropriation for replacing Aylor Middle School.

PRESENTATION – FREDERICK COUNTY PUBLIC SCHOOLS CAPITAL PLAN

Dr. Orndorff presented an overview of the enrollment trends and operating costs for Aylor Middle School.

Dr. Sovine said the division will move forward with a request for appropriation in the next few months in order to allow participation in the fall bond application cycle.

DISCUSSION

Vice Chairman Lofton requested the enrollment trend data be broken down by elementary, middle and high school numbers. Dr. Orndorff said that those numbers could be compiled.

Dr. Sovine said regarding capacity, that currently the other middle schools have a capacity of 900. He said by replacing Aylor's current capacity of 720 with a new building capacity of 900 would allow for balancing the enrollment among the middle schools and allow for future growth.

Vice Chairman Lofton asked whether the division anticipates the Dept. of Education changing recommended classroom sizes in the near future, and whether the new building positions the division well for such changes. Dr. Orndorff said there are some changes being seen across the country, and the new building would position the division well for such adjustments.

Dr. Lamanna said the plan for the new Aylor Middle School is to use the design for the recently completed Frederick County Middle School building with adjustments. Dr. Sovine said using the existing design will save money and be more efficient.

Supervisor Dunn noted that the Winchester Star has covered Frederick County as an older community for retirees and said there may not be as much growth in families with school age children. Dr. Orndorff said the data on enrollment projections comes from the division's budget book. He said it takes young people to support a retirement population, and that 20% of the County population is school age. Dr. Sovine said that there is already a healthy retirement community and significant enrollment growth is expected.

Vice Chairman Lofton inquired whether the Board of Supervisors will be able to be part of the process as the Aylor Project begins rather than being handed something and asked to pay for it. Dr. Sovine said that it has always been the division's practice to have a representative from the Board of Supervisors. He said the School Board will be asking for a full appropriation including architecture and engineering to allow flexibility and would include a level of engagement from the Board of Supervisors.

Supervisor Dunn noted the CIP, and thanked Dr. Lamanna for the efforts involved in preparing it. He said the total cost number for the five years of \$259,300,000 is staggering and would require a huge tax increase for the residents. He noted the change in figuring capacity and asked the School Board to work with the Board of Supervisors to address the issue. He inquired whether School Board has had another engineering company confirm the estimates provided by OWPR. Dr. Orndorff said that estimates were based on numbers from multiple engineering firms.

School Board member Wright said that the capacities have been refigured because they had not been computed recently. Supervisor Dunn agreed with the need to refigure the capacities, but said the jump in capacity and the required addition to buildings is staggering. He asked if the 5-year needs could be stretched to 10 years citing a need to be more realistic about what actually can be accomplished.

Supervisor Trout acknowledged that she is new to the process, and said that while the numbers are staggering, the needs are critical. She said delaying projects ends up costing money and is not good stewardship of taxpayer dollars.

Chairman DeHaven said both Boards share the same goals and need to work together to reach them.

ADJOURN

There being no further business, on motion Vice Chairman Lofton, seconded by Supervisor Trout, the meeting was adjourned at 5:48 p.m.

MINUTES

WORK SESSION

FREDERICK COUNTY BOARD OF SUPERVISORS

January 17, 2018

MINUTES
Frederick County Board of Supervisors
Budget Work Session
Wednesday, January 17, 2018
4:00 p.m.
First Floor Conference Room, 107 North Kent Street, Winchester, VA

ATTENDEES

Board of Supervisors: Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gary A. Lofton; Blaine P. Dunn; Judith McCann-Slaughter; Shannon G. Trout; and Robert W. Wells were present. J. Douglas McCarthy was absent. Staff present: Kris C. Tierney, County Administrator; Ellen Murphy, Commissioner of the Revenue; C. William Orndorff, Jr., Treasurer; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Cheryl B. Shiffler, Finance Director; Jennifer Place, Budget Analyst; Sharon Kibler, Finance Department; Becky Merriner, Human Resources Director; Scott Varner, IT Director; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

Finance Committee Members present: Jeffrey Boppe; Angela Rudolph

School Board member Mike Lake also attended the work session.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 4:00 p.m.

DISCUSSION

Finance Director Cheryl Shiffler reviewed the vehicle replacement request list submitted by the Sheriff's Dept. Mr. Tierney noted that a policy for approving vehicle replacements is currently in the works.

Ms. Shiffler reviewed the debt service schedule noting that she will be able to provide more information once the School Board submits additional cost data.

The Board and Ms. Shiffler discussed the budget scenarios.

Finance Committee member Angela Rudolph noted that new accounting principles (GASB 75) regarding other post-employment benefits (OPEB) have been developed that may affect the scenarios. Ms. Shiffler said she would verify whether the new rate should be used.

In reference to the School Board's intention to request an appropriation of \$52,000,000 to replace Aylor Middle School, Mr. Tierney said that if the proposed project budget is out of compliance, it can be reviewed for changes.

Supervisor Dunn said that the 5-year CIP numbers from the School Board are staggering and noted that the cost to service the loan for such an amount would be \$19.6 million. He inquired how much would have to be funded through a tax increase versus how much would come from other sources such as natural revenue growth, and said the Board needs a realistic sense of how much taxes will go up to fund the request.

Mr. Tierney said there are so many variables that a 5-year revenue projection is not especially helpful.

Supervisor Dunn reiterated that the CIP numbers are large.

Supervisor Wells agreed that the numbers are large, adding that the issue has been passed over for a long time. He said the requests on the CIP will take more than five years to fund and complete.

Commissioner of the Revenue Ellen Murphy cautioned the Board to be aware when reviewing new businesses that sometimes the revenues are not as large as expected if the companies have smaller gross receipts or are federal projects which do not pay real estate tax.

Regarding the wish lists presented by County Department heads, Supervisor Trout asked if Staff works to prioritize and shorten the lists. Mr. Tierney and Ms. Shiffler replied that Staff does so.

Supervisor Dunn and Supervisor Lofton discussed department requests and the process for making budget request presentations.

Supervisor Lofton discussed outside agencies that receive County funding, and requested information about current MOUs (Memorandum of Understanding) to ensure there is no overlap in funding to an agency that in turn funds another one already funded by the County. He added that he would like to see funding to Lord Fairfax Community College designated for use in workforce development rather than advertising. Ms. Shiffler and Mr. Tierney said that Staff will begin looking in to reviewing the MOUs.

Ms. Shiffler discussed the budget scenarios presented in the budget book. She noted that there has been an attempt to reduce the use of the fund balance each year. Mr. Tierney said that use of the fund balance can be restricted to capital projects which are a one-time rather than a recurring expense.

Supervisor Dunn noted that last year's revenues were \$6 million more than expected, partially because of the reassessment. Supervisor Slaughter noted that \$5.5 million had been set aside in a separate fund called the Board Capital Debt Reduction Fund which earns interest. Supervisor Wells questioned the saving of collected tax payer dollars in a fund. Supervisor Slaughter said that in years past, Boards have tried to set aside \$5 million to fund losses during tough economic times. Supervisor Lofton suggested the Board discuss a clear policy for such a fund including a maximum fund amount and how it should be spent. Chair DeHaven agreed that such a discussion should occur.

Treasurer Orndorff said there are two choices: cut all requests, or decide where additional revenues will come from.

Supervisor Dunn requested that Mike Lake of the School Board ask his Board if all the projects on the CIP are needed in five years, if the timeline can be stretched, if the projects can be reduced in size, and if they can help find the revenue.

Supervisor Trout said she would like to see some scenarios with tax increases. She said she is concerned that the tax rate may be too low to support critical needs. Supervisor Wells suggested that scenarios with tax increases of 3 cents to 6 cents be prepared for the next meeting.

ADJOURN

There being no further business, on motion Vice Chairman Lofton, seconded by Supervisor Trout, the meeting was adjourned at 5:16 p.m.

MINUTES

BUDGET WORK SESSION

FREDERICK COUNTY BOARD OF SUPERVISORS

February 7, 2018

MINUTES
Frederick County Board of Supervisors
Budget Work Session
Wednesday, February 7, 2018
4:00 p.m.

First Floor Conference Room, 107 North Kent Street, Winchester, VA

ATTENDEES

Board of Supervisors: Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gary A. Lofton; Blaine P. Dunn; Judith McCann-Slaughter; J. Douglas McCarthy; Shannon G. Trout; and Robert W. Wells were present. Staff present: Kris C. Tierney, County Administrator; Ellen Murphy, Commissioner of the Revenue; C. William Orndoff, Jr., Treasurer; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Cheryl B. Shiffler, Finance Director; Jennifer Place, Budget Analyst; Sharon Kibler, Assistant Finance Director; Becky Merriner, Human Resources Director; Scott Varner, IT Director; Mike Ruddy, Director of Planning & Development; Dennis Linaburg, Fire and Rescue Chief; Larry Oliver, Deputy Chief of Fire & Rescue Operations; Missi Neal, Fire and Rescue Administrative Assistant and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

Finance Committee Members present: Jeffrey Boppe; Angela Rudolph

CALL TO ORDER

Chairman DeHaven called the meeting to order at 4:00 p.m.

DISCUSSION

Fire and Rescue Presentation

Mr. Tierney noted that Fire and Rescue staff would make a presentation to the Board regarding their Department's budget request which includes significant increases in personnel. He said the Department is requesting 20 new positions including 14 firefighters, three shift

supervisors, two trainers, and one assistant fire marshal. Mr. Tierney explained that in previous years, the department has been upstaffing individual stations to meet minimum needs and is now adding relief positions to address overtime issues.

Chief Dennis Linaburg reviewed current staffing and highlighted where the additional positions would be utilized. The Board and staff discussed overtime costs and fee recovery. Ms. Shiffler said she would provide information on fee recovery numbers to the Board.

The Board and staff discussed 12 hour shifts versus eight and 24-hour shifts. Deputy Chief Oliver noted that 24-hour shifts are the norm in fire and rescue nationwide.

Supervisor Lofton asked about the study on staffing needs that is underway. Chief Linaburg said the report is expected any day now.

School Superintendent's Budget

Finance Director Cheryl Shiffler reviewed the information received from the School Board and noted the School Board will formally present their request to the Board of Supervisors on February 21.

Scenario Discussion

Mr. Tierney and Ms. Shiffler discussed the various budget scenarios. Mr. Tierney said staff is completing a spreadsheet tool to be used in ranking vehicles for replacement necessity. Supervisor Lofton asked about new revenue sources such as fees for fire marshal inspections and raising building permit fees. Mr. Tierney said that staff can review those items.

Supervisor Dunn said he is not comfortable using money set aside for capital projects to fund operating expenses. Mr. Tierney said he would be more concerned if the funds were not being put back in to capital set aside at the end of each year.

Debt Spreadsheet

The Board and staff discussed school construction costs and debt service numbers.

Supervisor Dunn's Worksheet

Supervisor Dunn explained his worksheet on population increase and school costs, adding that a tax increase would be necessary to fund the new elementary school and/or the Aylor School project. He said the community needs to decide how to fund its needs and he is looking for other options because the school's requested needs call for huge budget numbers.

Supervisor Trout agreed that the numbers are huge, but she said the County is at a crossroads. She asked if the community is going to continue not meeting the needs of fire and rescue and the schools or is it going to make a change. She concluded saying that if a change is not made, she thinks the quality of life in the County will not be maintained if these issues are not addressed now.

Next Meeting

Ms. Shiffler noted she will prepare additional information in conjunction with the budget scenarios and will have the updated vehicle listing at the next work session scheduled for 5:30 p.m. on February 14.

ADJOURN

There being no further business, the meeting was adjourned at 5:45 p.m.

B



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: January 18, 2018
SUBJECT: Finance & Audit Committees Reports and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, January 17, 2018 at 3:00 p.m. An Audit Committee meeting immediately followed. All members were present. A budget work session followed at 4:00 p.m.

FINANCE COMMITTEE

1. The Fire & Rescue Chief provides information on the SCBA replacement costs, and notification that potential grant funding was not awarded, which will result in the use of local funds. See attached memo, p. 3 – 4. The committee reached consensus on proceeding with the purchase now, and a General Fund adjustment in the amount of \$607,880.50 to follow at the next scheduled Board of Supervisors meeting as a consent item.

AUDIT COMMITTEE

1. David Foley from Robinson, Farmer, Cox Associates will present the FY 2017 CAFR and be available for discussion of the upcoming FY 2018 audit. The FY 2017 CAFR is available in dropbox or online at: www.fcva.us/CAFR. See attached memo, p. 5 – 6. The committee accepted the report and authorized the Finance Committee Chairman to sign the engagement letter for the FY 2018 audit. No Board action required.

BUDGET WORK SESSION

1. Discussion on the FY 2019 budget.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for December 2017. See attached, p. 7.

Finance & Audit Committees Reports and Recommendations

January 17, 2018

Page 2

2. The Finance Director provides financial statements ending December 31, 2017. See attached, p. 8 – 18.
3. The Finance Director provides an FY 2018 Fund Balance Report ending January 11, 2018. See attached, p. 19.

Respectfully submitted,

FINANCE COMMITTEE

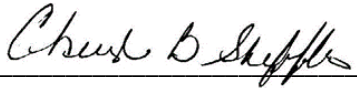
Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Angela Rudolph

Jeffrey Boppe

By 

Cheryl B. Shiffler, Finance Director



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

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

SUBJECT: Request for Funding

DATE: January 9, 2018

During Fiscal Year 2018, the Department applied for an Assistance to Firefighters Grant through FEMA to replace all our SCBA units within the County. The total cost of replacing all 327 units was expected to be \$3-million, with \$2-million coming from local funds and \$1-million awarded through the grant.

In November 2017, we learned the Department was not selected to receive the grant. After discussing our options with the Finance Department, we requested \$1-million in the FY19 Budget to utilize for the replacement of the SCBA units that would not be covered by the local funds appropriated in the current fiscal year. However, we recently learned the Department could save up to \$72,945.66 if all 327 units were replaced at one time and before July 1, 2018 when a price increase is planned. The total cost for the project is \$2,607,880.50.

At this time, I respectfully request an additional \$607,880.50 in local funds to allow the Department to replace these vital pieces of equipment during the current fiscal year.

Total Request: \$607,880.50

I have attached our previous justifications for this project for your review. If you have any questions or need additional information, please do not hesitate to contact me.

/attachment

DDL:mhn

Self-Contained Breathing Apparatus (SCBA) is a safety component that protects firefighters' respiratory system and facial area from contaminants during fires and hazardous materials incidents. It is regulated by the National Institute for Occupational Safety and Health (NIOSH) with parameters included by Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA) consensus standards. Components include a harness, straps, pressure reducer, cylinder, high pressure hoses, and face-pieces.

Typically, SCBA is considered outdated at the end of 15 years (or 3 NFPA Standard years) with potential to add an additional 5 years with upgrades to existing equipment and/or the life expectancy of the cylinder.

Currently there are five or six different styles of SCBA being utilized. Many do not have Integrated Personal Alert Safety Systems (PASS) devices, Emergency Breathing Support System (EBSS), Rapid Intervention Team (RiT) Connections, Heads-Up Display (HUD), and Chemical-Biological-Radiological-Nuclear or a combination thereof; all of which are safety components considered industry standards. The majority of the SCBA units do not have the high-temperature face-pieces assigned with them as outlined in the 2018 NFPA Standard. A large portion of the existing SCBA inventory has been upgraded through parts received from the Metropolitan/Washington area fire and rescue departments, with future upgrades being non-existent.

Nearly 50% of the SCBA units being utilized within the County will come to the end of their life expectancy during 2017, and 40% of the remaining units ending in 2018. **Frederick County Fire and Rescue has will replace approximately 2/3 of the current SCBA in FY18, with the remaining SCBA devices being replaced in FY19 for approximately \$1,000,000.**

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Communication with Those Charged with Governance

To the Audit Committee County of Frederick, Virginia

We have audited the financial statements of the governmental activities, business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Frederick (“County”) for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 14, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 1 to the financial statements. There were no new accounting policies adopted in 2017. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the County’s financial statements were:

Management’s estimate of the depreciable lives of capital assets is based on the actual lives of prior assets and industry standards. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management’s estimate of other post-employment benefit liabilities is based on the actuarial valuation performed by a qualified independent actuary. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 15, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Audit Committee and management of the County of Frederick and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Farnell, Cox Associates

Charlottesville, Virginia
December 15, 2017

DECEMBER 2017 BUDGET TRANSFERS

| DATE | DEPARTMENT/GENERAL FUND | REASON FOR TRANSFER | FROM | TO | ACCT | CODE | AMOUNT |
|------------|---------------------------------|--|------|------|------|------|-------------|
| 12/4/2017 | ELECTORAL BOARD AND OFFICIALS | ELECTION RECOUNT | 1301 | 1003 | 000 | 000 | 550.00 |
| | ELECTORAL BOARD AND OFFICIALS | | 1301 | 1006 | 000 | 002 | 1,180.00 |
| | ELECTORAL BOARD AND OFFICIALS | | 1301 | 3010 | 000 | 000 | 954.60 |
| | ELECTORAL BOARD AND OFFICIALS | | 1301 | 5204 | 000 | 000 | 100.00 |
| | ELECTORAL BOARD AND OFFICIALS | | 1301 | 5506 | 000 | 000 | 81.00 |
| | TRANSFERS/CONTINGENCY | | 9301 | 5890 | 000 | 000 | (2,865.60) |
| 12/8/2017 | SHERIFF | TO COVER EXPENSES | 3102 | 5402 | 000 | 000 | (55.00) |
| | SHERIFF | | 3102 | 5801 | 000 | 000 | 55.00 |
| 12/11/2017 | COUNTY ADMINISTRATION | POSITION REALLOCATION | 1201 | 1001 | 000 | 001 | 69,889.11 |
| | COUNTY ADMINISTRATION | | 1201 | 1001 | 000 | 002 | (16,004.84) |
| | COUNTY ADMINISTRATION | | 1201 | 1001 | 000 | 021 | (46,627.67) |
| | COUNTY ADMINISTRATION | | 1201 | 2005 | 000 | 000 | (7,256.60) |
| 12/12/2017 | SHERIFF | TO PURCHASE VESTS THAT ARE EXPIRED & NEW POSITION | 3102 | 5413 | 000 | 000 | (8,475.00) |
| | SHERIFF | | 3102 | 5410 | 000 | 000 | 8,475.00 |
| 12/14/2017 | REASSESSMENT/BOARD OF ASSESSORS | DUES | 1210 | 3007 | 000 | 000 | (300.00) |
| | REASSESSMENT/BOARD OF ASSESSORS | | 1210 | 5801 | 000 | 000 | 300.00 |
| 12/27/2017 | TREASURER | REMOTE ACCESS TO DMV KIOSK | 1213 | 5401 | 000 | 000 | (50.00) |
| | TREASURER | | 1213 | 3005 | 000 | 000 | 50.00 |
| 12/27/2017 | MANAGEMENT INFORMATION SYSTEMS | SUPPLEMENT PHONE LINE ITEM | 1222 | 5401 | 000 | 000 | (140.00) |
| | MANAGEMENT INFORMATION SYSTEMS | | 1222 | 5204 | 000 | 000 | 140.00 |
| 12/27/2017 | INSPECTIONS | TO COVER EXPENSES IN PRINTING STICKERS FOR INSPECTIONS | 3401 | 4003 | 000 | 002 | (1,000.00) |
| | INSPECTIONS | | 3401 | 3006 | 000 | 000 | 1,000.00 |
| 12/27/2017 | INSPECTIONS | TO COVER MAINTENANCE ON SCANNERS | 3401 | 3004 | 000 | 002 | (276.88) |
| | INSPECTIONS | | 3401 | 3004 | 000 | 001 | 276.88 |
| 12/30/2017 | TREASURER | SALARY INCREASE 12/17 | 1213 | 3002 | 000 | 002 | (6,424.00) |
| | TREASURER | | 1213 | 1001 | 000 | 002 | 6,424.00 |
| | ANIMAL SHELTER | | 4305 | 5101 | 000 | 000 | (537.29) |
| | ANIMAL SHELTER | | 4305 | 5413 | 000 | 000 | (537.30) |
| | ANIMAL SHELTER | | 4305 | 1001 | 000 | 006 | 1,074.59 |
| 1/8/2018 | SHERIFF | TO COVER EXPENSES | 3102 | 5401 | 000 | 000 | (1,800.00) |
| | SHERIFF | | 3102 | 3010 | 000 | 000 | 1,800.00 |
| 1/8/2018 | SHERIFF | TO COVER EXPENSES FOR THE MONTH OF DECEMBER 2017 | 3102 | 5409 | 000 | 000 | (1,000.00) |
| | SHERIFF | | 3102 | 5410 | 000 | 000 | 1,000.00 |
| | SHERIFF | | 3102 | 5409 | 000 | 000 | (1,500.00) |
| | SHERIFF | | 3102 | 5410 | 000 | 001 | 1,500.00 |

County of Frederick
 General Fund
 December 31, 2017

| ASSETS | FY18
<u>12/31/17</u> | FY17
<u>12/31/16</u> | Increase
(Decrease) |
|------------------------------------|-----------------------------|-----------------------------|------------------------------------|
| Cash and Cash Equivalents | 46,788,841.54 | 46,945,847.53 | (157,005.99) *A |
| Petty Cash | 1,555.00 | 1,555.00 | 0.00 |
| Receivables: | | | |
| Taxes, Commonwealth, Reimb. P/P | 3,468,797.20 | 3,519,494.09 | (50,696.89) |
| Streetlights | 1,211.09 | 1,458.78 | (247.69) |
| Miscellaneous Charges | 54,868.41 | 21,526.36 | 33,342.05 |
| Due from Fred. Co. San. Auth. | 657,083.23 | 734,939.23 | (77,856.00) |
| Prepaid Postage | 4,351.66 | 3,498.53 | 853.13 |
| GL controls (est.rev / est. exp) | <u>(16,425,148.68)</u> | <u>(9,066,936.21)</u> | <u>(7,358,212.47)</u> (1) Attached |
| TOTAL ASSETS | <u>34,551,559.45</u> | <u>42,161,383.31</u> | <u>(7,609,823.86)</u> |
| LIABILITIES | | | |
| Performance Bonds Payable | 1,188,847.76 | 1,074,066.96 | 114,780.80 |
| Taxes Collected in Advance | 497,932.48 | 1,108,304.54 | (610,372.06) *B |
| Deferred Revenue | <u>3,525,429.97</u> | <u>3,543,697.32</u> | <u>(18,267.35)</u> *C |
| TOTAL LIABILITIES | 5,212,210.21 | 5,726,068.82 | (513,858.61) |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrance General Fund | 715,196.38 | 410,698.57 | 304,497.81 (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 | 17,501.27 | 17,386.10 | 115.17 |
| Animal Shelter | 1,091,175.27 | 335,530.02 | 755,645.25 |
| Sheriff's Reserve | 1,000.00 | 0.00 | 1,000.00 |
| Proffers | 4,160,177.57 | 3,261,503.96 | 898,673.61 (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>21,474,594.86</u> | <u>30,533,374.54</u> | <u>(9,058,779.68)</u> (4) Attached |
| TOTAL EQUITY | <u>29,339,349.24</u> | <u>36,435,314.49</u> | <u>(7,095,965.25)</u> |
| TOTAL LIAB. & EQUITY | <u>34,551,559.45</u> | <u>42,161,383.31</u> | <u>(7,609,823.86)</u> |

NOTES:

*A Cash decrease includes an increase in revenue, expenditures, 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 includes overpayment of \$866,394.30 in the previous year.

*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 | 172,209,964 | 160,158,908 | 12,051,056 |
| Appropriations | (84,594,267) | (71,047,663) | (13,546,604) |
| Est.Tr.to Other fds | (104,756,042) | (98,588,879) | (6,167,162) |
| Encumbrances | 715,196 | 410,699 | 304,498 |
| | (16,425,149) | (9,066,936) | (7,358,212) |

(2) Purchase Orders Outstanding 12/31/17

| DEPARTMENT | Amount | |
|-------------------------|-------------------|---|
| County Office Buildings | 22,447.73 | Install (2) Heat Pumps CAB |
| Fire & Rescue | 36,649.72 | Uniforms |
| | 11,100.00 | Radio Prevention Maintenance |
| | 6,300.00 | Digital Dispatch License Fee |
| Information Technology | 2,030.61 | (100) Sprint IPADS With Lighting Adapters for F&R |
| Inspections | 27,404.60 | 2018 Chevrolet Colorado |
| Parks | 8,000.00 | Frederick Heights Park Design |
| | 14,339.69 | Event Shirts |
| | 1,560.77 | Supplies/ Arts & Crafts |
| | 80,710.30 | Outdoor Gym & Installation Sherando |
| | 6,310.74 | Wall Showers Clearbrook Park |
| | 7,496.00 | Sherando Pool Gate Repair |
| Public Safety | 330,000.00 | Radio Console Upgrade |
| Sheriff | 6,164.50 | Ammunition |
| | 6,240.00 | Electronic Summons Software |
| | 2,825.00 | Body Armor Carriers |
| | 5,276.64 | Combat Uniforms |
| | 5,288.00 | Uniforms |
| | 20,962.50 | (15) Protective Gear Kits |
| | 21,914.70 | Swat Riot Communication |
| | 24,752.50 | 2018 Dodge Charger |
| | 14,872.38 | Vest Carriers(48) |
| | 13,500.00 | 1985 Hendrickson Fire Truck & Repairs |
| | 39,050.00 | 2017 Chevrolet Tahoe |
| Total | 715,196.38 | |

| (3)Proffer Information | SCHOOLS | PARKS | FIRE & RESCUE | Designated Other Projects | TOTAL |
|------------------------|--------------|-----------|---------------|---------------------------|--------------|
| Balance 12/31/17 | 1,958,914.05 | 80,415.29 | 363,485.63 | 1,757,362.60 | 4,160,177.57 |

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 12/31/17

| (4) Fund Balance Adjusted | |
|------------------------------------|----------------------|
| Ending Balance 12/31/17 | 37,891,921.62 |
| Revenue 12/17 | 79,126,801.09 |
| Expenditure 12/17 | (40,687,492.25) |
| Transfers 12/17 | (54,856,635.60) |
| 12/17 Adjusted Fund Balance | 21,474,594.86 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2017

| REVENUES: | <u>Appropriated</u> | FY18
12/31/2017
<u>Actual</u> | FY17
12/31/2016
<u>Actual</u> | YTD
Actual
<u>Variance</u> |
|--|------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| General Property Taxes | 117,080,093.00 | 51,453,139.22 | 46,606,161.90 | 4,846,977.32 (1) |
| Other local taxes | 35,717,875.00 | 11,214,649.75 | 11,105,609.76 | 109,039.99 (2) |
| Permits & Privilege fees | 2,004,806.00 | 1,062,366.11 | 1,091,851.39 | (29,485.28) (3) |
| Revenue from use of money
and property | 203,241.40 | 413,541.47 | 174,037.19 | 239,504.28 (4) |
| Charges for Services | 3,076,558.00 | 1,419,637.97 | 1,465,560.68 | (45,922.71) |
| Miscellaneous | 588,252.37 | 380,058.51 | 825,233.66 | (445,175.15) |
| Recovered Costs | 1,559,454.00 | 841,921.02 | 931,128.59 | (89,207.57) (5) |
| Proffers | | 690,852.32 | 939,247.52 | (248,395.20) (5) |
| Intergovernmental: | | | | |
| Commonwealth | 10,941,384.32 | 11,640,839.72 | 11,216,429.46 | 424,410.26 (6) |
| Federal | 1,038,299.82 | 9,795.00 | 25,541.00 | (15,746.00) (7) |
| Transfers | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 172,209,963.91 | 79,126,801.09 | 74,380,801.15 | 4,745,999.94 |
|
 | | | | |
| EXPENDITURES: | | | | |
| General Administration | 12,135,525.57 | 7,026,272.96 | 5,992,485.75 | 1,033,787.21 |
| Judicial Administration | 2,709,881.55 | 1,256,908.88 | 1,260,851.62 | (3,942.74) |
| Public Safety | 40,683,517.16 | 20,073,829.59 | 17,686,582.61 | 2,387,246.98 |
| Public Works | 6,794,105.80 | 2,159,239.59 | 2,274,222.73 | (114,983.14) |
| Health and Welfare | 9,520,883.00 | 4,153,337.90 | 3,903,002.38 | 250,335.52 |
| Education | 76,320.00 | 38,160.00 | 39,409.50 | (1,249.50) |
| Parks, Recreation, Culture | 7,707,012.04 | 3,306,539.14 | 3,173,361.37 | 133,177.77 |
| Community Development | 4,028,049.03 | 2,673,204.19 | 641,609.13 | 2,031,595.06 |
| TOTAL EXPENDITURES | 83,655,294.15 | 40,687,492.25 | 34,971,525.09 | 5,715,967.16 (8) |
|
 | | | | |
| OTHER FINANCING SOURCES (USES): | | | | |
| Operating transfers from / to | 105,695,014.82 | 54,856,635.60 | 48,537,086.25 | 6,319,549.35 (9) |
|
 | | | | |
| Excess (deficiency)of revenues & other
sources over expenditures
& other uses | (17,140,345.06) | (16,417,326.76) | (9,127,810.19) | 7,289,516.57 |
|
 | | | | |
| Fund Balance per General Ledger | | 37,891,921.62 | 39,661,184.73 | (1,769,263.11) |
|
 | | | | |
| Fund Balance Adjusted to reflect
Income Statement 12/31/17 | | 21,474,594.86 | 30,533,374.54 | (9,058,779.68) |

| (1)General Property Taxes | FY18 | FY17 | Increase/Decrease |
|--------------------------------------|------------|------------|-------------------|
| Real Estate Taxes | 27,956,242 | 25,179,564 | 2,776,678 |
| Public Service Current Taxes | 1,402,899 | 1,197,789 | 205,110 |
| Personal Property | 21,395,961 | 19,587,524 | 1,808,437 |
| Penalties and Interest | 535,847 | 503,888 | 31,959 |
| Credit Card Chgs./Delinq.Advertising | (27,381) | (17,589) | (9,792) |
| Adm.Fees For Liens&Distress | 189,571 | 154,986 | 34,585 |
| | 51,453,139 | 46,606,162 | 4,846,977 |

(2) Other Local Taxes

| | | | |
|-----------------------------|----------------------|----------------------|-------------------|
| Local Sales and Use Tax | 4,697,581.87 | 4,567,575.80 | 130,006.07 |
| Communications Sales Tax | 418,112.79 | 428,129.38 | (10,016.59) |
| Utility Taxes | 1,351,671.82 | 1,408,271.70 | (56,599.88) |
| Business Licenses | 1,052,577.86 | 1,043,777.17 | 8,800.69 *1 |
| Auto Rental Tax | 46,996.47 | 50,934.47 | (3,938.00) |
| Motor Vehicle Licenses Fees | 470,667.63 | 411,597.15 | 59,070.48 |
| Recordation Taxes | 838,697.68 | 865,656.23 | (26,958.55) |
| Meals Tax | 2,024,859.31 | 2,007,057.50 | 17,801.81 *2 |
| Lodging Tax | 294,011.30 | 302,157.78 | (8,146.48) *2 |
| Street Lights | 15,363.02 | 16,312.58 | (949.56) |
| Star Fort Fees | 4,110.00 | 4,140.00 | (30.00) |
| Total | 11,214,649.75 | 11,105,609.76 | 109,039.99 |

(3)Permits&Privileges

| | | | |
|-------------------------------|---------------------|---------------------|--------------------|
| Dog Licenses | 19,139.00 | 22,592.00 | (3,453.00) |
| Land Use Application Fees | 6,325.00 | 5,450.00 | 875.00 |
| Transfer Fees | 1,714.27 | 1,740.60 | (26.33) |
| Development Review Fees | 243,007.00 | 184,121.00 | 58,886.00 |
| Building Permits | 567,052.26 | 678,767.66 | (111,715.40) *3 |
| 2% State Fees | 7,804.58 | 12,733.73 | (4,929.15) |
| Electrical Permits | 61,054.00 | 47,521.00 | 13,533.00 |
| Plumbing Permits | 10,294.00 | 12,044.40 | (1,750.40) |
| Mechanical Permits | 53,899.00 | 46,932.00 | 6,967.00 |
| Sign Permits | 4,925.00 | 3,425.00 | 1,500.00 |
| Permits Commercial Burning | 100.00 | 100.00 | - |
| Blasting Permits | 195.00 | 135.00 | 60.00 |
| Land Disturbance Permits | 86,157.00 | 75,739.00 | 10,418.00 |
| Septic Haulers Permit | - | 300.00 | (300.00) |
| Residential Pump and Haul Fee | 500.00 | 50.00 | 450.00 |
| Transfer Development Rights | 200.00 | 200.00 | - |
| Total | 1,062,366.11 | 1,091,851.39 | (29,485.28) |

(4) Revenue from use of

| | | | |
|--------------|-------------------|-------------------|-------------------|
| Money | 383,091.37 | 150,838.96 | 232,252.41 |
| Property | 30,450.10 | 23,198.23 | 7,251.87 |
| Total | 413,541.47 | 174,037.19 | 239,504.28 |

*1 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.

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

*3 There were a greater number of commercial building permits issued last year for the same time period. Commercial permits generally have higher values than home building permits. Another factor is that a rush of home building permits were issued in the last quarter of FY2017 which caused a brief lull in FY2018.

| (5) Recovered Costs | FY18 | FY17 | Increase/Decrease |
|--------------------------------------|--------------|--------------|-------------------|
| | 12/31/2017 | 12/31/2016 | |
| Recovered Costs Treasurer's Office | 32,772.00 | 33,861.00 | (1,089.00) |
| Worker's Comp | - | 550.00 | (550.00) |
| Purchasing Card Rebate | 156,281.56 | 161,675.29 | (5,393.73) |
| Recovered Costs -IT/GIS | 27,261.00 | 20,000.00 | 7,261.00 |
| Recovered Costs-F&R Fee Recovery | 101,177.06 | 145,574.24 | (44,397.18) |
| Recovered Cost Fire Companies | 94,182.34 | 120,674.40 | (26,492.06) |
| Recovered Costs Sheriff | 11,125.00 | - | 11,125.00 |
| Reimbursement Circuit Court | 5,244.61 | 4,811.27 | 433.34 |
| Reimb.Public Works/Planning Clean Up | 1,283.68 | 2,590.00 | (1,306.32) |
| Clarke County Container Fees | 24,891.95 | 36,358.16 | (11,466.21) |
| City of Winchester Container Fees | 22,428.48 | 31,412.25 | (8,983.77) |
| Refuse Disposal Fees | 53,092.37 | 57,568.45 | (4,476.08) |
| Recycling Revenue | 44,664.76 | 37,211.44 | 7,453.32 |
| Container Fees Bowman Library | 926.36 | 936.32 | (9.96) |
| Litter-Thon/Keep VA Beautiful Grant | - | 750.00 | (750.00) |
| Restitution Victim Witness | - | 7,031.92 | (7,031.92) |
| Reimb.of Expenses Gen.District Court | 14,846.53 | 18,188.85 | (3,342.32) |
| Reimb.Task Force | 26,529.62 | 27,300.83 | (771.21) |
| Reimb. Elections | - | 5,460.29 | (5,460.29) |
| Westminster Canterbury Lieu of Tax | 18,651.80 | 13,967.40 | 4,684.40 |
| Grounds Maint.Frederick Co.Schools | 142,671.65 | 135,347.57 | 7,324.08 |
| Comcast PEG Grant | 43,292.00 | 41,389.00 | 1,903.00 |
| Fire School Programs | 11,288.00 | 17,155.00 | (5,867.00) |
| Clerks Reimbursement to County | 5,094.36 | 4,629.08 | 465.28 |
| Reimb. Sheriff | 4,215.89 | 6,685.83 | (2,469.94) |
| Subtotal Recovered Costs | 841,921.02 | 931,128.59 | (89,207.57) |
| Proffer Lynnehaven | 3,378.31 | 47,296.34 | (43,918.03) |
| Proffer Redbud Run | 32,270.00 | 83,902.00 | (51,632.00) |
| Proffer Canter Estates | 57,231.58 | 53,143.61 | 4,087.97 |
| Proffer Village at Harvest Ridge | - | 12,312.00 | (12,312.00) |
| Proffer Southern Hills | 127,660.00 | 44,190.00 | 83,470.00 |
| Proffer Snowden Bridge | 416,621.43 | 422,508.57 | (5,887.14) |
| Proffer Meadows Edge Racey Tract | - | 241,728.00 | (241,728.00) |
| Proffer Cedar Meadows | 53,691.00 | 34,167.00 | 19,524.00 |
| Subtotal Proffers | 690,852.32 | 939,247.52 | (248,395.20) |
| Grand Total | 1,532,773.34 | 1,870,376.11 | (337,602.77) |

*1

*1

*1

*1 Timing of the receipt of payments.

| (6) Commonwealth Revenue | 12/31/17 | 12/31/16 | |
|------------------------------------|---------------|---------------|-------------------|
| | FY18 | FY17 | Increase/Decrease |
| Motor Vehicle Carriers Tax | 22,886.25 | 26,854.52 | (3,968.27) |
| Mobile Home Titling Tax | 54,528.49 | 79,829.01 | (25,300.52) |
| Recordation Taxes | 187,177.20 | 186,735.96 | 441.24 |
| P/P State Reimbursement | 6,526,528.18 | 6,526,528.18 | - |
| Shared Expenses Comm.Atty. | 228,328.33 | 223,415.73 | 4,912.60 |
| Shared Expenses Sheriff | 1,027,896.59 | 966,624.53 | 61,272.06 |
| Shared Expenses Comm.of Rev. | 91,613.47 | 88,899.29 | 2,714.18 |
| Shared Expenses Treasurer | 53,671.72 | 66,962.28 | (13,290.56) |
| Shared Expenses Clerk | 195,692.75 | 203,366.32 | (7,673.57) |
| Public Assistance Grants | 2,536,509.94 | 2,348,122.49 | 188,387.45 |
| Litter Control Grants | 14,774.00 | 15,152.00 | (378.00) |
| 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 | 14,220.85 | 13,450.55 | 770.30 |
| Sheriff State Grants | - | 9,927.01 | (9,927.01) |
| State Grant Emergency Services | 15,925.00 | - | 15,925.00 |
| Sheriff State Grants | 36,207.35 | - | 36,207.35 |
| JJC Grant Juvenile Justice | 64,180.00 | 64,180.00 | - |
| Rent/Lease Payments | 115,528.52 | 134,209.86 | (18,681.34) |
| Spay/Neuter Assistance State | 134.90 | 187.78 | (52.88) |
| Wireless 911 Grant | 29,144.98 | 28,854.33 | 290.65 |
| State Forfeited Asset Funds | 17,584.42 | 13,177.82 | 4,406.60 |
| Victim Witness-Commonwealth Office | 71,475.96 | - | 71,475.96 |
| F&R OEMS Reimbursement | 127.50 | 289.80 | (162.30) |
| Total | 11,640,839.72 | 11,216,429.46 | 424,410.26 |

*1

*2

*1 Five positions were added . Two of the positions funded from the State (Match rate of 84.50%).

DSS became fiscal agent of Foster Parent Training that was two positions the State gave us and additional \$30,600(match rate of 84.50%) Additionally one position by the county with a 29% State match.

*2 Timing--FY17 funds received in FY18

County of Frederick

General Fund

December 31, 2017

| (7) Federal Revenue | FY18 | FY17 | Increase/Decrease |
|-----------------------------------|----------|-----------|-------------------|
| Housing Illegal Aliens-Federal | - | 9,803.00 | (9,803.00) |
| Federal Forfeited Assets | 1,549.17 | - | 1,549.17 |
| Federal Funds Sheriff | 6,423.36 | 9,263.00 | (2,839.64) |
| Federal Forfeited Assets Treasury | 1,822.47 | 6,475.00 | (4,652.53) |
| Total | 9,795.00 | 25,541.00 | (15,746.00) |

(8) Expenditures

Expenditures increased \$5,715,967.16. **General Administration** increased \$1,066,787.21 and includes an increase of \$428,491 for the Children’s Services transfer due to increased expenses. **Public Safety** increased \$2,387,246.98 and reflects the year to date increase of \$1,176,481.10 in salaries and fringe benefits for the Sheriff and Fire and Rescue. This increase was impacted by staff turnover, position reclassifications and additional positions. Additionally, the contributions to the Volunteer Fire Departments and the Ambulance and Rescue Services increased \$347,799.01 and includes \$200,136.02 in proffer funds to Stephens City Fire and Rescue for payment of construction of an Ancillary Building. The local contribution to the Jail increased \$70,907.25 over the previous year. Community Development reflects the \$2 million increase in transfers to the Economic Development Authority for EDA incentives. The Transfers increased \$6,319,549.35. See chart below:

| (9) Transfers Increased \$6,319,549.35 | FY18 | FY17 | Increase/Decrease |
|---|---------------|---------------|-------------------|
| Transfer to School Operating | 40,951,338.87 | 39,093,518.88 | 1,857,819.99 *1 |
| Transfer to Debt Service Schools | 7,986,237.50 | 7,986,237.50 | - |
| Transfer to Debt Service County | 1,525,259.37 | 1,492,545.86 | 32,713.51 *2 |
| Operational Transfers | 70,179.86 | (35,215.99) | 105,395.85 *3 |
| Debt Contingency | 4,323,620.00 | - | 4,323,620.00 *4 |
| Total | 54,856,635.60 | 48,537,086.25 | 6,319,549.35 |

*1 Increase in School Operating FY18 includes C/F \$1,032,255.77 for School Encumbrances, \$285,003.55 grant funds received during FY17 for specific purposes, \$997,264.55 represents unspent FY17 funds to be spent on buses, and \$38,636,815 for half the School Operating. FY17 includes \$903,813.48 C/F School Encumbrances, \$670,618.90 C/F School Operating, and \$37,519,086.50 for half the School Operating.

*2 Payments include the Bowman Library, Millwood Station, Roundhill, 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
 December 31, 2017

| ASSETS | FY2018
<u>12/31/2017</u> | FY2017
<u>12/31/2016</u> | Increase
<u>(Decrease)</u> |
|--|-----------------------------|-----------------------------|-------------------------------|
| Cash | 8,776,390.97 | 8,820,121.81 | (43,730.84) *1 |
| GL controls(est.rev/est.exp) | <u>(1,003,200.50)</u> | <u>(809,750.48)</u> | <u>(193,450.02)</u> |
| TOTAL ASSETS | <u>7,773,190.47</u> | <u>8,010,371.33</u> | <u>(237,180.86)</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 | 15,961.60 | 71,853.94 | (55,892.34) |
| | <u>5,249,981.87</u> | <u>5,543,512.39</u> | <u>(293,530.52) *2</u> |
| TOTAL EQUITY | <u>5,265,943.47</u> | <u>5,615,366.33</u> | <u>(349,422.86)</u> |
| TOTAL LIABILITY & EQUITY | <u>7,773,190.47</u> | <u>8,010,371.33</u> | <u>(237,180.86)</u> |

NOTES:

*1 Cash decreased \$43,730.84. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance decreased \$293,530.52. 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 \$1,646,348.10.

| Current Unrecorded Accounts Receivable- | <u>FY18</u> |
|--|-------------------|
| Prisoner Billing: | 25,696.11 |
| Compensation Board Reimbursement 12/17 | <u>478,754.97</u> |
| Total | 504,451.08 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 12/31/2017

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

| REVENUES: | <u>Appropriated</u> | FY2018
12/31/17
<u>Actual</u> | FY2017
12/31/16
<u>Actual</u> | YTD Actual
<u>Variance</u> |
|---|----------------------|-------------------------------------|-------------------------------------|-------------------------------|
| Credit Card Probation | - | 43.76 | 68.05 | (24.29) |
| Interest | | 20,902.98 | 7,373.04 | 13,529.94 |
| Supervision Fees | 72,435.00 | 15,043.00 | 15,094.62 | (51.62) |
| Drug Testing Fees | 1,000.00 | 103.45 | 100.00 | 3.45 |
| Work Release Fees | 379,828.00 | 141,077.63 | 154,830.51 | (13,752.88) |
| Federal Bureau Of Prisons | 0.00 | 110.00 | 1,263.28 | (1,153.28) |
| Local Contributions | 7,730,746.00 | 4,570,527.75 | 5,242,225.32 | (671,697.57) |
| Miscellaneous | 7,500.00 | 1,656.68 | 20,580.57 | (18,923.89) |
| Phone Commissions | 336,000.00 | 91,607.53 | 107,631.42 | (16,023.89) |
| Food & Staff Reimbursement | 75,000.00 | 29,207.68 | 20,620.67 | 8,587.01 |
| Elec.Monitoring Part.Fees | 110,000.00 | 34,155.07 | 43,539.10 | (9,384.03) |
| Share of Jail Cost Commonwealth | 1,400,000.00 | 326,160.60 | 348,291.51 | (22,130.91) |
| Medical & Health Reimb. | 75,000.00 | 31,837.48 | 32,046.25 | (208.77) |
| Shared Expenses CFW Jail | 5,250,000.00 | 2,086,294.38 | 2,223,104.38 | (136,810.00) |
| State Grants | 276,233.00 | 64,092.00 | 79,751.00 | (15,659.00) |
| Local Offender Probation | 247,636.00 | 69,832.00 | 68,316.00 | 1,516.00 |
| Bond Proceeds | 0.00 | 0.00 | 2,197.44 | (2,197.44) |
| Transfer From General Fund | 5,394,459.00 | 4,045,844.25 | 3,974,934.00 | 70,910.25 |
| TOTAL REVENUES | 21,355,837.00 | 11,528,496.24 | 12,341,967.16 | (813,470.92) |
| EXPENDITURES: | 22,374,999.10 | 9,882,148.14 | 9,807,357.80 | 74,790.34 |
| Excess(Deficiency)of revenues over expenditures | | 1,646,348.10 | 2,534,609.36 | (888,261.26) |
| 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 12/31/17 | | 5,249,981.87 | 5,543,512.39 | (293,530.52) |

County of Frederick
Fund 12 Landfill
December 31, 2017

| ASSETS | FY2018
12/31/17 | FY2017
12/31/16 | Increase
(Decrease) |
|-----------------------------------|----------------------|----------------------|------------------------|
| Cash | 37,157,395.82 | 34,198,160.32 | 2,959,235.50 |
| Receivables: | | | |
| Accounts Receivable | | | |
| Fees | 533,200.46 | 659,276.26 | (126,075.80) *1 |
| Accounts Receivable Other | 2,273.44 | 1,813.10 | 460.34 |
| 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) | (2,871,762.00) | (1,687,631.76) | (1,184,130.24) |
| TOTAL ASSETS | 52,663,215.09 | 50,761,508.59 | 1,901,706.50 |
| 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 | 2,273.44 | 1,813.10 | 460.34 |
| TOTAL LIABILITIES | 12,968,839.84 | 12,727,475.55 | 241,364.29 |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrances | 386,396.00 | 802,572.64 | (416,176.64) *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 | 29,449,537.25 | 27,373,018.40 | 2,076,518.85 *4 |
| TOTAL EQUITY | 39,694,375.25 | 38,034,033.04 | 1,660,342.21 |
| TOTAL LIABILITY AND EQUITY | 52,663,215.09 | 50,761,508.59 | 1,901,706.50 |

NOTES:

*1 Landfill receivables decreased \$126,075.80. Landfill fees at 12/17 were \$463,335.25 compared to \$559,840.99 at 12/16 for a decrease of \$96,505.74. Delinquent fees at 12/17 were \$69,865.21 compared to \$60,844.67 at 12/16 for an increase of \$9,020.54.

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

*3 The encumbrance balance at 12/31/17 was \$386,396.00. Included in this balance is a 2017 CAT 963K track loader for \$334,679 and a 2017 Ford Super Duty F-450 at a cost of \$51,717.

*4 Fund balance increased \$2,076,518.85. 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 \$2,131,454.80 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
 December 31, 2017

| FUND 12 LANDFILL
REVENUES | Appropriated | FY2018 | FY2017 | YTD |
|---|---------------------|----------------------|----------------------|-----------------------|
| | | 12/31/17
Actual | 12/31/16
Actual | Actual
Variance |
| Credit Card Charges | 0.00 | 1,845.80 | 1,838.53 | 7.27 |
| Interest on Bank Deposits | 75,000.00 | 72,604.30 | 34,208.66 | 38,395.64 |
| Salvage and Surplus | 0.00 | 80,089.51 | 57,229.40 | 22,860.11 |
| Sanitary Landfill Fees | 5,920,000.00 | 2,950,140.66 | 2,776,455.80 | 173,684.86 |
| Charges to County | 0.00 | 268,547.35 | 254,722.61 | 13,824.74 |
| Charges to Winchester | 0.00 | 69,949.32 | 111,383.16 | (41,433.84) |
| Tire Recycling | 110,000.00 | 124,957.49 | 65,259.15 | 59,698.34 |
| Reg. Recycling Electronics | 66,000.00 | 24,301.00 | 26,129.00 | (1,828.00) |
| Greenhouse Gas Credit Sales | 10,000.00 | 4,918.95 | 0.00 | 4,918.95 |
| Miscellaneous | 48,000.00 | 178.00 | 3,218.96 | (3,040.96) |
| 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 | 89,808.12 | 107,568.10 | (17,759.98) |
| Landfill Gas To Electricity | 287,293.00 | 159,885.85 | 180,168.62 | (20,282.77) |
| Waste Oil Recycling | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 6,734,695.00 | 3,847,226.35 | 3,618,181.99 | 229,044.36 |
| Operating Expenditures | 4,951,853.00 | 1,618,557.17 | 1,514,930.12 | 103,627.05 |
| Capital Expenditures | 5,041,000.00 | 97,214.38 | 1,547,985.71 | (1,450,771.33) |
| TOTAL Expenditures | 9,992,853.00 | 1,715,771.55 | 3,062,915.83 | (1,347,144.28) |
| Excess(deficiency)of revenue over expenditures | | 2,131,454.80 | 555,266.16 | 1,576,188.64 |
| Fund Balance Per General Ledger | | 27,318,082.45 | 26,817,752.24 | 500,330.21 |
| FUND BALANCE ADJUSTED | | 29,449,537.25 | 27,373,018.40 | 2,076,518.85 |

County of Frederick, VA
Report on Unreserved Fund Balance
January 11, 2018

Unreserved Fund Balance, Beginning of Year, July 1, 2017 **44,544,519**

Prior Year Funding & Carryforward Amounts

| | | |
|--|-------------|--|
| C/F forfeited asset funds | (209,066) | |
| 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 | (272,300) | |
| 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) | |
| | (2,772,643) | |

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) | |
| Return unspent FY17 VJCCCA funds | (18,896) | |
| Stephenson Convenience Site | (330,537) | |
| (3) Sheriff's Deputies & equipment | (266,507) | |
| PT to FT COR position | (11,466) | |
| FY17 School surplus for buses | (997,265) | |
| EDA incentive - NFCU | (2,000,000) | |
| | (3,879,954) | |

Fund Balance, January 11, 2018 **37,891,922**

C



TO: Human Resources Committee and Board of Supervisors
FROM: Becky A. Merriner, HR Director
DATE: January 19, 2018
SUBJECT: HR Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 9:00 a.m. on Friday, January 19, 2018.

HR Committee members present were: Chairman. Blaine Dunn, Board of Supervisor, and citizen members Don Butler, Beth Lewin, and Dorrie Greene. Others present were: Kris Tierney, County Administrator; Jay Tibbs, Deputy County Administrator; Erin Swisshelm, Assistant County Attorney; DeLois Blevins, HR Manager; Cheryl Shiffler, Director of Finance; Jennifer Place, Budget Analyst; C. William Orndoff, Jr., Treasurer; Sharon Kibler, Assistant Finance Director; Ellen Murphy, Commissioner of the Revenue; Jane Anderson, Commissioner of the Revenue Chief Deputy/Real Estate Supervisor; Scott Varner, Director of Information Technology; Patrick Fly, GIS Manager; and Mike Ruddy, Director of Planning.

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

1. Fiscal Year 2018-2019 Requests for New Positions

- a. Commissioner of the Revenue
 - i. Assessor I
 - ii. Account Clerk I

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of both positions requested by the Commissioner of the Revenue. The motion was approved unanimously

- b. Information Technology
 - i. GIS Technician

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of the GIS Technician position requested by the Director of Information Technology. The motion was approved unanimously.

2. Employee of the Month (February), see attached.

The Committee reviewed the attached employee of the month for February. Upon a motion by Beth Lewin, seconded by Dorrie Green, the Committee recommended approval; the motion was approved unanimously. Officer Charles Simpson will be recognized at the Board of Supervisors meeting on February 14th.

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

1. **HR Quarterly Reports** (July –December), see attached.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, February 9, 2018 at 9:00 am.

Respectfully submitted,

Human Resources Committee

Blaine P. Dunn, Chairman

Robert W. Wells,

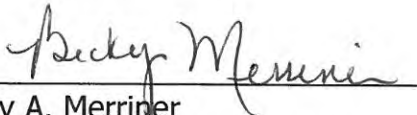
J. Douglas McCarthy

Don Butler

Beth Lewin

Dorrie Greene

BY:



Becky A. Merriner

Director of Human Resources

Frederick County HR Committee Members

| Name | Contact | Position and Term |
|---------------------|--|------------------------------|
| Blaine P. Dunn | 115 Bedford Drive
Winchester, VA 22602
Phone: 540-665-8006
E-mail: bdunn@fcva.us | Chairman
2018 (Dec) |
| Robert Wells | 5114 Laura Drive
Stephens City, VA 22655
Phone: 540-869-1168
Cell: 540-539-3555
E-mail: rwells@fcva.us | Board Member
2018 (Dec) |
| J. Douglas McCarthy | 302 W. Boscawen St
Winchester, VA 22601
Phone: 540-535-8632
E-mail: dmccarthy@fcva.us | Board Member
2018 (Dec) |
| Don Butler | 120 Buccaneer Court
Stephenson, VA 22656
Phone: 540-722-4188
Cell: 540-539-0279
Office: 540-722-4500
E-mail: don@vpgwinchester.com | Citizen Member
2018 (Dec) |
| Dorrie R. Greene | 121 Fairfax Drive
Stephens City, VA 22655
Cell: 540-664-6070
Home: 540-869-3732
Fax: 540-678-4319
E-mail: dgreene2@su.edu | Citizen Member
2018 (Dec) |
| Beth Lewin | 189 Tyler Drive
Clearbrook, VA 22624
Phone: 540-667-3731
E-mail: blewin@carrollcon.com | Citizen Member
2018 (Dec) |

Frederick County Human Resource Committee Meeting Dates – 2018

(Meeting are held in the First Floor Conference Room – 107 N. Kent Street from 9:00 am – 10:00 am)

January 19, 2018

February 9, 2018

March 9, 2018

April 13, 2018

May 11, 2018

June 8, 2018

July 13, 2018

August 10, 2018

September 14, 2018

October 12, 2018

November 9, 2018

December 14, 2018

Frederick County Board of Supervisor's

Human Resources Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Human Resources Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and three (3) citizen members as appointed by the Chairman of the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to promote programs, policies, and practices that attract and retain qualified employees.

II. Purpose

The primary function of the Committee is to assist the Board in fulfilling its oversight responsibilities by reviewing and evaluating the human resources programs, policies, and procedures of the County. The Committee's primary duties and responsibilities are as follows:

- To serve as an independent and objective party to monitor the human resources programs and policies of the County.
- To review and appraise the County's efforts to attract and retain a qualified and productive employee workforce.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for human resources shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

Human Resources

Review and advise the Board of Supervisors and senior management of the County with respect to human resources initiatives, policies and procedures, including activities relating to recruiting, retention and training of employees, as well as employee relations in general.

Compensation Plan Review

Prepare, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives.

Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

Review the unclassified compensation plans to ensure that the County attracts, retains and rewards qualified Directors and other key employees, and that their interests are aligned with the long-term interests of the County. Report the results of such review to the Board of Supervisors.

Staffing Plan Review

Prepare, review, and recommend the County's staffing strategy to ensure that the County is adequately staffed to support of the County's goals in providing outstanding service to its citizens and aligned with the long-term interests of the County.

Review and recommend staffing plans and guidelines to recommend any action by the Committee to the Board of Supervisors for final approval.

Health and Welfare Plans

Review and approve the major benefit plans and programs of the County to ensure that they support the County's objectives. Report the results of such review and any recommended action by the Committee to the Board of Supervisors.

Compliance Review

Obtain advice and assistance from internal or external accounting, legal or other consultants to provide advice to the Committee on matters under its purview, including an annual independent review of the County's compensation and benefit plans and programs. The Committee shall recommend to the Board the fees and terms of engagement of those rendering external advice to the Committee.

Review annually the County's results and compliance with employee grievances and equal opportunity claims, and report the results of such review to the Board of Supervisors.

Other Duties Related to Review, Reports and Improvement Procedures

Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.

Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.

Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.



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

MEMORANDUM

TO: Human Resources Committee
Becky Merriner, HR Director

CC: Cheryl Shiffler, Finance Director

FROM: Ellen Murphy, Commissioner of the Revenue *E. Murphy*

DATE: January 8, 2018

RE: Requests in FY 19 Budget for Two Additional Positions

According to the U.S. Census Bureau, the population of Frederick County was as follows:

- 78,305 in 2010,
- 81,319 in 2013, and
- 84,421 as of July 1, 2016.

The projected population is 97,192 by the year 2020.

As a result of the County's population and economic growth, the need for additional staff has likewise substantially grown. The Commissioner of the Revenue's office would be best positioned to meet the County's needs with the hiring of at least one additional full-time Assessor I and one additional full-time Account Clerk I at this time.

Assessor I

The first request is for another full-time Assessor I in the Real Estate Department to be paid through the Reassessment Budget 1210. Such Assessor I position is requested with a starting salary of \$46,888.00 and fringe benefits of \$20,762.46 for a total cost of \$67,650.46.

By way of background, in 2010, the Real Estate Department had 11 full-time positions. Despite the increased population and resultant real estate-related duties, the Department currently is down to 10 full-time positions as follows:

- 1 Chief Administrator (also Chief Deputy)
- 1 GIS Analyst / Land Use Coordinator / Mapper / Tech Staffer (Surface Pros)
- 3 Assessor II
- 1 Assessor I
- 2 Data Collector
- 1 Administrative Assistant
- 1 Data Entry

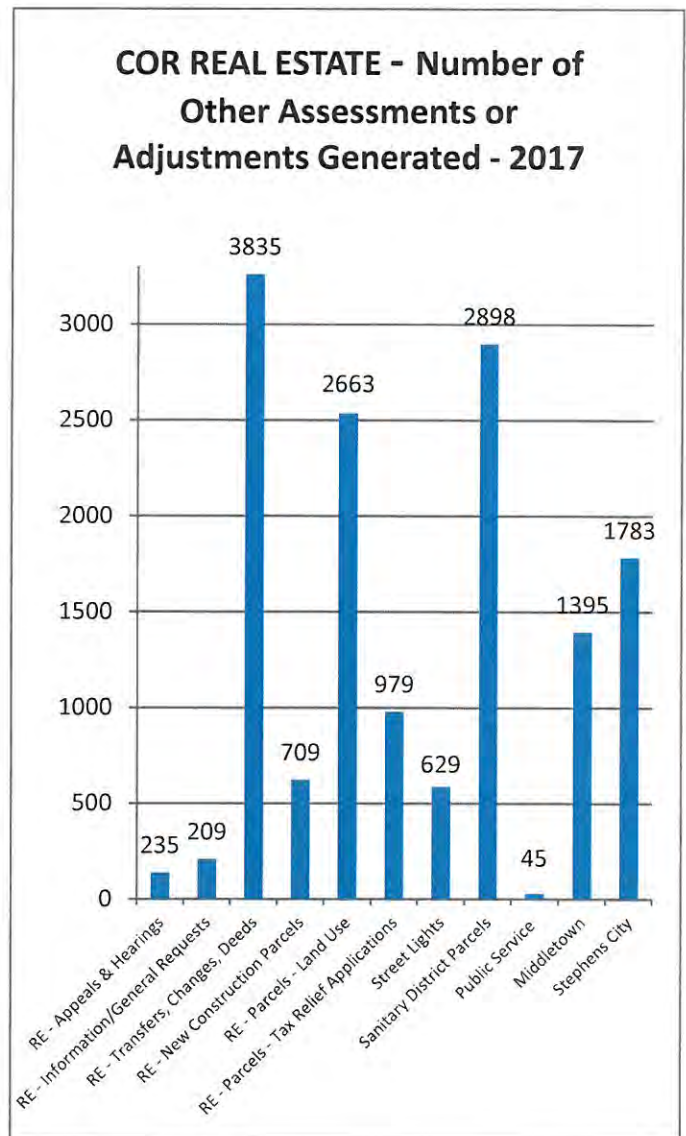
We now conduct reassessments on a 2-year cycle rather than the previous 4-year cycle, which does not allow for any lead time to keep other duties and responsibilities current. The reality of it is that the Real Estate Department could use additional staff, but we are only requesting one Assessor at this time.

Real estate taxation is the single most important source of revenue for Frederick County.

| NET VALUE OF RE ASSESSMENTS OR ADJUSTMENTS | | |
|---|-----------------|-----------------|
| | 2016 | 2017 |
| Real Estate Parcels Assessed (Taxable) | \$8,512,165,383 | \$9,420,197,066 |
| Real Estate Parcels Assessed (Exempt) | \$903,678,600 | \$983,510,700 |
| Sanitary District Parcels | \$128,323,760 | \$87,732,300 |
| Public Service Parcels | \$349,045,738 | \$399,810,922 |
| Public Service Personal Property at RE Rate | \$2,435,598 | \$2,075,188 |

Such taxation is generally handled by a Commissioner of the Revenue office or Department of Finance in Virginia. More importantly, in most localities, Reassessment and Real Estate are two separate departments with separate staff and very discrete functions. However, in Frederick County, the entire Real Estate Department has concurrent duties involving:

- entire reassessment process from assessment to appeals and hearings
- new construction parcels
- supplementals
- land use deferral programs (agricultural, horticultural, forestry and open space) including compliance letters and forestry plans
- application of roll-back taxes for non-qualifying land use changes
- applications and triennial re-applications for tax exemption
- taxpayer inquiries
- tax map/GIS maintenance
- real estate record adjustments to reflect deed changes, transfers, surveys, ownership changes, transfer of development rights (TDRs) etc.
- four tax relief programs (elderly, disabled, 100% service connected disabled veterans, surviving spouses of armed forces members killed in action)
- sanitary district and public service property
- creating computer programs and check systems
- and, most recently, tax payment deferral program for elderly and disabled who qualify for the tax relief program



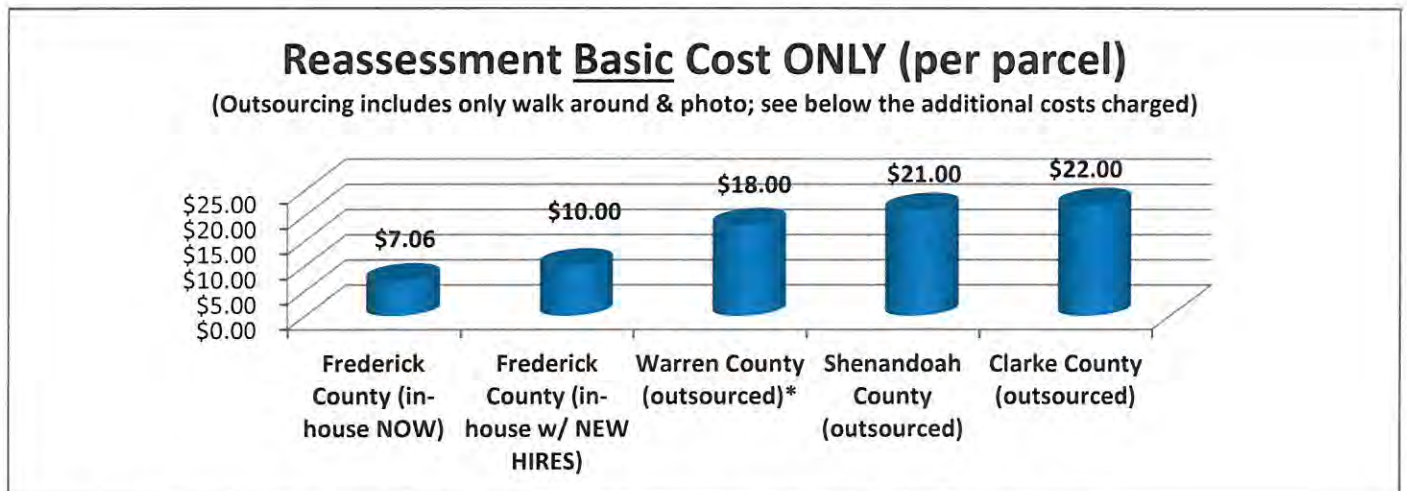
The Real Estate Department staff also review County building permits which reflect all significant construction activity to identify properties whose characteristics are likely to change in order to inspect them on a timely basis and update data accordingly. Changes are brought about by new construction, new parcels, remodeling, demolition and destruction. There were 486 new lots in 2017, and construction of new subdivisions at Madison Run II (Rt. 522), Freedom Manor LLC (Rt. 551), Commercial Tyson (Tyson Dr.), and Hiatt Run. In addition, issued building permits almost doubled in 2017 from the prior year and include such subdivisions as Lake Frederick and Snowden Bridge. Other subdivisions which have not had permits pulled in many years are also now being issued. Known recent increases to the real estate listings in the commercial and industrial sector are: Amazon, Navy Federal Credit Union, FBI, various fast food restaurants, numerous medical offices and facilities, and a new M1 project on Shady Elm. There is no end in sight for growth and construction.

The Real Estate Department conducts in-house reassessment of approximately **50,390 land parcels** in Frederick County every two years. The advantages of an in-house reassessment include:

- staff who are trained and familiar with the locality which results in a better quality assessment
- ensures properties are assessed uniformly and improves the outcome
- results in a cost savings to taxpayers
- maintains control of data including the ability to make adjustments
- taxpayer can contact assessor directly with questions

Some of the potential drawbacks of outsourcing a reassessment include:

- hired company may use untrained staff or data collectors with no RE background
- hired company's response not guaranteed to taxpayer inquiries
- hired company may use a different methodology which would be difficult for RE Department to explain to taxpayers
- lack of local control over data



*NOTE: Warren County only receives 1 photo, data, and other changes for the \$18.00 charge.

| | |
|---|---|
| <p>Additional costs of outsourcing that would be billed to us by outsourcing company:</p> <ul style="list-style-type: none"> • parcel keying • BOE hearings • Court costs/Appeals | <p>County would have to provide to outsourcing company out of our budget:</p> <ul style="list-style-type: none"> • space • postage • furniture & fixtures • current changes (adds & deletes) • field cards • maps • assistance on locations • prior data • recorded changes |
|---|---|

Using the same outsourcing rate paid by Shenandoah County, Frederick County's cost of an outsourced reassessment would be \$1,050,000.00 (50,000 parcels x \$21.00 per parcel). Using the same outsourcing rate paid by Clarke County, Frederick County's cost of an outsourced reassessment would be \$1,100,000.00 (50,000 parcels x \$22.00 per parcel).

The International Association of Assessing Officers (IAAO) is the internationally recognized leader and preeminent source for innovation, education and research in property appraisal, assessment administration, and property tax policy. IAAO suggests that the ratio of 1 full-time assessor for every 2500 parcels is an adequate staffing ratio. Per IAAO, the workload average is 1500-1700 parcels per employee for smaller jurisdictions, and 3000-3500 parcels per employee for larger jurisdictions. *However, for Frederick County, the actual workload average is 8300 parcels per employee (assessor/data collector).*

Mass appraisal requires complete and accurate data, effective valuation models, and appropriate management of resources. Properly administered reassessments result in a valuation system characterized by accuracy, uniformity, equity, and reliability. Correct values depend first and foremost on completeness and accuracy of property characteristics and market data and must be consistently collected to ensure this.

Therefore, the Real Estate Department staff must collect and maintain property characteristics data sufficient for classification and valuation. In order to accomplish this, staff must conduct a physical comprehensive door-to-door inspection of the land and exterior of all structures on every parcel in the County. Interior inspection may also be necessary.

The main features of an appraisal are the land, improvements, and location. Staff also observes conditions including the age and physical depreciation or other changes. They take photographs and measurements as well as record data and notations including:

- size and type of construction
- quality of every aspect of the property
- number of rooms and bathrooms
- square footage of structures
- flood plain, power lines and other noteworthy issues
- type of road, frontage
- quality of location (market area, submarket neighborhood, view of golf course, water frontage)
- secondary areas such as basements, garages, covered porches etc.
- outbuildings or other improvements such as barns, guest houses etc.

Upon completion of inspection, Real Estate Department staff must verify field sheet information with the owner or leave a door hanger notice indicating that they (a) have sufficient information to complete the assessment or (b) need additional information or verification from the taxpayer. Staff then key in the information to update the County's data as necessary and use various valuation tools to make an appraisal.

For commercial property, additional needed data includes any specialty rooms, income and lease information, costs and expenses, as well as sales information. Industrial property includes complex building changes, permanently attached equipment, and unusual features such as special utilities, tanks, and sizes.

With the increasing needs of the County as a result of its continuing population growth and renewed economic development, re-hiring an additional Assessor is needed and warranted in order to benefit the County.

Account Clerk I

This second request is for an Account Clerk I entry level position to be paid through the Commissioner of the Revenue budget 1209. Such an Account Clerk I position would start at \$30,602 base salary plus fringes of \$16,545.42 for a total cost of \$47,147.42.

This full-time position will require an applicant who can multi-task in a growing government operation by handling various projects and requests. The applicant will need to be able to use certain standard electronic equipment such as scanners, computers, fax machines, and printers.

The chart below reflects the amount of assessments created by the Business Division for various categories in 2013, 2015, and 2017. As you can see, the influx of more businesses from 2013 to 2017 has generated substantial increased income for the County. Additionally, this influx has also increased the amount of emails, telephone calls, walk-ins, and paperwork for the Commissioner's office. The Business Division processes or collects: business registration forms; annual BL renewal forms; zoning review forms; state contractor or tradesman license information; worker's compensation insurance forms; annual business equipment, M&T, processors, and leasing companies returns; declarations of idle machinery; applications from Event/Show/Festival sponsors and vendors; business closings; monthly consumer tax and lodging filings; quarterly short-term rental property filings; lists of subcontractors; gas utility and consumption tax remittance; and requests for extensions of filings.

| BUSINESS DIVISION | | | |
|---------------------------|-----------------------------|----------------|----------------|
| TYPE OF ASSESSMENT | AMOUNT OF ASSESSMENT | | |
| | 2013 | 2015 | 2017 |
| Business License | \$5,899,328.00 | \$6,633,697.48 | \$7,163,194.96 |
| Business Equipment | \$5,388,043.00 | \$5,846,662.41 | \$7,110,206.37 |
| Machinery & Tools | \$5,122,572.00 | \$6,571,006.14 | \$7,908,540.45 |
| Short-Term Rental | \$125,207.68 | \$190,624.79 | \$234,540.65 |
| Meals Tax | \$4,321,555.51 | \$4,562,879.18 | \$4,995,257.58 |
| Lodging Tax | \$450,798.63 | \$500,730.36 | \$671,746.86 |

| | | | |
|-------------|----------------|----------------|----------------|
| Utility Tax | \$3,107,609.00 | \$3,211,565.91 | \$3,624,957.02 |
|-------------|----------------|----------------|----------------|

The Commissioner’s Personal Property Division has to find and assess individual pieces of personal property including motorcycles, passenger vehicles, pick-up trucks, trailers, big trucks, motor homes, mobile homes, airplanes, and boats; adjust records to reflect the purchase, sale, disposal, or transfer of ownership of personal property; process move-ins and move-outs listed on weekly DMV reports; work up semi-annual DMV reports from neighboring jurisdictions for compliance; assess vehicle registration fees; apportion interstate trucks and trailers; verify and record all tax exempt property including for servicemembers and qualifying fire & rescue volunteers; confirm, balance, and post proration abatements; calculate and apply Personal Property Tax Relief percentage to vehicles; remove PPTRA for vehicles changing to business use; apply high mileage reduction or damage consideration; issue supplemental bills; and ensure compliance by investigating unlicensed, unregistered, and out-of-state vehicles.

| PERSONAL PROPERTY DIVISION - 2017 | |
|--|---------|
| Total Active Accounts | 152,803 |
| High Mileage Account Adjustments | 3,053 |
| Annual “Adds” from DMV Reports | 27,466 |
| Annual “Deletes” from DMV Reports | 20,427 |
| Other Account Adjustments | 2,500 |

The Business Division hired their most recent staff member in 2012 and the Personal Property Division’s was hired in 2013. From those dates until the present, there has been an incredible increase in telephone calls, mail, email and walk-ins that these Divisions must handle. Both Divisions also receive general inquires and must handle call backs that often result in the taxpayer being directed to another locality (Winchester City) or another County Department. Additionally, the documentation required from taxpayers or generated in response to making an account adjustment is vast.

Thus, this new position of an Account Clerk would be responsible for assisting with the mailing out of correspondence and address corrections, scanning a huge volume of business and personal property generated or received documents, returning certain standard telephone calls, working the window or business areas in the absence of personnel, filing/scanning documents requiring retention, and assisting with the distribution of documents or responses to other County offices. Also, the Account Clerk would be responsible for walking to the downtown Post Office for our daily mail collection, assisting with the opening of the mail (which could be anywhere from 1 envelope to 250 pieces of mail on a given day), and other general clerk type duties.

The availability of an Account Clerk I to take over some of the duties and responsibilities of current staff would enable staff to pursue: the creation and testing of technical programs to enhance the handling of accounts; discovery of business and personal property compliance using various methods including queries and outside resources (websites, DMV, Schedule C’s, tax registries, DPOR, ABC and SCC); and the creation of additional online programs to benefit our taxpayers.

The Department's accomplishments over the last several years with the current number of staff are to be commended. However, the continuation of too few staff will eventually affect our ability to serve the County. While understaffing may save money, it will have a negative impact in the long run. When fewer staff must work faster to handle the large volume of work, errors may increase. In addition, it lowers staff morale and job satisfaction, and adds stress to complete work and meet performance expectations. It also takes a toll on staff's mental and physical health. The end result is a turnover of staff and diminished quality of service to County residents. Overwork is a major factor in turnover but also the public is more challenging to serve as they become increasingly difficult regarding taxation issues.

I appreciate your consideration of this request to create and fund the additional Assessor I and Account Clerk I positions for the Commissioner of the Revenue's office.



COUNTY OF FREDERICK

Information Technologies
Patrick Fly, GIS Manager
pfly@co.frederick.va.us
Voice 540.722.8225

MEMO

To: Scott Varner, IT Director
From: Patrick Fly, GIS Manager
Subject: Additional GIS Tech
Date: January 8, 2018

GIS is requesting an additional entry level GIS Technician to help with the increased workload experienced by our current GIS staff and especially our GIS Technician responsible for managing our E-911 system. At the peak of building before the recession we had two additional staff members helping with this process. During the recession we lost those staff members and have not replaced those positions. This work was picked up by existing staff. As the economy has improved we have experienced a steady increase in the workload for staff. This is becoming more of an issue as we are now being contacted by other agencies wondering why things are taking so long.

Over the last 5 years requests for new addresses have steadily increased. When we are finally done with 2017, I anticipate we will reach or come very close to the 877 from 2016.

New Address Requests

| Year: | Total: |
|-------|--------|
| 2017 | 800* |
| 2016 | 877 |
| 2015 | 673 |
| 2014 | 477 |
| 2013 | 590 |

*Indicates a backlog of 120+ addresses for 2017

The next two tables taken together show the increase in plan reviews and new roads being added to the Frederick County E-911 system. We currently have 7 plans left from 2017 yet to review.

New Road Name Requests

| Year: | Total: |
|-------|--------|
| 2017 | 44 |
| 2016 | 56 |
| 2015 | 18 |
| 2014 | 7 |
| 2013 | 11 |

Plan Reviews

| Year: | Total: |
|-------|--------|
| 2017 | 36* |
| 2016 | 14 |
| 2015 | 5 |
| 2014 | 2 |
| 2013 | 7 |

*20 plans were received between Sept – Dec 2017

Not shown in these numbers is the time our GIS Tech spends in the field dealing with Addressing and Road Naming issues. As part of managing the E-911 system they often need to complete field visits to verify data received and resolve issues or questions they have with the information they receive or about the address issued. Although it is hard to estimate how much time the field work requires we estimate it to be approximately 15% - 20% of their time.

Other work done by our GIS Technician includes assisting with Citizen walk-in's requests. These are handled as they

arrive, between Sept 1st – Dec 31st we have had 40 walk-in requests. The time taken to handle these requests vary from request to request but on average we anticipate spending about 1.5 hrs. with the citizen in the office. More complicated walk in request can take several days to complete.

In addition to the every day work, the technician is also responsible for special projects that come up related to the Addressing and E-911 system. An example of such a project is the US Census LUCA project. This work is mandated by federal law and directly affects the County. This project will kick off in Feb – March, once started we have 3 months to complete it. The Census estimates that it will take 1 technician full time between 4 – 6 weeks to complete the work. While this is going on we will be shifting other work to compensate, ultimately something is going to be affected.

Overall the GIS Technician is currently the busiest technician we have with 281 Helpdesk tickets between September 1st and December 31st. The GIS Technician has handled 87 more tickets than any other staff member. The requested additional GIS Technician would be used to relieve some of this workload. Allowing us to ensure we are delivering superior service to the citizens of Frederick County.

County of Frederick, Virginia

Position Details

Position Title: GIS Technician

Date Position Created:

Department: Information Technologies

Reports To: GIS Manager

Exempt Non-Exempt

Date Prepared: 1/8/2018

Prepared By: Patrick Fly

Range:

Grade:

Salary:

G/L Line Item: 040-010-012200-1001-000-???

Job Description

An employee in this job classification works in the County's IT Department and provides basic technical help and support to end users of IT Department supported COTS Geographic Information System (GIS); performs data entry and update of basic spatial data layers; creates basic map products; and assists with Managing the County E-911 Mapping system. Non-routine issues are referred to more senior GIS staff or GIS Manager for assistance or to handle as needed. Work is performed under the direction of the GIS Manager or other Senior GIS Staff as assigned.

Essential Functions

- Provides prompt and courteous service for all internal and external entities for GIS requests;
- Provides basic map and spatial data creation, utilizing latest GIS software and cartographic principles;
- Assists in the maintenance of the County's Geospatial information system;
- Responsible for assigning E-911 Addresses and Road names under direct supervision of senior GIS staff;
- Interprets engineering plans, plats, deeds to update spatial data layers;
- Verifies quality and accuracy of GIS data from various outside GIS data sources;
- Using GPS or other GIS field technologies collects and updates Geospatial data sets;
- Creates and maintains metadata for new and existing spatial data;
- Attends all scheduled trainings and meetings;
- Performs basic PC, Printer, and software maintenance in support of GIS;
- Performs all other duties as assigned.

Job Requirements:

Education: Minimum of an Associate Degree in Geography, GIS, Computer Science, or other closely related field; a Bachelors degree in Geography, GIS, Computer Science is preferred.

Experience: Any combination of Education and Experience Equivalent to four (4) years of relevant work experience, skills and abilities;

Knowledge/Skills:

Experience in general GIS operations; a working knowledge of ESRI ArcGIS desktop and mobile software, GPS technology, the current version of Microsoft Windows and database software; the ability to produce clean, tight, and communicative work; ability to understand and follow oral and written instructions; ability to create Geodatabases and spatial data for map requests; able to query and generate reports from spatial databases; able to become familiar with industry specific (911, Transportation, Zoning, Engineering) symbology and terminology; understanding of projections and coordinate systems; working understanding of Metadata standards and the ability to create and use metadata; able to process tasks from conception through production within deadlines, while prioritizing work flow; ability interpret engineering plans, plat maps, and legal descriptions to translate into usable information; can perform basic software and hardware installations and configuration; establish and maintain professional relationships with IT staff and department staff Countywide; excellent customer service skills, tact, and courtesy; ability to work independently or as a member of a team and recognize when to elevate issues for guidance or resolution; Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

Working Conditions:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted. Specific vision abilities required by this job include close vision for extended periods of viewing a computer screen or screens, distance vision, color vision, depth perception, and ability to adjust focus.

Supervisory Responsibilities:

| | |
|--|--|
| Number of Employees Supervised: 0 | Number of Subordinate Supervisors Reporting to Job: 0 |
|--|--|

Approvals:

| | |
|--------------------------------|-------|
| Department Director: | Date: |
| HR Director: | Date: |
| Finance Director: | Date: |
| County Administrator: | Date: |
| Board of Supervisors Approval: | Date: |



County of Frederick Employee of the Month Nomination Form

Received: (HR use)

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the County as a whole. Outstanding service includes job performance that clearly exceeds requirements. Nominations are not judged on how well you write. However, they are judged on the facts presented. Employee of the Month selection will be based on the following criteria:

1. Providing exceptional customer service.
2. Performing an act that is above and beyond normal duties.
3. Excellence in safe work practices.
4. Being innovative/creative.
5. Identifying areas of monetary savings to the County.
6. Cooperative effort between County departments.

Employee Name : Officer Charles Simpson Department: NRADC

Nomination Submitted By: Sergeant James Mullin Department: NRADC

Nominator's Signature: SGT MULLIN Digitally signed by SGT MULLIN Date: 2017.12.18 23:43:26 -05'00' Date: 12/28/2017

Describe the employee's accomplishments/contributions that were above and beyond the normal duties expected of their position. Include as much specific information as possible:

Officer Simpson has been employed with the Northwestern Regional Adult Detention Center for over 14 years and has extensive knowledge of the facility and the procedures it's run by. On Friday December 8, 2017 Officer Simpson was working in the facilities Special Management Unit. He was conducting his security rounds when he observed an inmate laying in his bunk and appeared to be sleeping. Officer Simpson took a few extra seconds to scan the area and discovered that the inmate was unresponsive and in possible need of medical assistance. He then called to get Nursing staff in the area and eventually assisted in getting the inmate to the medical department to be evaluated. The inmate had to be sent to the hospital and placed in the critical care unit to receive treatment. Due to Officer Simpson's diligence and utilizing his job experience the inmate received treatment and was returned back to the facility.

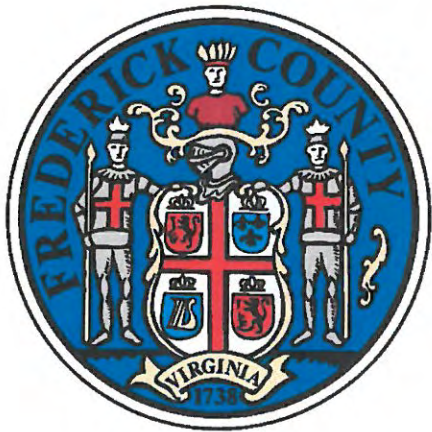
Explain how the employee provided outstanding and exceptional service through his/her work:

Describe the employee's recent achievement(s) that positively impacted the department (contribution to established goals, promoted cost-conscious or cost-cutting measures, etc.).

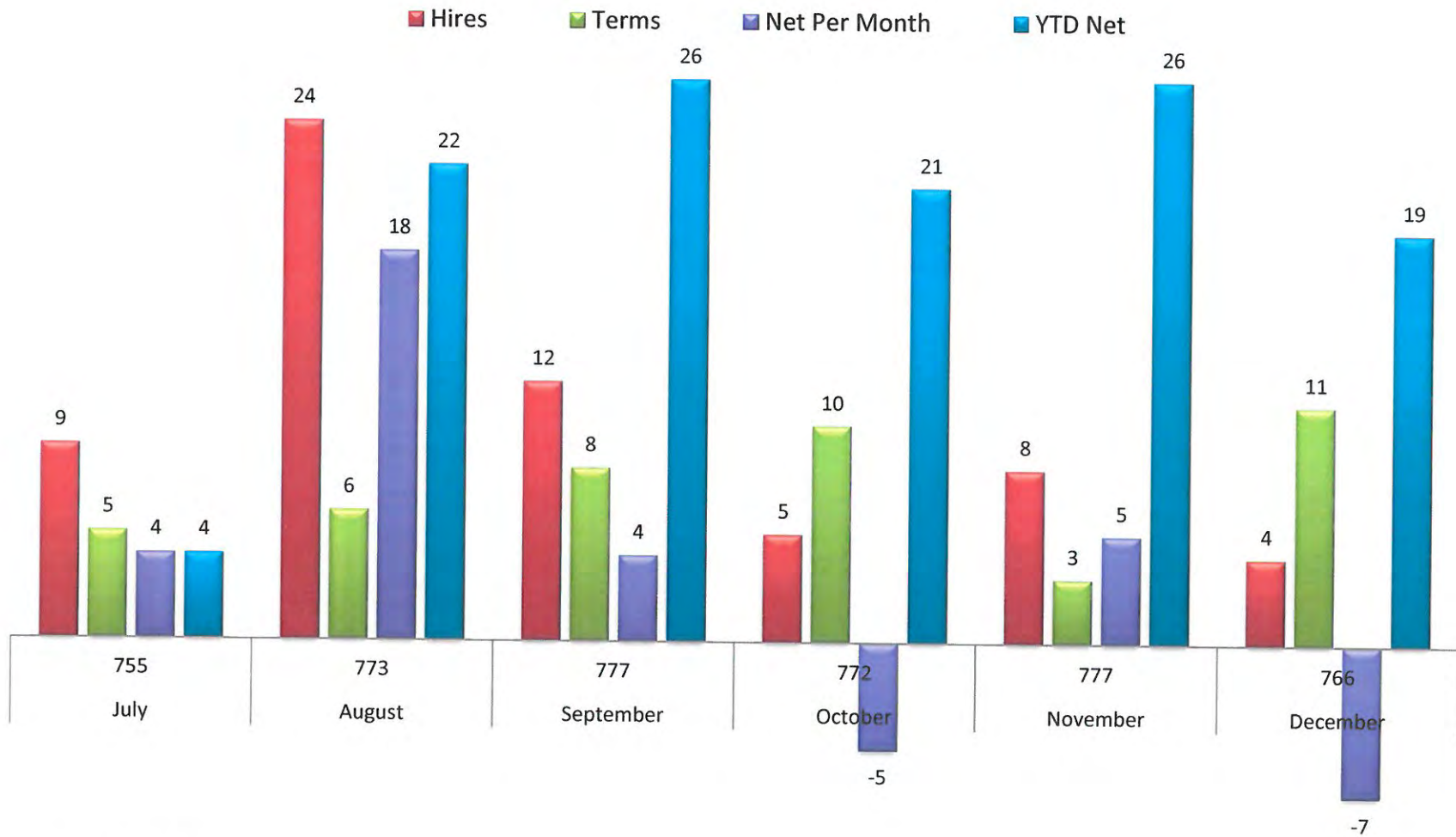


Human Resources Department FY18 Activity Charts

July 1, 2017- December 31, 2017



Employment Activity

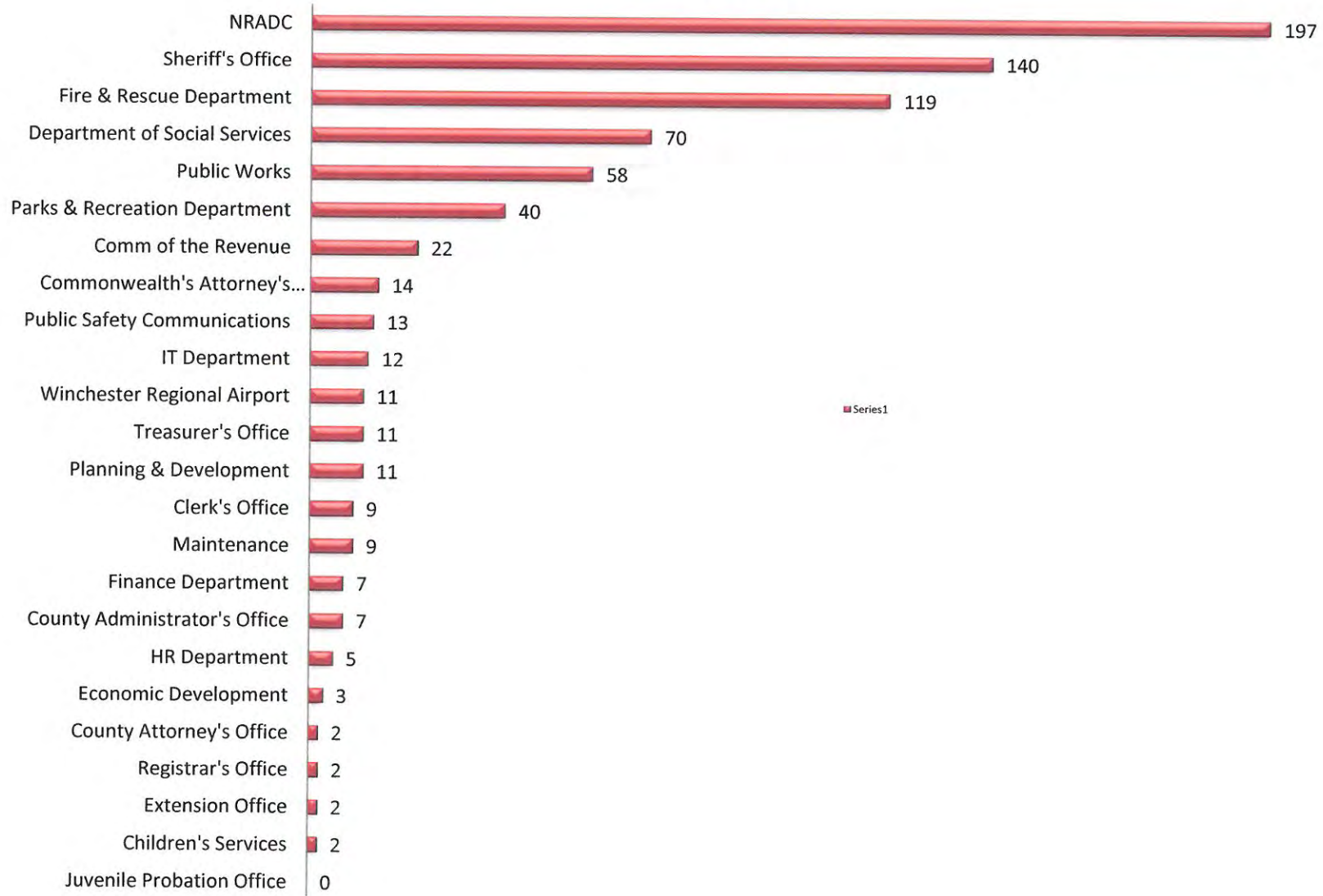


Headcount:

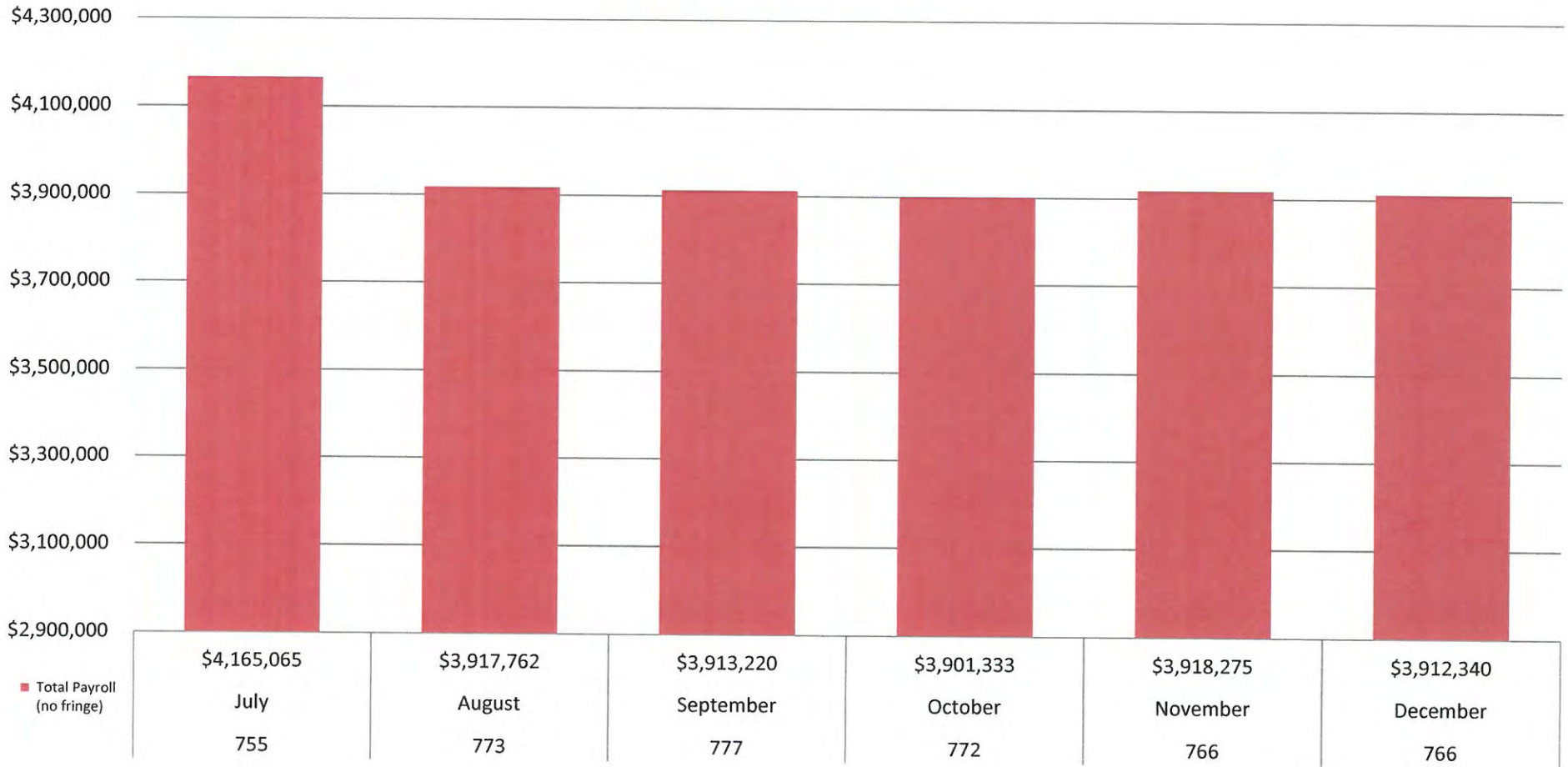
*2 positions approved

Current Headcount

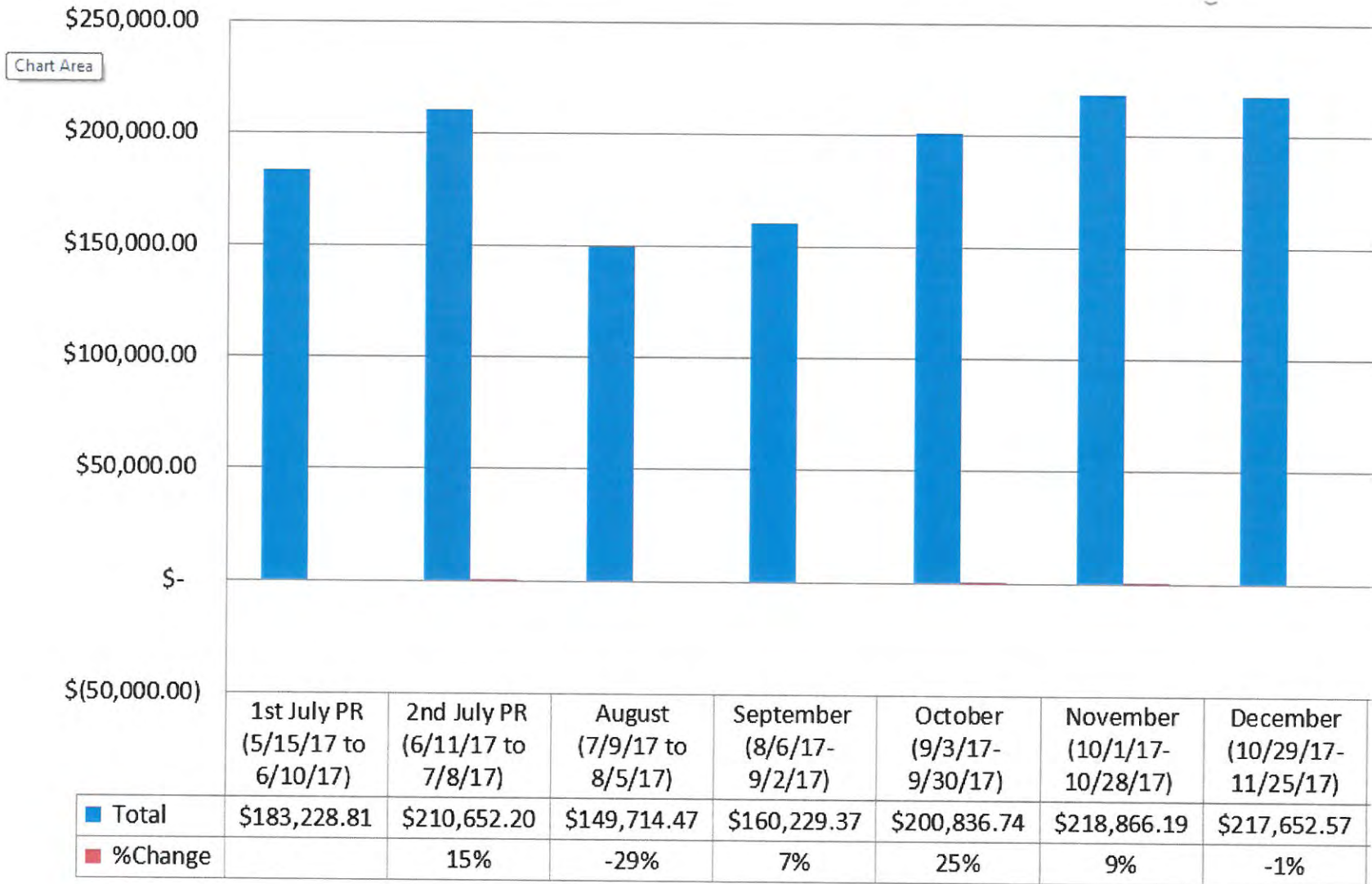
Total 766



Total Payroll per Month

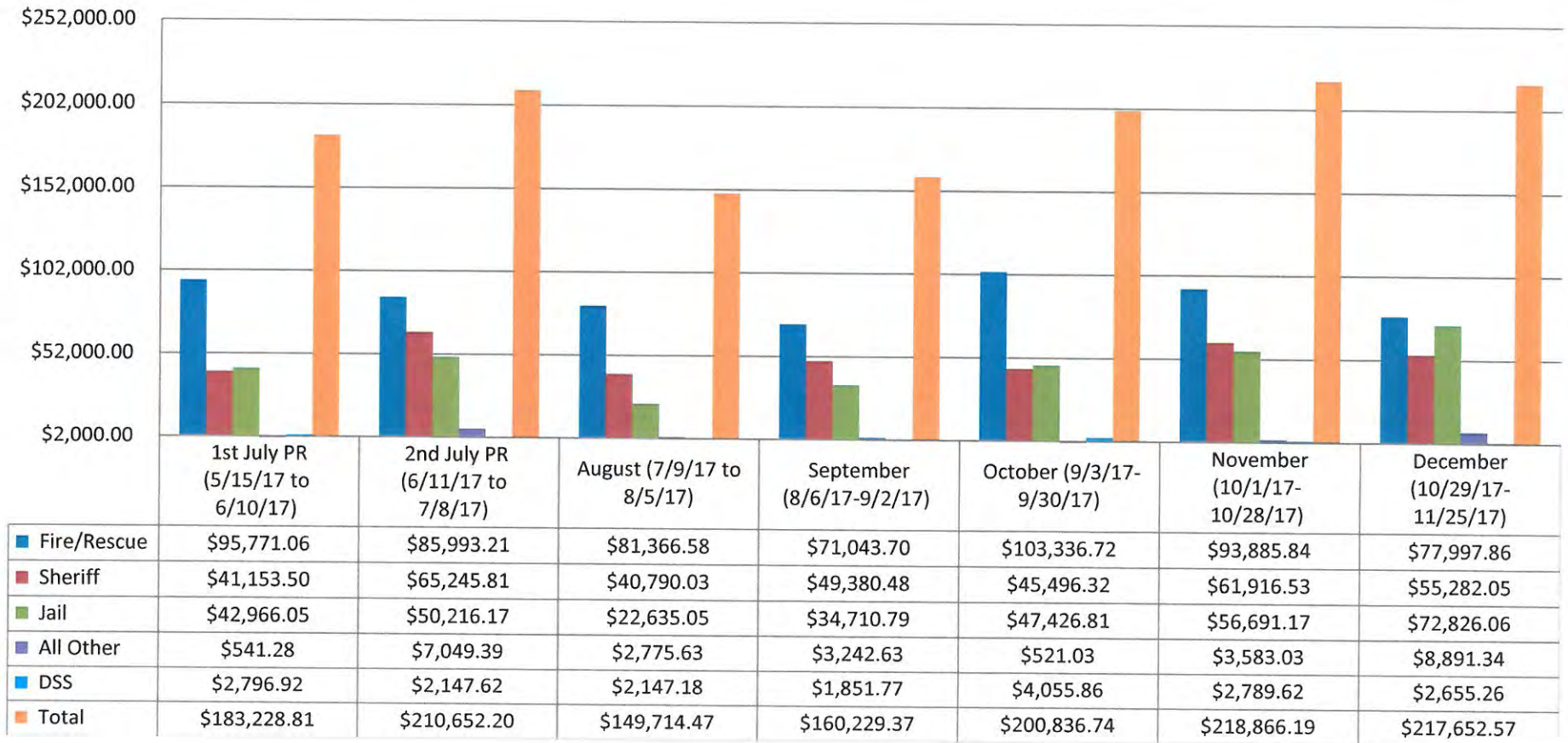


Overtime Totals



Overtime

Breakdown

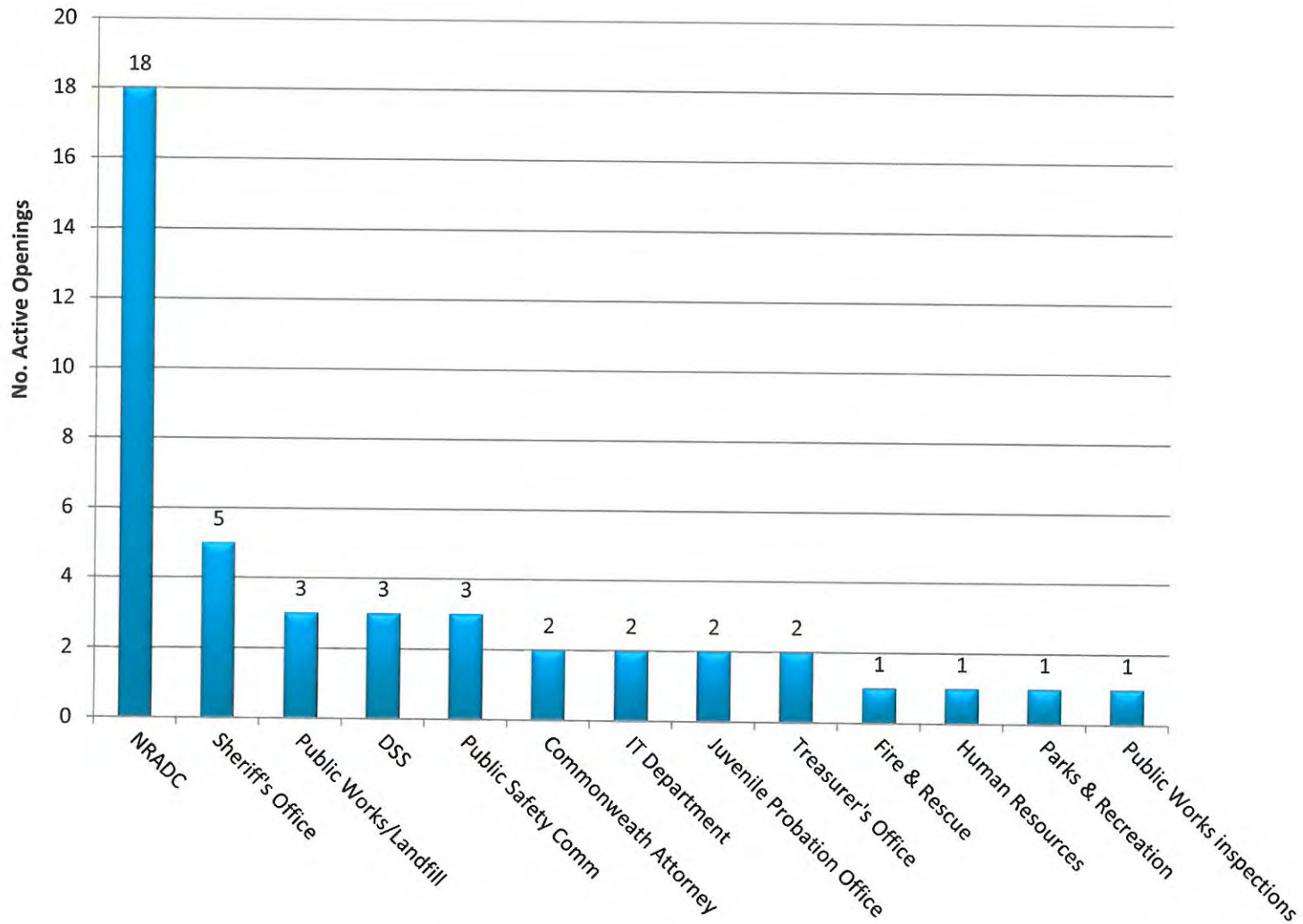


Position Allocation Chart

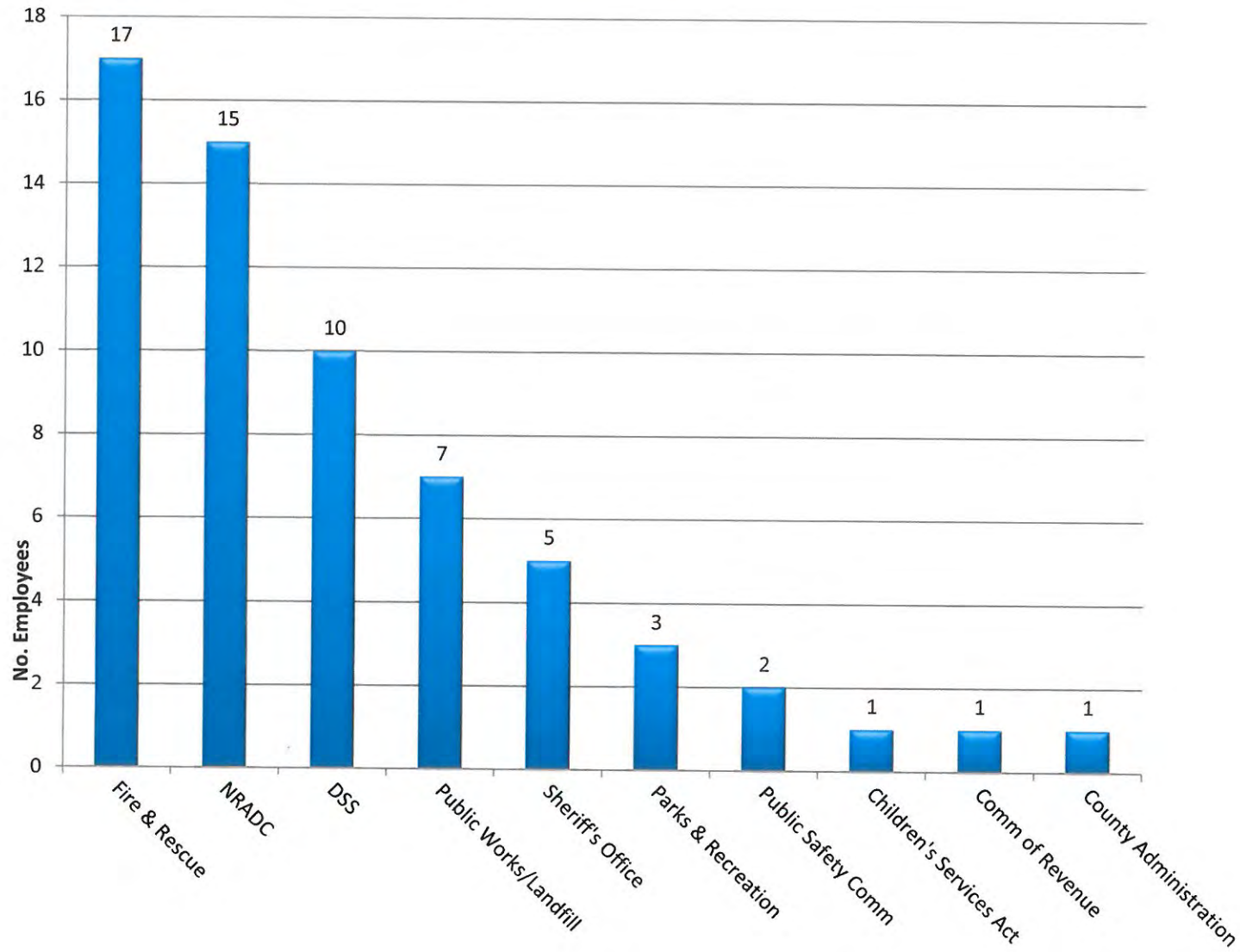
2017-2018

| Budget Dept # | Department | Total Position Allocation 2017- 2018 | 2017-2018 Funded | 2017-2018 Unfunded | Unfunded Positions approved BOS | |
|---------------|----------------------------------|--------------------------------------|------------------|--------------------|--|--|
| 2106 | Clerk's Office | 9 | 9 | | | |
| 1209 | Comm of the Revenue | 22 | 22 | | | |
| 2201 | Commonwealth's Attorney's Office | 15 | 13 | 2 | Legal Secretary & Asst. Commonwealth Attorney | |
| 2202 | Victim Witness | 3 | 3 | | | |
| 5671 | Children's Services | 2 | 2 | | | |
| 1201 | County Administrator's Office | 7 | 7 | | | |
| 1202 | County Attorney's Office | 3 | 3 | | | |
| 5316 | Department of Social Services | 73 | 72 | 1 | Family Services Worker II | |
| 8102 | Economic Development | 4 | 3 | 1 | Research Manager | |
| 8301 | Extension Office | 2 | 2 | | | |
| 1214 | Finance Department | 7 | 7 | | | |
| 3505 | Fire & Rescue Department | 140 | 120 | 20 | 14 Firefighters; 2 Training Officers, 1-Asst. Fire Marshall; 3-EMS Sprs. | *BOS approved funding for field personnel only FY18 Budget |
| 1203 | HR Department | 6 | 6 | | | |
| 1220 | IT Department | 14 | 14 | | | |
| 3303 | Juvenile Probation Office | 2 | 2 | | | |
| 4301 | Maintenance | 9 | 9 | | | |
| 3301 | NRADC | 204 | 204 | | | |
| 2109/2112 | NRADC/DCS | 12 | 12 | | | |
| 7104 | Parks & Recreation Department | 41 | 41 | | | |
| 8101 | Planning & Development | 12 | 11 | 1 | Planner | |
| 3506 | Public Safety Communications | 16 | 16 | | | |
| 4201 | Public Works/Administration | 4 | 4 | | | |
| 4305 | Public Works/Animal Shelter | 7 | 7 | | | |
| 3401 | Public Works/Inspections | 15 | 15 | | | |
| 4204 | Public Works/Landfill | 27 | 27 | | | |
| 4203 | Public Works/Recycling | 3 | 2 | 1 | Assistant Convenience Site Supervisor | |
| 8108 | Public Works/Shawneeland | 7 | 7 | | | |
| 1302 | Registrar's Office | 2 | 2 | | | |
| 3102 | Sheriff's Office | 152 | 144 | 8 | 7 Patrol Deputies; 1 Investigator | |
| 1213 | Treasurer's Office | 13 | 13 | | | |
| 8109 | Winchester Regional Airport | 11 | 11 | | | |
| | Grand Total | 844 | 810 | 34 | | |

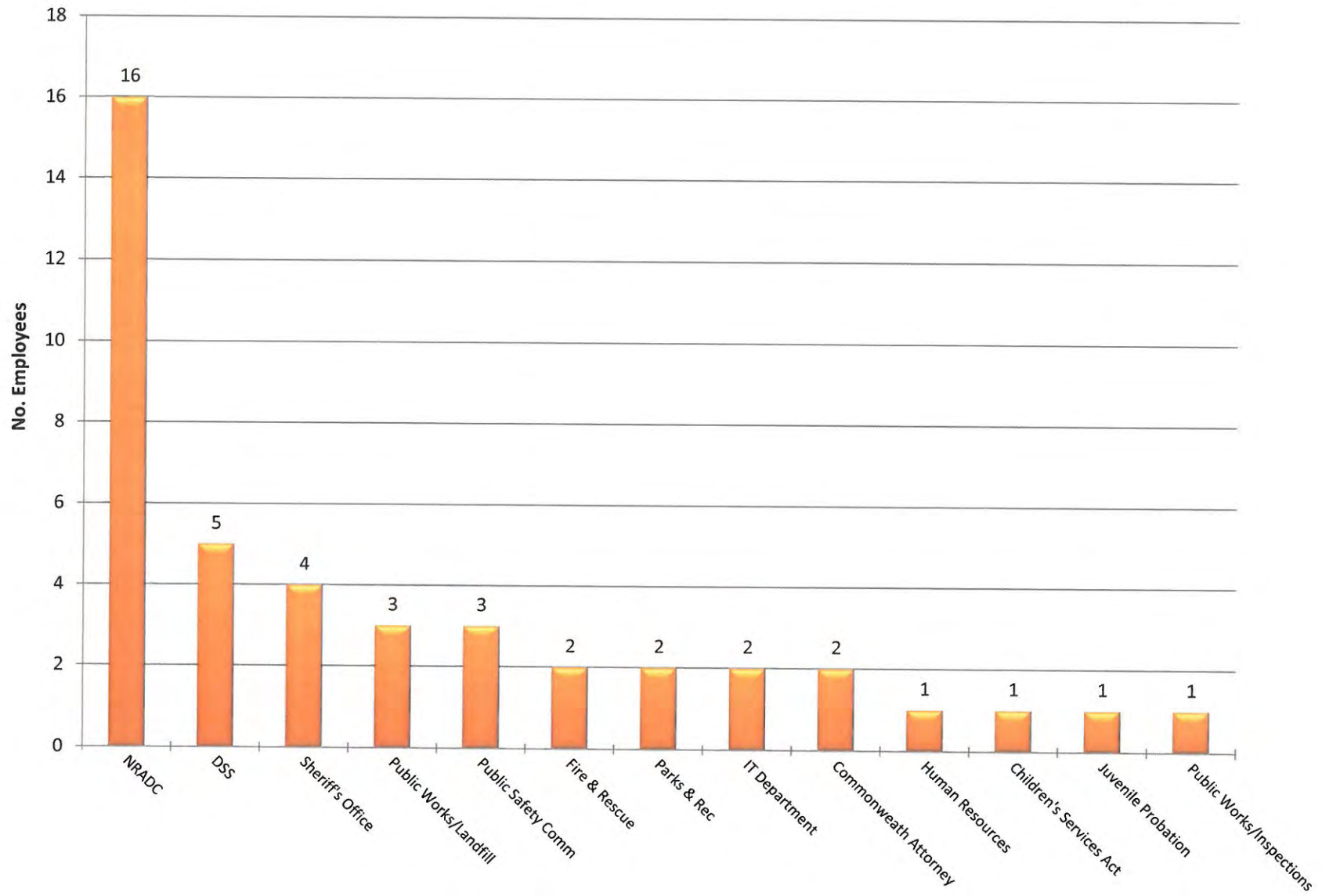
Current Openings



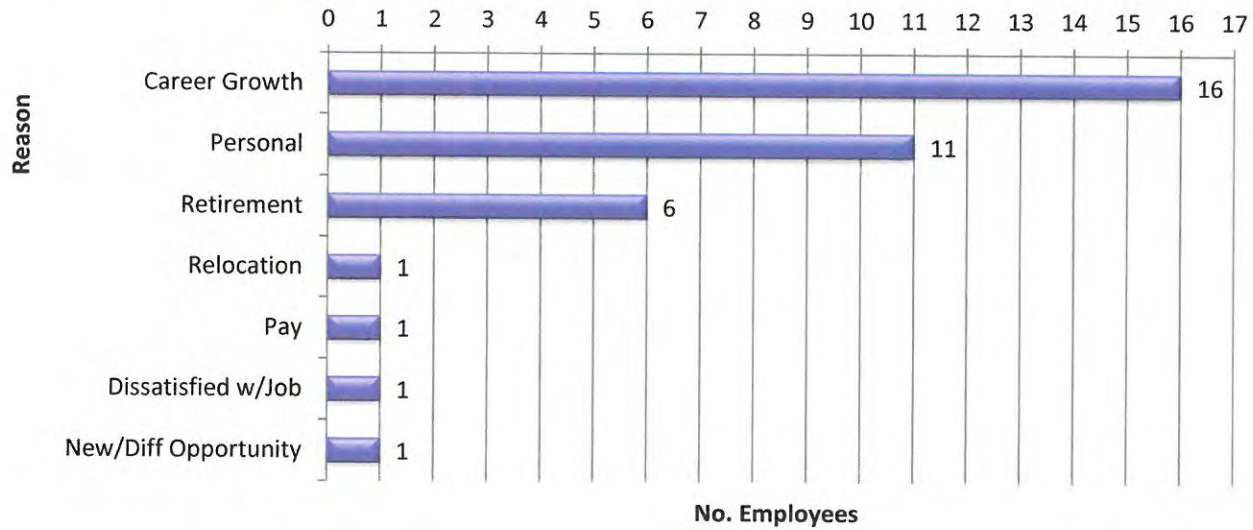
Hiring by Department



Terminations by Department



Voluntary Term Reasons



In-Voluntary Term Reasons



Employee Actions: December 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|--|-----------|-----------|-----------|-------------------|---------------|------|
| 10/General | | 3 | | | | |
| Fire & Rescue | | | | | 2 | |
| Sheriffs | | | | | | |
| Public Safety Comm | | 2 | | | | |
| 11/NRADC | 1 | 4 | 1 | | | |
| 12/Landfill | 1 | | | | | |
| 13/Court Services | | | | | | |
| 16/Public Works
Inspections Shawneeland | | 1 | 1 | | | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | 2 | 1 | | | | |
| Totals: | 4 | 11 | 2 | | 2 | |

Employee Actions: November 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|--------------------------------|-----------|----------|-----------|-------------------|---------------|----------|
| 10/General | 3 | 1 | | | | 2 |
| Fire & Rescue | | | | | 1 | |
| Sheriffs | | 1 | 8 | 1 | | |
| Public Safety Comm | | | | | | |
| 11/NRADC | 4 | | | | 3 | 3 |
| 12/Landfill | | 1 | | 3 | | |
| 13/Court Services | | | | | | |
| 16/Public Works
Shawneeland | | | | | | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | 1 | | | | | |
| Totals: | 8 | 3 | 8 | 4 | 4 | 5 |

Employee Actions: October 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|--------------------------------|-----------|-----------|-----------|-------------------|---------------|----------|
| 10/General | | | 2 | | 1 | |
| Fire & Rescue | | 1 | 10 | | | |
| Sheriffs | 2 | 1 | | 1 | | |
| Public Safety Comm | | | | | 1 | |
| 11/NRADC | 3 | 6 | | | | 1 |
| 12/Landfill | | | | | | |
| 13/Court Services | | | | | | |
| 16/Public Works
Shawneeland | | | | | | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | | 2 | | | | |
| Totals: | 5 | 10 | 12 | 1 | 2 | 1 |

Employee Actions: September 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|--------------------------------|-----------|----------|-----------|-------------------|---------------|----------|
| 10/General | 2 | 3 | 2 | 1 | | |
| Fire & Rescue | 3 | 1 | 2 | | | |
| Sheriffs | | | 1 | | 1 | |
| Public Safety Comm | | | | | | |
| 11/NRADC | 3 | 2 | 2 | | 2 | 2 |
| 12/Landfill | | | | | | |
| 13/Court Services | | | | | | |
| 16/Public Works
Shawneeland | 2 | 1 | | | 2 | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | 2 | 1 | | | | |
| Totals: | 12 | 8 | 7 | | 5 | 2 |

Employee Actions: August 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|--------------------------------|-----------|----------|-----------|-------------------|---------------|----------|
| 10/General | | 1 | 4 | | 1 | |
| Fire & Rescue | 14 | | | | | |
| Sheriffs | 1 | 1 | | | | |
| Public Safety Comm | | 1 | 1 | | | |
| 11/NRADC | 4 | 3 | | | | 2 |
| 12/Landfill | 2 | | | | | |
| 13/Court Services | | | | | | |
| 16/Public Works
Shawneeland | 1 | | | | | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | 2 | | | | | |
| Totals: | 24 | 6 | 5 | | 1 | 2 |

Employee Actions: July 2017

| Fund #/Name | New Hires | Terms | Promotion | Reclass/
Reorg | Salary
Adj | LWOP |
|---------------------|-----------|----------|-----------|-------------------|---------------|----------|
| 10/General | 5 | 2 | | 3 | 2 | 2 |
| 11/NRADC | | 1 | 13 | | 2 | |
| 12/Landfill | 1 | 1 | | | | |
| 13/Court Services | | | | | | |
| 16/Shawneeland | | | | | | |
| 17/Regional Airport | | | | | | |
| 5316/DSS | 3 | 1 | 3 | | | |
| Totals: | 9 | 5 | 16 | 3 | 4 | 2 |

D

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: January 10, 2018

The Parks and Recreation Commission met on January 9, 2018. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Charles Sandy, Jr., Amy Strosnider, and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Guss Morrison

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Randy Carter as Chairperson, second by Mr. Sandy, motion carried unanimously (7-0).
2. Election of Vice Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Vice-Chairperson, motion carried unanimously (7-0).
3. Youth Sports Partner Policy – Mr. Madagan moved to adopt the Youth Sports Partners (500.02) policy as submitted, second by Ms. Gerometta, motion carried unanimously (7-0). The Youth Sports Partners policy is attached.
4. Recreation Reserve Fund – The Finance Committee of the Parks and Recreation Commission recommends the creation of the School Ground Maintenance Equipment Fund within the Recreation Reserve Fund, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached the Recreation Reserve Fund Policy. This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

Attachment

cc: Randy Carter, Chairman
Robert Wells, Board of Supervisors' Non-Voting Liaison

YOUTH SPORTS PARTNERS

500.02

PURPOSE:

To promote and provide assistance to recreational youth sport programs in Frederick County for established groups.

GOAL:

To provide and expand recreational sport opportunities for Frederick County youth by aligning with established recreation groups.

POLICY:

Youth Sports Partners (YSP) must provide an all-inclusive recreational youth sports activity that is not currently being provided by Frederick County Parks and Recreation Department (FCPRD) to a minimum of at least two hundred Frederick County youth.

Youth Sports Partners shall not restrict participation on the basis of race, creed, color, religion, national origin, or sex. YSP groups shall meet the requirements of the Americans with Disabilities Act as it applies to FCPRD. Youth Sports Partners shall abide by all Departmental rules, regulations, and policies wherever applicable.

Youth Sports Partners meeting the terms of this policy and approved by the Frederick County Parks and Recreation Commission will be allocated space for their activities by FCPRD. Space allocations will be based on the number of children, needs of program, prior usage, prior year's performance, and community demand for facility.

Space allocations will be detailed in an annual agreement. The YSP will pay for field space based off a facility fee per participant. The facility fee per participant will be provided annually by FCPRD. Each Youth Sport Partner agreement must be approved by the Frederick County Parks and Recreation Commission.

FCPRD shall provide the following services where possible under the Youth Sports Partner agreement:

- a. Publicity for registrations and league contact information
- b. Request Frederick County Public School facilities on behalf of the Youth Sports Partners

The Parks and Recreation Commission reserves the right to terminate the YSP agreement at any time for poor performance. If the agreement is terminated, the YSP will be refunded based on any unused portion of the allocation.

Youth Sports Partners will be responsible for:

- a. Proof of non-profit status by providing a copy of the organizations 501-C3 statement
- b. Provide the County with a certificate of insurance and an endorsement demonstrating coverage of \$1 million for bodily injury per occurrence with a \$2 million annual aggregate and \$200,000 in property damage with a \$500,000 annual aggregate naming

- Frederick County, VA and Frederick County Public Schools additionally insured
- c. Provide the department with accurate records of board members and officers; including their name, address, and phone number and expiration date of their term
 - d. Conducting criminal background checks according to the FCPRD Criminal Background Check Policy (# 500.03) for all coaches and volunteers working directly with the participants and ensuring all coaches are eligible
 - e. Provide the number of participants, number of Frederick County participants, and cost of registration fees
 - f. Designate one individual to interact with FCPRD for scheduling
 - g. Provide and meet training standards for all head coaches and provide FCPRD a copy of the training program
 - h. Report by phone or in person injuries, accidents, facility damage, dangerous or unsafe conditions, or unusual or suspicious situations to FCPRD as soon as possible, but no more than 24 hours or the next business day after the occurrence or discovery. Written reports on accidents or damage must be completed accurately and sent to FCPRD within 24 hours or the next business day
 - i. Accept all facilities as is and leave in a similar state of cleanliness as upon arrival
 - j. Pay the established fees before utilizing space.

Fees for Youth Sports Providers will be determined by the following formula:

- a. $\text{FCPRD Facility Fee}^* \times \text{Total Number of enrollments} \times \text{percentage of league in Frederick County facilities}$. Based on the prior year's schedules.
- b. Spring and Fall seasons will be treated as separate seasons

*The FCPRD Facility Fee is determined by taking all costs associated with providing recreational programs to the community and divided by the total number of participants

Approved: January 2018

RECREATION RESERVE FUND

500.20

PURPOSE:

The Recreation Reserve Fund within the Frederick County Reserve Fund will be used for Frederick County residents who need financial assistance for their children to participate in recreation programs, assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan, and provide assistance for operations. This fund is not intended to provide funds which can be substituted for traditional tax base funding.

GOAL:

Increase Frederick County youth participation in recreation for those who are unable to afford recreation programs and provide recreation facilities identified in the Frederick County Comprehensive Plan.

POLICY:

There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund, specific capital project funds, and a general park improvement fund.

A. Recreation Assistance Fund:

Funds dedicated for Recreation Assistance will be placed in the Recreation Reserve Fund within Frederick County's Reserve Fund as they are received. Each donation will be noted in a revenue code (10GL-3-010-018990-0027). Donations are non-refundable.

These funds will be utilized for individuals seeking recreation assistance based on their income level according to the Economic Assistance Policy (#500.08). Each time an individual requests assistance, Parks and Recreation staff will apply the standards from Policy #500.08. If the individual is eligible to receive assistance and funds are available, assistance will be provided and accounted in the department's registration system. Staff will request the Commission to recommend receiving the discounted registration fees from the Recreation Reserve Fund's Recreation Assistance Fund at the July Parks and Recreation Commission meeting. This request will be forwarded to the Finance Committee for recommendation to the Board of Supervisors for reimbursement. The Recreation Assistance Fund is known as the PLAY Fund, an acronym for People Lending Assistance to Youth.

B. Capital Project Funds

A capital project fund may be created for any capital project approved by the Frederick County Parks and Recreation Commission and Frederick County Board of Supervisors. Twenty percent of the total project cost must be pledged prior to the establishment and acceptance of donations for a specific capital project fund in a revenue code (10GL-3-010-018990-0027).

The Frederick County Parks and Recreation Commission will recommend utilizing the money from the Recreation Reserve Fund within the Frederick County Reserve Fund to the Frederick County Finance Committee to recommend to the Frederick County Board of Supervisors. The Frederick County Board of Supervisors must approve the disbursement of the Recreation Reserve Fund money within the Frederick County Reserve Fund.

C. General Park Improvement Fund

The general park improvement fund is for donations made to improve existing parks or facilities. Donations may be of any amount, deposited into revenue code (10GL-3-010-018990-0027), and are non-refundable.

The Parks and Recreation Commission will recommend the use of General Park Improvement Funds to the Finance Committee and the Board of Supervisors specifying the particular improvement.

D. Parks and Recreation School Ground Maintenance Equipment Fund

The school ground maintenance equipment fund is revenues collected from the Frederick County Public School system to purchase equipment used to maintain the school system's grounds. Revenues represent an equipment rate billed to the school system and will be deposited into revenue code (_____) to fund future purchases of replacement equipment.

The Parks and Recreation Commission will recommend the use of School Ground Maintenance Equipment Funds to the Finance Committee and the Board of Supervisors specifying the equipment needed.

Auditing/Accountability:

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provide by the Frederick County Finance Department and the Parks and Recreation Department. This balance and activity will be reported to the Parks and Recreation Commission annually.

Approved: January 2018

E



MEMORANDUM

TO: Board of Supervisors

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

SUBJECT: Public Works Committee Report for Meeting of January 30, 2018

DATE: February 1, 2018

The Public Works Committee met on Tuesday, January 30, 2018, at 8:00 a.m. All members were present except Whit Wagner. The following items were discussed:

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

1. Miscellaneous Reports:

- a) Tonnage Report
(Attachment 1)
- b) Recycling Report
(Attachment 2)
- c) Animal Shelter Dog Report
(Attachment 3)
- d) Animal Shelter Cat Report
(Attachment 4)

2. Update on the new Stephenson Convenience Site:

Work has been progressing on-site. Kee Construction continues to do grading operations on-site. It is anticipated that the project will be completed by the end of May 2018. Some utility work still needs to be completed including Verizon, Comcast and water main replacement.

3. Update on the closing of the Clearbrook Convenience Site:

Recently, staff contacted Carmeuse to discuss the closing of the existing convenience site located on their property. Currently, we are supposed to close the existing site by March 31, 2018. They indicated we may be able to keep using the site beyond March 31, 2018. We will keep everyone updated on this matter. If we need to close this site, we will operate a temporary site on the property adjacent to the existing ballfields.

Public Works Committee Report

Page 2

February 1, 2018

4. Update on Citizen Convenience Sites and holiday waste volumes:

We discussed the recent trash volumes from the holiday season (**Attachment 5**). The one big issue is the usage at the Bryarly (Albin) Convenience Site. Due to peak usage, over 1,300 vehicles visited the site on December 26, 2017. The traffic was backed up onto Indian Hollow Road. It was discussed by the committee that this site needs to be replaced or expanded to deal with the increased usage. The replacement of the Bryarly Site is on the Capital Improvement Plan (CIP) list.

5. Discuss Clarke County waste issue:

We also discussed some changes with solid waste collection and Clarke County (**Attachment 6**). Clarke County is doing away with their county stickers. We have used those county stickers to determine how many people utilize our shared sites for trash drop-off. Through discussion, we agreed we are going to set up a meeting with Clarke County officials in the near future to discuss the usage of the shared sites and draft an agreement.

6. Update on the new Frederick County Animal Shelter building addition:

We gave an update on the design of the proposed training facility building at the Frederick County Animal Shelter (**Attachment 7**). We are advancing the design to 30% and then meeting with the building subcommittee for additional review and comments. We will then advance the design to 100% and prepare to bid in late spring of 2018.

7. Update on transportation projects:

We discussed the Tevis Street/Airport Road project. The design is advancing past 60% and hopefully will bid in late spring of 2018 (**Attachment 8**). We indicated the current engineers estimate to be \$16 million. We anticipate completing the project in the first quarter of 2020.

8. Update on Landfill projects and the new tire shredder:

Staff provided an update on current projects happening at the Landfill. We discussed the new tire shredder being used at the Landfill. We currently operate the Northern Shenandoah Valley Regional Commission (NSVRC) tire shredding program at the Landfill. A new permanent shredder was installed last year. We are currently reviewing costs to operate the program and will be working with them as we update the M.O.V. with the NSVRC and Frederick County (**Attachment 9**). We are also starting to develop the next M.S.W. Cell, Phase 3, Cell A. We need to remove over 500,000 cubic yards of rock over the next couple years in preparation for a new liner system to be placed in several years.

9. Update on the disposition of the old Frederick County Middle School:

The Frederick County School Board is conveying the old Frederick County Middle School and property back to the Board of Supervisors. Frederick County will need to dispose of the building and the property. Recommendations on different options to dispose of the property will be coming back to the Public Works Committee very soon. The committee will make recommendations to the Board of Supervisors on the best options available. The Board of Supervisors can then decide on how they would like to proceed. We anticipate discussing the different options soon.

Public Works Committee Report

Page 3

February 1, 2018

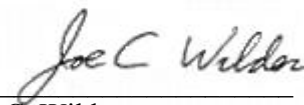
10. Update on the Stormwater Program Annual Maintenance Fees:

Staff requested item number 8 be added to the agenda to discuss an update on the Frederick County Stormwater Program. As part of the program that was adopted in 2014, we can charge an annual maintenance fee if there is an active Virginia Stormwater Management Permit (V.S.M.P.). The department has not charged this annual maintenance fee since we have had to work very hard in developing our program to comply with DEQ requirements. We are now able to enforce this part of our ordinance – Chapter 143 of the Frederick County Code (**Attachment 10**). We are going to reach out to active permit holders and give them until July 1, 2018 to terminate any active permits. After that, the annual maintenance fee will be assessed. This annual maintenance fee will increase our revenue and help fund a possible new enforcement position in a future budget.

Respectfully submitted,

Public Works Committee

J. Douglas McCarthy, Chairman
Gary A. Lofton
Robert W. Wells
David W. Ganse, AIA
Whitney “Whit” L. Wagner
Gene E. Fisher

By 

Joe C. Wilder
Public Works Director

JCW/kco

Attachments: as stated

cc: Kris Tierney, County Administrator
Jay Tibbs, Deputy County Administrator
Ron Kimble, Landfill Manager
Gloria Puffinburger, Solid Waste Manager
Mike Stewart, Senior Project Manager
Kathy Whetzel, Animal Shelter Manager
file



MEMORANDUM

TO: Public Works Committee
FROM: Joe C. Wilder, Director of Public Works *JCW*
SUBJECT: Meeting of January 30, 2018
DATE: January 25, 2018

There will be a meeting of the Public Works Committee on Tuesday, January 30, 2018 at 8:00 a.m. **in the conference room located on the second floor of the north end of the County Administration Building at 107 North Kent Street, Suite 200.** The agenda thus far is as follows:

1. Update on the new Stephenson Citizen Convenience Site. (Replacement for the Clearbrook site)
2. Discuss the closing of the Clearbrook Convenience site and temporary service.
3. Update on citizen convenience sites.
4. Update on the new Frederick County Animal Shelter building addition.
5. Update on transportation projects.
6. Update on Landfill projects and the new tire shredder.
7. Update on the disposition of the old Frederick County Middle School.
8. Miscellaneous Reports:
 - a. Tonnage Report: Landfill
(Attachment 1)
 - b. Recycling Report
(Attachment 2)
 - c. Animal Shelter Dog Report:
(Attachment 3)
 - d. Animal Shelter Cat Report
(Attachment 4)

JCW/kco

Attachments: as stated


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

TO: Public Works Committee

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

SUBJECT: Monthly Tonnage Report - Fiscal Year 16/17

DATE: January 10, 2018

The following is the tonnage for the months of July 2017, through June 2018, and the average monthly tonnage for fiscal years 03/04 through 17/18.

| | | |
|------------------|---------------------------|--------------------------------------|
| FY 03-04: | AVERAGE PER MONTH: | 16,348 TONS (UP 1,164 TONS) |
| FY 04-05: | AVERAGE PER MONTH: | 17,029 TONS (UP 681 TONS) |
| FY 05-06: | AVERAGE PER MONTH: | 17,785 TONS (UP 756 TONS) |
| FY 06-07: | AVERAGE PER MONTH: | 16,705 TONS (DOWN 1,080 TONS) |
| FY 07-08: | AVERAGE PER MONTH: | 13,904 TONS (DOWN 2,801 TONS) |
| FY 08-09: | AVERAGE PER MONTH: | 13,316 TONS (DOWN 588 TONS) |
| FY 09-10: | AVERAGE PER MONTH: | 12,219 TONS (DOWN 1,097 TONS) |
| FY 10-11: | AVERAGE PER MONTH: | 12,184 TONS (DOWN 35 TONS) |
| FY 11-12: | AVERAGE PER MONTH: | 12,013 TONS (DOWN 171 TONS) |
| FY 12-13: | AVERAGE PER MONTH: | 12,065 TONS (UP 52 TONS) |
| FY 13-14: | AVERAGE PER MONTH: | 12,468 TONS (UP 403 TONS) |
| FY 14-15: | AVERAGE PER MONTH: | 13,133 TONS (UP 665 TONS) |
| FY 15-16: | AVERAGE PER MONTH: | 13,984 TONS (UP 851 TONS) |
| FY 16-17: | AVERAGE PER MONTH: | 14,507 TONS (UP 523 TONS) |
| FY 17-18: | AVERAGE PER MONTH: | 15,764 TONS (UP 1,257 TONS) |

| MONTH | FY 2016-2017 | FY 2017-2018 |
|------------------|---------------------|---------------------|
| JULY | 13,391 | 15,465 |
| AUGUST | 15,724 | 17,694 |
| SEPTEMBER | 14,649 | 16,813 |
| OCTOBER | 14,160 | 15,853 |
| NOVEMBER | 13,834 | 16,109 |
| DECEMBER | 16,821 | 12,644 |
| JANUARY | 12,520 | |
| FEBRUARY | 12,542 | |
| MARCH | 13,216 | |
| APRIL | 14,252 | |
| MAY | 16,105 | |
| JUNE | 16,873 | |

JCW/gmp

RECYCLING REPORT - FY 17/18

| <u>MONTH</u> | <u>GLASS</u> | <u>PLAST</u> | <u>AL</u>
<u>CANS</u> | <u>STEEL</u>
<u>CANS</u> | <u>PAPER</u> | <u>OCC</u> | <u>SHOES/TEX</u> | <u>ELEC</u> | <u>SCRAP</u> | <u>TOTAL</u> |
|-----------------|--------------|--------------|--------------------------|-----------------------------|--------------|------------|------------------|-------------|--------------|--------------|
| JUL | | 34,060 | 3,410 | 7,330 | 76,060 | 89,540 | 6,560 | 85,340 | 289,600 | 591,900 |
| AUG | | 37,820 | 4,370 | 7,770 | 100,380 | 95,140 | | 40,420 | 269,640 | 555,540 |
| SEP | | 35,820 | 2,205 | 4,175 | 69,480 | 83,597 | 4,860 | 37,520 | 333,060 | 570,717 |
| OCT | | 33,620 | 3,760 | 8,870 | 78,340 | 82,240 | | 39,960 | 242,741 | 489,531 |
| NOV | | 36,120 | 3,705 | 9,315 | 82,840 | 77,620 | 7,800 | 38,980 | 232,809 | 489,189 |
| DEC | | 30,580 | 2,710 | 5,365 | 81,060 | 97,740 | | 38,460 | 181,040 | 436,955 |
| JAN | | | | | | | | | | 0 |
| FEB | | | | | | | | | | 0 |
| MAR | | | | | | | | | | 0 |
| APR | | | | | | | | | | 0 |
| MAY | | | | | | | | | | 0 |
| JUN | | | | | | | | | | 0 |
| TOTAL | 0 | 208,020 | 20,160 | 42,825 | 488,160 | 525,877 | 19,220 | 280,680 | 1,548,890 | 3,133,832 |
| FY 16-17 | 372,600 | 430,435 | 41,002 | 89,976 | 1,082,737 | 1,009,153 | 37,220 | 495,500 | 2,687,241 | 6,245,864 |
| FY 15-16 | 919,540 | 428,300 | 52,077 | 97,252 | 1,275,060 | 974,493 | 48,820 | 480,400 | 2,376,344 | 6,652,286 |
| FY 14-15 | 895,600 | 407,703 | 40,060 | 97,515 | 1,272,660 | 893,380 | 49,440 | 532,283 | 1,890,729 | 6,079,370 |
| FY 13-14 | 904,780 | 417,090 | 39,399 | 99,177 | 1,281,105 | 902,701 | 37,800 | 611,580 | 1,639,225 | 5,932,937 |
| FY 12-13 | 913,530 | 410,338 | 45,086 | 102,875 | 1,508,029 | 878,450 | 39,700 | 502,680 | 1,321,938 | 5,722,626 |
| FY 11-12 | 865,380 | 398,320 | 43,884 | 99,846 | 1,492,826 | 840,717 | 37,920 | 484,600 | 1,432,678 | 5,696,171 |
| FY 10-11 | 949,185 | 378,452 | 42,120 | 98,474 | 1,404,806 | 824,873 | 41,700 | 467,920 | 1,220,107 | 5,427,637 |
| FY 09-10 | 1,123,671 | 370,386 | 42,844 | 96,666 | 1,235,624 | 671,669 | 21,160 | 435,680 | 1,348,398 | 5,346,098 |
| FY 08-09 | 762,810 | 322,928 | 23,473 | 55,246 | 1,708,302 | 564,957 | 28,780 | 404,760 | 1,097,151 | 4,968,407 |
| FY 07-08 | 794,932 | 284,220 | 15,783 | 40,544 | 1,971,883 | 545,692 | 0 | 498,110 | 1,172,880 | 5,324,044 |
| FY 06-07 | 600,464 | 200,720 | 11,834 | 29,285 | 1,684,711 | 441,321 | 0 | 382,574 | 550,070 | 3,900,979 |
| FY 05-06 | 558,367 | 190,611 | 12,478 | 28,526 | 1,523,162 | | | 381,469 | 204,220 | 2,898,833 |
| FY 04-05 | 549,527 | 193,224 | 11,415 | 27,525 | 1,552,111 | | | 273,707 | 25,080 | 2,632,589 |
| FY 03-04 | 541,896 | 174,256 | 11,437 | 31,112 | 1,443,461 | | | 156,870 | 336,230 | 2,695,262 |
| FY 02-03 | 413,627 | 146,770 | 9,840 | 23,148 | 1,381,195 | | | 62,840 | 171,680 | 2,209,100 |
| FY 01-02 | 450,280 | 181,040 | 10,565 | 25,553 | 1,401,206 | | | 54,061 | 58,140 | 2,180,845 |
| FY 00-01 | 436,615 | 198,519 | 10,367 | 24,988 | 1,759,731 | | | | 9,620 | 2,439,840 |
| FY 99-00 | 422,447 | 177,260 | 10,177 | 22,847 | 1,686,587 | | | | 44,180 | 2,363,498 |
| FY 98-99 | 402,192 | 184,405 | 9,564 | 22,905 | 1,411,950 | | | | 48,810 | 2,079,826 |
| FY 97-98 | 485,294 | 136,110 | 13,307 | 29,775 | 1,830,000 | | | | | 2,494,486 |
| FY 96-97 | 373,106 | 211,105 | 23,584 | 46,625 | 1,690,000 | | | | | 2,344,420 |
| FY 95-96 | 511,978 | 167,486 | 28,441 | 44,995 | 1,553,060 | | | | | 2,305,960 |
| TO DATE | 14,247,821 | 6,009,678 | 548,737 | 1,234,855 | 33,150,206 | 8,547,406 | 342,540 | 6,225,034 | 17,634,721 | 87,941,078 |

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018

DOG REPORT

| MONTH | ON HAND AT
FIRST OF MONTH | RECEIVED
AT KENNEL | BROUGHT IN
BY ACO | BITE
CASES | BORN AT
KENNEL | ADOPTED | RECLAIMED | DISPOSED | DIED AT
KENNEL | ESCAPED/
STOLEN | CARRIED OVER
NEXT MONTH |
|-------|------------------------------|-----------------------|----------------------|---------------|-------------------|---------|-----------|----------|-------------------|--------------------|----------------------------|
| JULY | 50 | 28 | 47 | 4 | 0 | 38 | 39 | 8 | 0 | 0 | 44 |
| AUG | 44 | 25 | 51 | 2 | 0 | 43 | 44 | 7 | 0 | 0 | 28 |
| SEP | 28 | 21 | 38 | 1 | 0 | 24 | 32 | 3 | 1 | 0 | 28 |
| OCT | 28 | 36 | 43 | 2 | 0 | 39 | 30 | 3 | 0 | 0 | 37 |
| NOV | 37 | 35 | 33 | 1 | 0 | 28 | 28 | 2 | 0 | 0 | 48 |
| DEC | 48 | 24 | 24 | 3 | 0 | 44 | 26 | 1 | 0 | 0 | 28 |
| JAN | | | | | | | | | | | |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 235 | 169 | 236 | 13 | 0 | 216 | 199 | 24 | 1 | 0 | 213 |

In the month of December - 99 dogs in and out of kennel. 3 dogs transferred to rescue.

FREDERICK COUNTY ESTHER BOYD ANIMAL SHELTER FY 2017-2018


CAT REPORT

| MONTH | ON HAND AT
FIRST OF MONTH | RECEIVED
AT KENNEL | BROUGHT IN
BY ACO | BITE
CASES | BORN AT
KENNEL | ADOPTED | RECLAIMED | DISPOSED | DIED AT
KENNEL | ESCAPED/
STOLEN | CARRIED TO
NEXT MONTH |
|-------|------------------------------|-----------------------|----------------------|---------------|-------------------|---------|-----------|----------|-------------------|--------------------|--------------------------|
| JULY | 101 | 135 | 23 | 2 | 6 | 28 | 2 | 143 | 0 | 0 | 94 |
| AUG | 94 | 183 | 24 | 2 | 8 | 43 | 1 | 150 | 2 | 0 | 115 |
| SEP | 115 | 171 | 28 | 1 | 0 | 24 | 4 | 152 | 2 | 1 | 132 |
| OCT | 132 | 153 | 14 | 1 | 0 | 26 | 3 | 167 | 2 | 0 | 102 |
| NOV | 102 | 102 | 14 | 0 | 0 | 27 | 7 | 67 | 1 | 0 | 116 |
| DEC | 108 | 69 | 7 | 0 | 0 | 51 | 6 | 61 | 0 | 0 | 66 |
| JAN | | | | | | | | | | | |
| FEB | | | | | | | | | | | |
| MAR | | | | | | | | | | | |
| APR | | | | | | | | | | | |
| MAY | | | | | | | | | | | |
| JUN | | | | | | | | | | | |
| TOTAL | 652 | 813 | 110 | 6 | 14 | 199 | 23 | 740 | 7 | 1 | 625 |

In the month of December - 184 cats in and out of shelter.


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

TO: Public Works Committee

FROM: Gloria M. Puffinburger 
Solid Waste Manager

RE: 2017 Holiday Usage Summary;
Citizens' Convenience Sites

DATE: January 16, 2018

During the two operational days immediately following Christmas Day, 8,862 vehicles visited the county's ten convenience sites in order to dispose of seasonal waste and recycling. This represented 257 tons of refuse collected over the two-day period. As compared with the previous year, this reflects fewer vehicles, but higher tonnages than 2016 when the sites experienced a traffic count of 8,901 vehicles, taking in 223 tons of refuse.

As expected, traffic spiked during the period, achieving an all-time peak of 1,375 vehicles at the Albin/Bryarly facility on Dec. 26. This site took in 27.5 tons of refuse over two days. Relocation of the Bryarly site is part of the county's Capital Improvements Plan. Below is a chart detailing holiday traffic counts for the *three* days following Christmas and the traditional peak traffic count at each location:

| LOCATION | Tu., Dec. 26 | Th., Dec. 28 | Fri., Dec. 29 | NORMAL PEAK DAY |
|------------------|--------------|--------------|---------------|-----------------|
| Greenwood | 782 | 611 | 612 | 586 |
| Clear Brook | 658 | 515 | 448 | 523 |
| Bryarly | 1375* | 854 | 831 | 879 |
| Back Creek | 328 | 274 | 220 | 232 |
| Gore | 182 | 144 | 131 | 151 |
| Shawneeland | 305 | 343 | 288 | 244 |
| Round Hill | 290 | 182 | 136 | 195 |
| Middletown | 579 | 472 | 364 | 403 |
| Double Toll Gate | 559 | 375 | 307 | 406 |
| Star Tannery | 51 | Closed | 26 | 47 |
| TOTAL | 5,109 | 3,770 | 3,363 | |


**COUNTY of FREDERICK****Department of Public Works**

540/665-5643

FAX: 540/678-0682

MEMORANDUM

TO: Public Works Committee

FROM: Gloria Puffinburger 
Solid Waste Manager

DATE: January 18, 2018

RE: Invoicing at Shared Convenience Sites

The purpose of this memo is to make the committee aware of a recent change in Clarke County which will negatively impact revenue in the 4203 (Refuse Collection) and 4204 (Citizens Refuse Disposal) budgets.

Clarke County has voted to discontinue the issuance of vehicle windshield decals. Although never established as a means by which to determine residency, public work's practice at the convenience sites has been to police sites and control illegal dumping by observing windshield decals. The sites located at Double Toll Gate, Clear Brook, Greenwood Road and the Regional Landfill are shared with Clarke County and Clarke is in turn invoiced each month based on usage by their residents. (A survey is conducted once a year to determine usage by Clarke.) Revenue from the invoicing is calculated as follows:

- Double Toll Gate, 37 percent of users attributed to Clarke
- Clear Brook, 6 percent, Clarke
- Greenwood Road, 4 percent, Clarke
- Regional Landfill, 13 percent, Clarke

At present, one option is leave the percentage shares unchanged, however, once Clarke opens its first convenience site along Route 7, it has said that it is expecting to see a savings reflected in invoices from Frederick. Another option is to amend fees to Clarke to match its population share at the landfill which is 13 percent. This will result in a loss of approximately \$5,000 per year in revenue into the 4203 and 4204 budgets.

Increasingly, it seems that the county's convenience sites are becoming popular with those that work in Frederick County and Winchester, but live outside the area, primarily Warren County. Aside from the above information, staff is soliciting input on methods to limit illegal dumping.

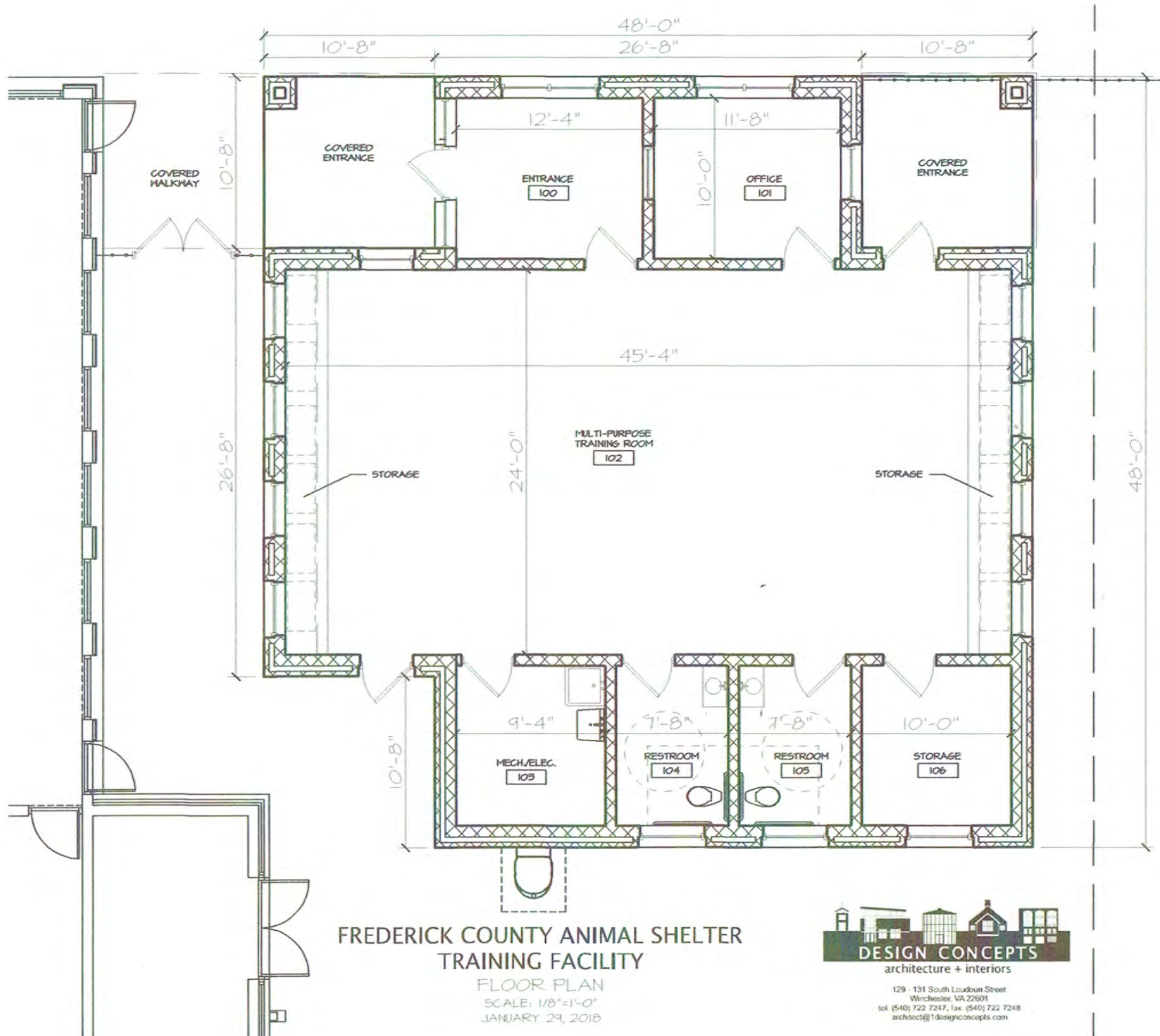


FREDERICK COUNTY ANIMAL SHELTER
TRAINING FACILITY
FRONT ELEVATION
SCALE: 1/8"=1'-0"
JANUARY 29, 2018



DESIGN CONCEPTS
architecture + interiors

129 - 131 South Louisa Street
Winchester, VA 22601
tel. (540) 722-7247; fax. (540) 722-7248
architect@1cdesignconcepts.com



FREDERICK COUNTY ANIMAL SHELTER
TRAINING FACILITY

FLOOR PLAN
SCALE: 1/8"=1'-0"
JANUARY 29, 2018



129 - 131 South Loudoun Street
Winchester, VA 22601
tel: (540) 722-7247, fax: (540) 722-7248
architect@1designconcepts.com



SCALE: 1"=100'



PENNONI ASSOCIATES
PARTNERS FOR WHAT'S POSSIBLE
17 E. PEACOCKLY STREET
WINCHESTER, VA 22091

| | |
|---|--|
| <p>ISSUE:</p> <ul style="list-style-type: none"> PROPOSED EXISTING & 2014 PLAN DRIVE RAIL LINE OF SIGHT - 10' LINE OF SIGHT - 75' | <p>PROJECT NUMBER: 04</p> <ul style="list-style-type: none"> 04010001 04010002 04010003 04010004 04010005 |
|---|--|

TEVIS STREET ROUNDABOUT
&
AIRPORT ROAD DESIGN



FREDERICK COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
107 N. HIGH STREET
WINCHESTER, VA 22091



provisions of the Administrative Process Act (§ 2.2-4000 et seq.) if such person meets the standard for obtaining judicial review of a case or controversy pursuant to Article III of the Constitution of the United States. Final decisions shall be subject to review and appeal to the Circuit Court of the County, provided an appeal is filed within 30 days from the date of any written decision adversely affecting the rights, duties, or privileges of the person engaging in or proposing to engage in the land disturbance activity occurs or is proposed to occur. Unless otherwise provided by law, the Circuit Court shall conduct such review in accordance with the standards established in § 2.2-4027, and the decisions of the Circuit Court shall be subject to review by the Court of Appeals. A person shall be deemed to meet such standard if i) such person has suffered an actual or imminent injury that is an invasion of a legally protected interest and that is concrete and particularized; ii) such injury is fairly traceable to the decision of the Department or the Board and not the result of the independent action of some third party not before the court; and iii) such injury will likely be redressed by a favorable decision by the Court.

§ 143-235. Fees.

The Board of Supervisors, by resolution, may establish a schedule of fees for the application, modification, transfer and maintenance of stormwater/erosion and sediment control permits and plans.

Reference: Part XIII of the VSMP Regulations.

§ 143-240. Performance bonds.

- A. Prior to the issuance of any land-disturbing permit, the owner or permittee shall execute and file with the administrator a Frederick County erosion and sediment control and stormwater management performance agreement and cash escrow or irrevocable letter of credit (or other form of a performance bond as approved by the Frederick County Attorney) in an amount determined in accordance with the Frederick County bond estimate worksheet which shall be equal to the approximate total cost of providing erosion and sediment control and stormwater quality and quantity improvements as required by this chapter and shown on the approved plans in addition to a twenty-five-percent contingency of the total bond amount.
- B. The Frederick County erosion and sediment control and stormwater management performance agreement and performance bond is to ensure that measures could be taken by Frederick County at the applicant's expense should he fail, after proper notice as outlined in § 143-225, within the time specified to initiate or maintain appropriate actions which may be required of him by the permit conditions as a result of his land-disturbing activity. If Frederick County takes such action upon such failure by the applicant, Frederick County may collect from the applicant for the difference should the amount of the reasonable cost of such action exceed the amount of the security held.
- C. Upon successful completion of the land-disturbing activity, to include submittal of the construction as-built drawings of permanent stormwater management facilities described in § 143-165 and prior to termination of the VSMP permit, the owner or permittee must provide written notification to Frederick County. Upon verification of adequate

Frederick County, Virginia
Fee schedule for VSMP/ VESCP permits
(Effective July 1, 2014)

Table 1: Fees for coverage under the VSMP Construction General Permit/ VESCP

| Type of Permit | Total Fee Paid by Applicant | Portion to be Paid to DEQ |
|---|-----------------------------|---------------------------|
| VESCP permit fee if VSMP permit not required or VSMP General/ Stormwater Management – Small construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance less than 1 acre Except for single family detached residential structures.) | \$290 | \$81 |
| VSMP General / Stormwater Management/ VESCP permit fee if VSMP not required - (Single Family detached residential structures within or outside a common plan of development or sale with land disturbance acreage less than 5 acres) | \$209 | \$0 |
| VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres) | \$2,700 | \$756 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres) | \$3,400 | \$952 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres) | \$4,500 | \$1,260 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres) | \$6,100 | \$1,708 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres) | \$9,600 | \$2,688 |

- A. Fees for the modification or transfer of coverage under the VSMP Construction General Permit issued by the Administrator shall be imposed in accordance with Table 2. If the permit modifications result in changes to stormwater management plans that require additional review by the Administrator, such reviews shall be subject to the fees set out in Table 2 based on the total disturbed acreage of the site. Modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial state permit fee paid and the state permit fee that would have applied for the total disturbed acreage in Table 1.

Table 2: Fees for the modification or transfer of registration statements for the VSMP Authority Permit for Discharges of Stormwater from Construction Activities

| Type of Permit | Fee Amount |
|---|------------|
| VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre, (also includes single-family detached residential structures within or outside a common plan of development or sale with land disturbance acreage less than 5 acres) | \$20 |
| VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres) | \$200 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres) | \$250 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres) | \$300 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres) | \$450 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres) | \$700 |

B. Permit maintenance fees. (9VAC25-870-830):

1. The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the VSMP Authority Permit, these fees shall apply until the permit coverage is terminated.
2. VSMP Authority Permit coverage maintenance fees shall be paid annually to the VSMP Authority, by the anniversary date of VSMP Authority General Permit coverage, in accordance with Table 3. No VSMP Authority permit will be reissued or automatically continued without payment of the required fee. VSMP Authority permit coverage maintenance fees shall be applied until a Notice of Termination is effective.

Table 3: VSMP Authority Permit Maintenance Fees

| Type of Permit | Fee Amount |
|---|------------|
| VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre, also includes single family detached residential structures within or outside a common plan of development or sale with land disturbance acreage less than 5 acres.) | \$50 |
| VSMP General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres) | \$400 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres) | \$500 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres) | \$650 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres) | \$900 |
| VSMP General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres) | \$1,400 |

- C. The fees set forth in subsections A-C, above, shall apply to:
1. All persons seeking coverage under the VSMP Authority Permit or VESCP permit if VSMP not required.
 2. All permittees who request modifications to or transfers of their existing registration statement for coverage under a VSMP Authority Permit.
 3. Persons whose coverage under the VSMP Authority Permit has been revoked shall reapply for an Individual Permit for Discharges of Stormwater from Construction Activities.
 4. Permit and permit coverage maintenance fees outlined under Section may apply to each VSMP Authority Permit holder.
- D. No VSMP Authority Permit application fees will be assessed to Permittees whose permits are modified or amended at the initiative of the VSMP Authority, excluding errors in the registration statement identified by the Director or errors related to the acreage of the site.
- E. All incomplete VSMP permit fee payments will be deemed as nonpayment's, and the applicant shall be notified of any incomplete permit fee payments. Interest may be charged for late permit fee payments at the underpayment rate set forth in §58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10% late payment fee shall be charged to any delinquent (over 90 days past due) account. The Administrator shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.

F



MEMORANDUM

TO: Board of Supervisors

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

RE: Transportation Committee Report for Meeting of January 22, 2018

DATE: February 6, 2018

The Transportation Committee met on Monday, January 22, 2018 at 8:30 a.m.

Members Present

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

Members Absent

Mark Davis (liaison Middletown)

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

1. Committee Charter Update (see attached):

Board Chairman DeHaven requested a review of the Committee Charter regarding membership to ensure consistency with other Board of Supervisor Committees. It was determined that the Transportation Committee Charter, currently has two (2) citizens and two (2) Board of Supervisor members in the Charter while other Board Committees have three (3) citizens and three (3) Board of Supervisor members. Staff is seeking a recommendation to the Board of Supervisors on whether to increase the Committee membership to three (3) citizens and three (3) Board of Supervisor members. Staff recommends the increase in membership.

Upon a motion by Mr. Schnoor, seconded by Mr. Racey to forward an increase in membership of the Committee to the Board of Supervisors for recommendation of approval. The motion was unanimously approved.

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

2. SmartScale Application Discussion:

The Committee discussed the SmartScale applications for the upcoming submission period of March 1, 2018 until August 1, 2018. The County is allowed four (4), Metropolitan Planning Organization (MPO) four (4) and the Regional Commission (RC) four (4) applications. The following is a preliminary list of potential applications discussed:

Exit 307 Improvements *Frederick County, MPO, RC*
Improvements to the Exit 307 ramps (potential roundabouts) taking advantage of residual study funds from the Exit 307 Interchange Modification Study to strengthen the application.

Exit 317 and Redbud Road *Frederick County, MPO, RC*
The realignment of the Exit 317 Northbound exit ramp to Route 11 and associated realignment of Redbud Road. This was a previous unsuccessful application that would now be strengthened due to funding allocated to Redbud Road and an improved cost estimate.

Route 11 North (4 lane widening) *Frederick County, MPO*
The widening of Route 11 to 4-lanes from Snowden Bridge Boulevard to Old Charlestown Road. This was applied for last time as a 6-lane section. Scaling it down would potentially make the application stronger.

Route 11 South (Shawnee Drive Area) *Frederick County, MPO, Winchester*
This potential application is a scaled down version of the previous application that was submitted through the MPO. A full project scope could vary but initial discussion was based upon the widening of the bridge at the City/County line.

Route 11 South (Stars Study Results) *Frederick County, MPO*
The Scope of this application is yet to be determined as this was a study contracted for through the MPO to develop applications along this corridor is currently underway. The draft should be received within the next few weeks.

Exit 313 Bridge *Frederick County, MPO, RC*
The Exit 313 bridge and its structurally deficient status continues to be an item of significant concern. This was applied for previously, however, VDOT has since directed design funding onto the bridge and made a scope modification which should make a new application more competitive.

Route 37 (Lenoir Drive slip ramps) *Frederick County, MPO*
This potential new application would propose to implement the slip ramps from the end of Lenoir Drive in Stonewall Industrial Park onto and off Route 37

southbound and has the potential to remove significant truck trips from the Route 11 North corridor.

Route 277 (Sherando Park Entrance)

Frederick County

This intersection improvements to the Sherando Park entrance is in accordance with the Comprehensive Plan. This would address the growing conflicts in this area.

Costello Drive/Route 522 Intersection

Frederick County

This intersection is experiencing significant stacking for southbound lefts onto Costello Drive. This project would look to help that situation through the implementation of double lefts and perhaps additional improvements to channel trips destined for Costco into their entrances.

Route 7

Frederick County

Staff and VDOT are reviewing potential small improvements to the Route 7 corridor that could be competitive applications.

Inverlee Way

Frederick County

This area is getting a lot of attention from the residents with concerns. VDOT studies are high for the traffic in this area. The Comprehensive Plan does call for a 4-lane section in this area.

All the items discussed are in accordance with the Comprehensive Plan. Mr. Lofton asked if applications would have a better chance of getting approved if submitted at a different level e.g., MPO, RC or Frederick County. Mr. Terry Short of VDOT answered that all applications are scored the same. The Committee will re-visit the shortlist of potential applications at next month's meeting.

3. County Project Updates

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

Staff has received the review comments, which have been forwarded to the engineer.

Renaissance Drive:

Kickoff meeting was held on January 11th, with all of the key design stakeholders who were able to attend. VDOT is providing an update authorization to proceed and survey work is beginning the week of January 15th.

Coverstone Drive:

No activity at this time.

Jubal Early Drive Extension and Interchange with Route 37:

Staff has recently received phone calls from the private partner with questions on details and timelines.

4. Upcoming Agenda Items:

February

Continuation of Smartscale Application Work

MPO Route 11 South Stars Study

Transportation Forum follow-up

Oakdale Crossing Traffic Calming Study

March

Begin Interstate, Primary and Secondary Road Plan updates

5. Other Business:

Old Charlestown Road Bridge update from VDOT

JAB/ks

Frederick County Board of Supervisor's

Transportation Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Transportation Committee ("Committee"). The Committee shall be comprised of ~~two (2)~~ **three (3)** members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and ~~two (2)~~ **three (3)** citizen members as appointed by the Chairman of the Board. The committee shall also offer nonvoting liaison status to one (1) member of the Planning Commission, one (1) representative from the Town of Stephens City, and one (1) representative from the Town of Middletown. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to promote programs, policies, and practices that forward the Frederick County Transportation System.

II. Purpose

The primary function of the Committee is to assist the Board in managing the County Transportation System by transportation planning, reviewing and evaluating policies, keeping abreast of developments at the state and federal level, and rendering input where needed.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

III. Meetings

The Committee shall meet at least twelve (12) times annually or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director or Directors with the responsibilities for transportation shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting.

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

- A.** Monitor State and Federal transportation planning initiatives (such as the VDOT six year program) and recommend appropriate actions or input to the Board of Supervisors
- B.** Lead transportation planning initiatives related to the comprehensive plan or other County Planning efforts. These include but are not limited to the following:
 - a. Eastern Road Plan Updates
 - b. Interstate, Primary, and Secondary Road Plan Updates
 - c. Updates to Bicycle and/or Pedestrian Plans

- d. Project Prioritization
- e. Transportation Section of the Capital Improvements Plan

C. Review County policies and make recommendations on changes or improvements.

D. Make recommendations to the Board on requests such as VDOT studies that come from citizens or officials.

E. Review funding programs and make recommendations on which projects to apply for funding.

DRAFT

G



COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

To: Members of the Board of Supervisors
From: Ann W. Phillips, Deputy Clerk, Board of Supervisors
Date: 2-6-2018
Re: Updates to Rules and Procedures including Agenda Procedures and Agenda Newspaper Ads

Staff has been discussing changes to the Rules and Procedures and Agenda Procedures which are aimed at cost savings, removing redundant tasks, and providing the residents who attend the meetings with an agenda that is more transparent and easier to follow. In addition, as technology continues to evolve, it is wise to evaluate whether some procedures are still applicable. If there is no objection, the intention is to have the amended procedures on the consent agenda for the next meeting.

The attached draft Rules and Procedures incorporates the following proposed changes:

Page 2 Section 1-9 Robert's Rules of Order

-The latest version of Robert's Rules of Order is now specified.

Page 5 Section 3.3 Posting and Notice

-the website address has been corrected and the actual posting practice is reflected

Page 5 Section 3.4 Copies

-Currently, hard copy agendas are sent by U.S. Mail to the Handley and Bowman Libraries at the same time that the agenda is uploaded to the website. In checking with staff at both libraries, it was determined that the paper agendas were rarely accessed, and both libraries are supportive of the move to eliminate the paper hard copies (which the libraries must catalog and store). Staff at the libraries will continue to assist patrons with using the County website to download and print any needed agenda pages. (This will reduce staff time, copy costs, and costs at the libraries.)

- The current Procedures state that the Deputy Clerk will have a full paper copy agenda at the meeting. Staff consensus is that this is unnecessary given that the entire agenda is online.

Page 6 Section 4-1 Order of Business

-The proposed change calls for the Consent Agenda to contain all Minutes and Committee Reports unless an item is removed by a Board member. Items on Committee Reports that require Board action will be listed as agenda items under Committee Business. This change allows for transparency of Board action by naming specific action items on the main agenda instead of having them contained only in the Committee Reports. Meeting attendees will be able to follow the items on the agenda instead of having to flip back and forth to each Committee Report (but each action item will specify where the supporting documentation can be found).

Pages 7 and 11 Section 6.4 Name and Place of Residence (also under 4.4 Citizen Comments Period)

-In the interest of personal safety and security, those wishing to address the Board are asked to state only their Magisterial District, not their physical address.

Page 12 Section 7.2 Committee Appointments

-Clarification of handling of applications received after the agenda packet deadline is provided.

Newspaper Ads

There is no requirement that the agenda sheet be printed in the newspaper. It is readily available online and is posted near the meeting room. The ad costs about \$500 - \$600 per meeting, which amounts to about \$10,000 per year. (Note: this does not refer to public hearing ads which must be published.)

RULES OF PROCEDURE
FREDERICK COUNTY BOARD OF SUPERVISORS
Adopted by the Frederick County Board of Supervisors
at a Regular Meeting Held on May 28, 2003

ARTICLE I - MEETINGS

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the second Wednesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Board of Supervisors' Meeting Room of the County Administration Building, 107 North Kent Street, Winchester, Virginia, or such other public place as it may designate, in regular session and conduct its annual or organizational meeting. During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year and shall fix the day on which a regular meeting shall be continued should the Chairman later declare that weather or other conditions make it hazardous for members to attend. Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the *Code of Virginia*, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient. A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the *Code of Virginia*, 1950, as amended.

Section 1-3. Continued Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure. The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the *Code of Virginia*, 1950, as amended.

Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration. No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall require a second. When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board, no motion shall be received unless it is one to amend, to refer to committee, for the previous question, for a substitute motion to lay on the table, or to recess or adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Section 1-9. Robert's Rules of Order; Suspending Rules [Amended 09/14/11]

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by [the latest version of](#) Robert's Rules of Order, Simplified and Applied, with the exception of motions to postpone. Motions to postpone shall be for durations as decided by the Board of Supervisors and in conformity with the *Code of Virginia*, 1950, as amended, as applicable.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by majority vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3711 of the *Code of Virginia*, 1950, as amended.

Section 1-11. Limitations on Duration and Hour of Meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than 4 consecutive hours or later than 11:00 P.M. without the consent of a majority of the members present. Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members. The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section. Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

ARTICLE II - OFFICERS

Section 2-1. Chairman and Vice Chairman [Amended 01/14/09]

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-1 hereof, the Board shall elect from its membership a Vice Chair, who shall serve for a one year term expiring on December 31st of the same year in which he or she is elected; provided, however, that unless the term of office has expired and the member has not been re-elected, the Vice Chair shall serve until their respective successor(s) shall have been elected and qualify. In the event that the Chair is absent from any meeting, the Vice Chair shall assume the authority and duties of the Chair. In the event the Chair and Vice Chair are absent from any meeting of the Board, then the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

Section 2-2. Authority of the Chairman

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree

of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chairman shall preserve order and decorum at all meetings. He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed. The Chairman shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation. The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

The Chairman may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chairman, subject to appeal to the Board, or by motion passed by the Board.

The Chairman shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board or connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the *Code of Virginia*, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the *Code of Virginia*, 1950, as amended. At the discretion of the Board, any county employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

ARTICLE III - AGENDA

Section 3-1. Preparation

The Clerk shall prepare an agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business. Supporting information for every item to be placed on the regular meeting agenda shall be received in the Office of the County Administrator before noon on the Thursday that falls in the week immediately

prior to the regularly scheduled Board meeting. Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow. The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.

Section 3-2. Delivery

Each member of the Board shall receive the regular meeting agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the second and fourth Wednesdays of each month. Special meeting agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 3-3. Posting and Notice

A copy of the meeting agendas shall be made available in the Office of the County Administrator, as of the date and time the information is distributed to members of the Board. Agendas will also be posted on the county web page at www.frederickcountyva.gov, www.fcva.us and both outside the main entrances to the Board of Supervisors' meeting room. ~~the main interior doors to the meeting room, and outside the County Administrator's office.~~

Section 3-4. Copies

~~The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and supporting information and shall make the same available to the Handley Regional Library located at Braddock and Piccadilly Streets, Winchester, Virginia, and the Bowman Library located at 871 Tasker Road, Stephens City, Virginia at the same time the agenda is posted pursuant to Section 3-3, above. Individuals desiring complete copies of agenda packages shall arrange with the Clerk for the delivery and cost of the information desired. The Clerk or Deputy Clerk shall also have a copy of agenda packets available at each meeting.~~

ARTICLE IV - CONDUCT OF BUSINESS

Section 4-1. Order of Business [Amended 06/11/03]; [Amended 01/14/04]

At meetings of the Board, the order of business should be as follows:

Closed Session (When Required)
Call to Order
Invocation
Pledge of Allegiance

Adoption of Agenda
Consent Agenda (Will normally contain all Minutes and Committee reports unless removed by a Board member)
Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)
Board of Supervisors Comments
~~Minutes~~ (now on consent agenda)
County Officials
~~Committee Reports~~ Business (consisting of action items generated by Committees)
Public Hearings (When Required)
Planning Commission Items-Public Hearings (When Required)
Planning Commission/Department-Other Items
Liaison Reports (If Any)
Citizen Comments
Board of Supervisors Comments
Adjournment

Section 4-2. Adoption of Agenda

The agenda presented for adoption shall be the agenda prepared and delivered as required in Article III. Additions, deletions, or modifications and/or adoption of the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion “to approve the Consent Agenda” and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the

Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall be acted upon in the original order presented within the agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comments Period [Amended 4/14/04] [Amended 01/10/18]

Two Citizen Comments periods shall be furnished during every regular meeting of the Board of Supervisors. The first Citizen Comments period shall occur after the adoption of the Consent Agenda and shall be a time for citizens to address agenda items that are not scheduled for public hearing. A register for persons desiring to address the Board of Supervisors during this Citizen Comments period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. Citizens desiring to address the Board of Supervisors during this period should provide their name, the issue they want to address, and their ~~place~~ **Magisterial District** of residence on the register provided.

The second Citizens Comments period shall occur prior to the Board of Supervisors Comments at the end of the meeting and shall be a time for citizens to address the Board of Supervisors on issues that are not part of the regular meeting agenda. Citizens desiring to address the Board of Supervisors during this period are not required to register; however, each shall state their name and their ~~place~~ **Magisterial District** of residence prior to their comments.

Each speaker during the Citizen Comments periods shall be limited to one appearance per citizen comment period per meeting. Individuals speaking during the Citizen Comments periods shall be subject to a three minute time limitation.

Any person desiring to address the Board of Supervisors during the Citizen Comments periods shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Section 4-5. Scheduled Presentations

Any person desiring to address the Board of Supervisors for a presentation under County Officials shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the County Officials portion of the agenda at a regular meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation. Such request must be in the Clerk's hands not later than the agenda deadline specified in Section 3-1 hereof. Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chairman. Board member

questions and discussion of the material presented shall not be subject to any time limit. Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

ARTICLE V - PUBLIC HEARINGS

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public; and therefore, the applicant and staff presentations will be as brief as possible. In order to accomplish this objective, it is necessary that certain rules of order prevail at all public hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
- (b) Staff and/or Applicant Presentation
- (c) Public Comment
- (d) Close of Public Hearing
- (e) Board Member Questions
- (f) Staff, Applicant Response
- (g) Board discussion and/or consideration

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate county staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or Applicant Presentation

The Chair will call upon the appropriate county staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors. Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter. When written information has been provided prior to the hearing, that

information should be summarized, and only new information should be presented in detail at the meeting.

Section 5-5. Public Comment

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before the hearings begin.

Section 5-6. Order of Speaking

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

Section 5-7. Presentation of Comments

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair.

Section 5-8. Board Members' Questions

Upon completion of a presentation by staff, applicant or member of the public, any member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested. Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 5-9. Staff and/or Applicant Response

The Chairman shall call on the staff or applicant for any response on closing comments with reference to the public hearing presentations.

Section 5-10. Close of Hearing

When the Chair of the Board shall have closed a public hearing, no further public comments shall be received.

Section 5-11. Board Discussions and/or Consideration

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

ARTICLE VI - CITIZEN RESPONSIBILITIES

Section 6-1. Application of Rules

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 6-2. Addressing the Board

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to matters before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public. Questions shall not be asked of other speakers but may be directed to the Chairman of the Board for consideration by the Board in later deliberating the matter.

Section 6-3. Conduct while Speaking/Conduct While Not Speaking

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner. Cursing or other obscene language or gestures, threats, insults, or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted. Any person whose conduct is contrary to this section will be removed as provided for in section 2-2 of these rules. Board members are expected to observe the same decorum at all meetings.

Section 6-4. Name and ~~Place~~ Magisterial District of Residence

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and ~~place~~ Magisterial District of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 6-5. Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established herein and shall yield the floor when informed their time has expired.

Section 6-8. Registration

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name, place of residence and district.

Section 6-9. Written Copy of Comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information Sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

ARTICLE VII - APPOINTMENTS

Section 7-1. Appointments

The Chairman shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize and to appoint various citizen members to Board's standing committees.

Section 7.2. Committee Appointments [Amended 01/25/06]

Each board member may nominate citizen members to be appointed to the various authorities, boards, commissions, and committees where a representative is needed from a member's respective magisterial district or for the county at large. A majority vote of those board members present shall be required to appoint a nominee to said authority, board, commission, or committee. Prior to Board action on a perspective nominee, the following process shall be followed:

1. Applications for vacancies are available through Board members and the County Administrator's Office. A completed application shall be required for all initial nominations; however, a completed application for candidates being reappointed shall not be required.
2. Applications shall be received in the County Administrator's Office up to 5:00 p.m. on the Thursday preceding a Board meeting in order that they might be included in the agenda for review by the members of the Board.
3. Any applications received after the deadline specified above will be held for review until the next regularly scheduled meeting of the Board. ~~The applications will be acknowledged at the aforesaid meeting with action on the appointment to be taken at the next regular meeting of the Board.~~

ARTICLE VIII - AMENDMENTS

Section 8-1. Amendments

These Rules of Procedure may from time to time be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

(Adopted: 05/28/03)
(Amended: 06/11/03)
(Amended: 01/14/04)
(Amended: 04/14/04)
(Amended: 01/25/06)
(Amended: 01/14/09)
(Amended: 09/14/11)
(Amended: 01/10/18)

H



Memorandum

To: Frederick County Board of Supervisors

From: Mark R. Cheran, Zoning and Subdivision Administrator *MRC*

Date: February 2, 2018

RE: Lynnehaven Subdivision – Section 3

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

Lynnehaven Drive, State Route 1555 0.31 miles

Staff is available to answer any questions.

MRC/dlw



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

The Board of Supervisors of Frederick County, in regular meeting on the 14th day of February, adopted the following:

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

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

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

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

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

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

| | | | |
|-----------------------------------|-------|------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Robert W. Wells | _____ |
| Blaine P. Dunn | _____ | Shannon G. Trout | _____ |
| Judith McCann-Slaughter | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

In the County of Frederick

By resolution of the governing body adopted February 14, 2018

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

A Copy Testee

Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

Project/Subdivision Lynnehaven Section III

Type Change to the Secondary System of State Highways:

Addition

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

Reason for Change: New subdivision street

Pursuant to Code of Virginia Statute: §33.2-705

Street Name and/or Route Number

◆ **Lynnehaven Drive, State Route Number 1555**

Old Route Number: 0

● From: Route 1380, Woodrow Road

To: Route 1559, Renee Lane, a distance of: 0.31 miles.

Recordation Reference: Instrument #150001463 Page 297

Right of Way width (feet) = 50'

I

RESOLUTION OF APPRECIATION

HONORING THE LIFE OF

TOM BAKER

WHEREAS, Tom Baker was born 1938 in Winchester to the late Mary Sullivan Baker and Charles B. Baker, and graduated in 1956 from Handley High School where he was president of his class, and

WHEREAS, Tom Baker went on to attend Virginia Tech graduating in 1960 with a degree in Electrical Engineering and settled with his wife Sheila in Winchester in 1963, and

WHEREAS, under the guidance of Tom and his wife Sheila, Camp Fantastic serving those children and families affected by cancer was conceived and funded beginning in 1983, and

WHEREAS, Tom Baker also co-founded Special Love, Incorporated, to support and fund future Camp Fantastic events and activities, and

WHEREAS, the Winchester-Frederick County community greatly benefited from the dedicated efforts and tireless energy of Tom Baker in his many community-based endeavors, including the donation of their home and surrounding land by Tom and his wife to help create the Youth Development Center

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks and appreciation for Tom Baker and honors his life of leadership, dedication, and selfless volunteerism in the community.

ADOPTED this 14th day of February 2018.

Charles S. DeHaven, Jr.
Chairman

Gary A. Lofton
Back Creek District Supervisor

J. Douglas McCarthy
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Shannon G. Trout
Shawnee District Supervisor

Kris C. Tierney
Clerk

J

FREDERICK COUNTY RESOLUTION OF APPRECIATION

JOSEPH G. DOVE

WHEREAS, Joseph G. Dove served Frederick County, Virginia, for approximately 25 years as an employee at the Northwestern Regional Adult Detention Center; and

WHEREAS, Joseph G. Dove began his career as a Correctional Officer in 1992 and received promotions to Correctional Officer II in 1995, Correctional Officer III in 1997, Sergeant in 1998, and Lieutenant in 2005; and

WHEREAS, during his tenure, Joseph G. Dove progressively took on additional responsibilities and extra assignments and was noted for the accuracy of his work as well as his superior communication skills; and

WHEREAS, Joseph G. Dove was an effective leader and team player who excelled at multitasking of the various required duties and was widely recognized as one who could be depended upon to help others in a time of need,

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Joseph G. Dove 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 14th day of February 2018.

Charles S. DeHaven, Jr.
Chairman

Gary A. Lofton
Back Creek District Supervisor

J. Douglas McCarthy
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Shannon G. Trout
Shawnee District Supervisor

Kris C. Tierney
Clerk

К

FREDERICK COUNTY RESOLUTION OF APPRECIATION

LINDA GAIL BAKER

WHEREAS, Linda Gail Baker served Frederick County, Virginia, for approximately 33 years as an employee in the Parks and Recreation Department; and

WHEREAS, Linda Gail Baker became a part-time employee in 1982 and then began her full-time career as a Clerk Typist II in 1984 and received promotions to Clerk Typist III in 1990, Secretary II in 1994, and Registration Specialist in 1999; and

WHEREAS, during her tenure, Linda Gail Baker was noted for her attention to detail and her efforts to ensure the accuracy of her work; and

WHEREAS, Linda Gail Baker continued to enhance her customer service skills in order to benefit the County residents and assisted in increasing the efficiency of the Parks and Recreation office

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Linda Gail Baker for his 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 14th day of February 2018.

Charles S. DeHaven, Jr.
Chairman

Gary A. Lofton
Back Creek District Supervisor

J. Douglas McCarthy
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Shannon G. Trout
Shawnee District Supervisor

Kris C. Tierney
Clerk

L



COUNTY of FREDERICK

Office of the County Administrator

Tel: 540.665.6382

Fax: 540.667.0370

MEMORANDUM

To: Board of Supervisors
From: Jay Tibbs
Date: February 7, 2018
Re: Proposed resolution on proffer legislation

Attached you will find a proposed draft of a resolution pertaining to proffer legislation.

As you might recall, Supervisor Dunn, at the January 10, 2018 board meeting, had proposed the Board consider a resolution requesting the General Assembly pass legislation to give counties the authority to raise revenue from developers, builders, and/or buyers (or some combination) of new construction to cover capital costs associated with that construction. Prior to that meeting staff had become aware of House Bill 163, which was patroned by Delegate Ware, and staff suggested that the Board consider supporting this bill because it was a good first step towards providing clarification of the existing law. Since that time, we have been advised that the proposed proffer bills on both the House and Senate side have been passed by for this year, including HB 163. Given that there will be no action this session relative to the proffer legislation, staff has drafted the attached resolution for the Board's consideration at its February 14, 2018 meeting.



RESOLUTION

Action:

BOARD OF SUPERVISORS: February 14, 2018

APPROVED DENIED

Resolution Strongly Encouraging the General Assembly's Most Serious Consideration to Meaningful Reform of the Proffer Legislation

WHEREAS, in 2016 the Virginia General Assembly passed SB 549 Conditional Zoning; provisions applicable to certain rezoning proffers, which was enacted as §15.2-2303.4 as an amendment to the Code of Virginia; and

WHEREAS, this change has caused confusion at the locality level as to its implementation and application to the rezoning process and has hindered communication between localities and the development community as to the best way to address the impacts of development; and

WHEREAS, the Frederick County Board of Supervisors in 2017 and in 2018 included the reconsideration of SB 549 as part of its legislative priorities; and

WHEREAS, during the 2018 General Assembly Session several bills were introduced as an attempt address concerns with §15.2-2303.4; and

WHEREAS, House Bill 163, patroned by Delegate R. Lee Ware, was a good first step in providing localities with some guidance relative to the implementation of this law; and

WHEREAS, HB 163 and many of the other proposed bills relative to proffers have been passed by.

NOW, THEREFORE, BE IT RESOLVED, that the Frederick County Board of Supervisors strongly encourages the Virginia General Assembly to give its most serious consideration to meaningful reform of the proffer legislation through these and other bills as it moves forward between now and the 2019 Session, and in the 2019 Session, so as to allow local government to protect the interests of the taxpayers in meeting the impacts of development.

ADOPTED this **14th** day of February, 2018, by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

M



COUNTY of FREDERICK

Jay E. Tibbs


Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

| | |
|-----------------|---|
| TO: | Board of Supervisors |
| FROM: | Jay E. Tibbs, Deputy County Administrator  |
| SUBJECT: | Resolutions Regarding Pending General Assembly Legislative Items |
| DATE: | January 5, 2018 |

Staff received a request from Warren County to consider resolutions supporting and opposing a variety of legislative initiatives. Staff has reviewed the packet they provided and have identified four bills that would be pertinent to Frederick County. The proposed resolutions would:

Oppose HB 786 regarding changes to the appeals process for real estate assessments.

Oppose HB 1471 regarding changes to the local grievance procedure.

Oppose SB 751 regarding a requirement that localities with populations greater than 25,000 post their check register on their websites.

Support SB 108 regarding publishing requirements for enforcement of a tax lien on real property.

There were a number of other legislative items; however, some of those initiatives were not applicable to Frederick County or had been passed by indefinitely by the respective subcommittee.

Staff is seeking Board approval of the attached resolutions.

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

Attachments



RESOLUTION

Action:

BOARD OF SUPERVISORS: February 14, 2018

APPROVED DENIED

A Resolution to strongly request that Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock and Wendy Gooditis OPPOSE House Bill 786 (Mark L. Kearns) and House Bill 787 (Mark L. Kearns) now pending before the Virginia General Assembly

WHEREAS, the Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

WHEREAS, House Bill 786, introduced by Delegate Mark L. Kearns, provides that on an appeal to court for relief from local taxes, the taxpayer shall not be required to show that the assessment is a result of manifest error or disregard of controlling evidence; and

WHEREAS, House Bill 786 also provides that on an appeal to court for relief from local taxes, a taxpayer can rebut the presumption of correctness if any one of the three mistakes under current law was made by the assessor; and

WHEREAS, House Bill 786 would increase the number of cases that are appealed to the circuit court which would increase legal costs for localities; and

WHEREAS, House Bill 787 would provide that on appeal of a real property assessment to a board of equalization, the taxpayer shall not be required to show that the assessment is a result of manifest error or disregard of controlling evidence; and

WHEREAS, House Bill 787 would increase the number of cases that are appealed to the Board of Equalization.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Frederick County, Virginia, hereby expresses its strongest opposition to pending House Bill 786 and House Bill 787 and requests that Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis join in opposing and voting to disapprove House Bill 786 and 787.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Board of the County of Frederick, Virginia directs the Clerk to send a copy of this resolution to Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis.

ADOPTED this **14th** day of February, 2018, by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



RESOLUTION

Action:

BOARD OF SUPERVISORS: February 14, 2018

APPROVED DENIED

**A Resolution to strongly request that Senator Jill Vogel
and Delegates Christopher E. Collins, David LaRock and Wendy Gooditis
OPPOSE House Bill 1471 (Timothy D. Hugo) now pending
before the Virginia General Assembly**

WHEREAS, the Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

WHEREAS, the Board of Supervisors believes House Bill 1471, introduced by Timothy D. Hugo, would allow an aggrieved employee to decide whether the final step in a local grievance procedure would be before an administrative hearing officer or a three-member panel. Currently, Frederick County's Personnel Policy provides that the final step shall be an impartial three-member panel hearing. Furthermore, if there is a question whether the relief granted is consistent with written policy, the proposed bill states such determination shall be made by the Commonwealth Attorney rather than the County Administrator who currently makes such a determination.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Frederick County, Virginia, hereby expresses its strongest opposition to pending House Bill 1471 and requests that Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis join in opposing and voting to disapprove House Bill 14 71.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Board of the County of Frederick, Virginia directs the Clerk to send a copy of this resolution to Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis.

ADOPTED this **14th** day of February, 2018, by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



RESOLUTION

Action:

BOARD OF SUPERVISORS: February 14, 2018

APPROVED DENIED

**A Resolution to strongly request that Senator Jill Vogel
and Delegates Christopher E. Collins, David LaRock and Wendy Gooditis
OPPOSE Senate Bill 751 (Glen H. Sturtevant, Jr.) now pending before the
Virginia General Assembly**

WHEREAS, the Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

WHEREAS, Senate Bill 751, introduced by Glen H. Sturtevant, Jr., would require every locality with a population greater than 25,000 to post on their websites a register of all transactions that would include the vendor name, date of payment, amount and description of the type of expense; and

WHEREAS, the Board of Supervisors believes that Senate Bill 751 would require significant staff time to implement since staff would need to review the transactions and input the necessary data; and

WHEREAS, the Board of Supervisors believes that localities should have the local option of complying with the unfunded mandate; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Frederick County, Virginia, hereby expresses its strongest opposition to pending Senate Bill 751 and requests that Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis join in opposing and voting to disapprove Senate Bill 751.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Board of the County of Frederick, Virginia directs the Clerk to send a copy of this resolution to Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis.

ADOPTED this 14th day of February, 2018, by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator



RESOLUTION

Action:

BOARD OF SUPERVISORS: February 14, 2018

APPROVED DENIED

**A Resolution to strongly request that Senator Jill Vogel
and Delegates Christopher E. Collins, David LaRock and Wendy Gooditis
SUPPORT Senate Bill 108 (L. Louise Lucas) now pending before
the Virginia General Assembly**

WHEREAS, the Virginia General Assembly has convened to consider the passage of legislation that would amend laws affecting the authority and operation of Virginia local governments; and

WHEREAS, Senate Bill 108, introduced by Senator L. Louise Lucas would provide that an order of publication for the enforcement of a lien for taxes owed on real property that has a value of \$50,000 or less need be published only once; and

WHEREAS, under current law, such order is required to be published at least once a week for two successive weeks; and

WHEREAS, the majority of the properties sold in Frederick County for past-due taxes have a value of \$50,000 or less; and

WHEREAS, the Board of Supervisors believes that this change would save money for Frederick County while still adequately notifying interested parties.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of Frederick County, Virginia, hereby expresses its strongest support to pending Senate Bill 108 and requests that Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis join in supporting and voting to approve Senate Bill 108.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the Board of the County of Frederick, Virginia directs the Clerk to send a copy of this resolution to Senator Jill Vogel and Delegates Christopher E. Collins, David LaRock, and Wendy Gooditis.

ADOPTED this **14th** day of February, 2018, by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

N

Employee of the Month Resolution

Awarded to:

Charles L. Simpson

WHEREAS, the Frederick County Board of Supervisors recognizes that the County's employees are a most important resource; and,

WHEREAS, on September 9, 1992, the Board of Supervisors approved a resolution which established the Employee of the Month award and candidates for the award may be nominated by any County employee; and,

WHEREAS, the Board of Supervisors upon recommendation by the Human Resources Committee selects one employee from those nominated; and,

WHEREAS, Charles L. Simpson who serves as a Correctional Officer II with the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, On Friday December 8, 2017, Officer Charles Simpson was working in the facilities Special Management Unit and was conducting his security rounds when he observed an inmate laying in his bunk and appeared to be sleeping. Officer Simpson took a few extra seconds to scan the area and discovered that the inmate was unresponsive and in possible need of medical assistance. Officer Simpson then called to get Nursing staff in the area and eventually assisted in getting the inmate to the medical department to be evaluated. The inmate was sent to the hospital and placed in the critical care unit to receive treatment. Due to Officer Simpson's diligence and utilizing his job experience and extensive knowledge, the inmate received treatment and was returned to the facility; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 14th day of February 2018, that Charles L. Simpson is hereby recognized as the Frederick County Employee of the Month for February 2018; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Charles L. Simpson for his outstanding performance and dedicated service and wishes him continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Charles L. Simpson is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

Charles S. DeHaven, Jr., Chairman

O




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: February 7, 2018
RE: Committee Appointments

Listed below are the vacancies/appointments due through March, 2018. 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

Development Impact Model Oversight Committee

Bill M. Ewing – Former Board of Supervisors Representative
Term Expires: 06/28/18
One year term

(One Board of Supervisors representative vacancy exists.) *(The Development Impact Model Committee was established at the June 28, 2006 Board of Supervisors Meeting. The committee meets on an as needed basis. Appointments are for a one year term.)* FYI, other county representatives are:

Kris C. Tierney – County Administration Representative
Gary A. Lofton – Board of Supervisors and EDA Representative (Serves in Both Capacities)
H. Paige Manuel – Planning Commission Representative
Roger L. Thomas – Planning Commission Representative
Frank Wright - School Board Representative
Stephen Pettler – Top of Virginia Building Association Representative
J. P. Carr – Top of Virginia Building Association Representative

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

(See Attached Correspondence from CPMT Chair Recommending the Appointment of Dawn Robbins.) *(Ms. Leslie Stewart has resigned.)*

Lord Fairfax Community College Board (LFCC)

J. Douglas McCarthy – County Representative
579 Brush Creek Road
Winchester, VA 22603
Term Expires: 06/30/19
Four year term

(The County has two seats on the Lord Fairfax College Board. Members serve a four year term and may only serve two consecutive terms.)

Handley Regional Library Board

Gary A. Wygal – Frederick County Representative
311 Caroline Avenue
Stephens City, VA 22655
Term Expires: 11/30/21
Four year term

(Mr. Wygal has resigned.) (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.)

Social Services Board

Maximillion J. Press – Red Bud District Representative
117 Monticello Square
Winchester, VA 22602
Phone: (540)303-9404
Term Expires: 06/30/20
Four year term

(Staff has been notified that Mr. Press will be moving from the Red Bud District in February, 2018.)

M. Frank Heisey – Gainesboro District Representative
238 Fairway Circle
Cross Junction, VA 22625
Phone: (540)888-7983
Term Expires: 06/30/21
Four year term

(See Attached Application of Alan Morrison.) *(Mr. Heisey will be moving from the Gainesboro District and will resign from the Social Services Board effective February 15, 2018.)*

FEBRUARY 2018

No remaining appointments due.

MARCH 2018

Conservation Easement Authority (CEA)

Bryan J. Green – County Representative
504 Heishman Lane
Winchester, VA 22602
Home: (540)877-1844
Term Expires: 03/14/18
Three year term

*(Mr. Green is eligible for reappointment.) (The Conservation Easement Authority was established in August, 2005. The Authority consists of seven citizen members, one member from the Board of Supervisors and one member from the Planning Commission. **Members should be knowledgeable in one or more of the following fields: conservation, biology, real estate and/or rural land appraisal, accounting, farming, or forestry.** Members serve a three year term and are eligible for reappointment.)*

KCT/tjp

Attachments

U:\TJP\committeeappointments\MmosLettrs\BoardCommitteeAppts(021418BdMtg).docx



Frederick County, Virginia

Children's Services Act
107 North Kent Street, 2nd Floor
Winchester, VA 22601
Office: (540) 722-8395
FAX: (540) 678-0682

1/25/2018

Mr. Kris Tierney
Frederick County Administrator
107 N. Kent Street
Winchester, VA 22601

RE: CPMT Parent Representative Appointment

Dear Mr. Tierney,

As Chairwoman of the Frederick County Community Planning and Management Team (CPMT), I am pleased to inform you that at our meeting of January 22, 2018, the CPMT nominated Ms. Dawn Robbins, by unanimous vote, to fill the vacancy of parent representative.

The parent representative is a mandated position on the CPMT. The State Code provides for both private provider representative and parent representative to be appointed by the Board of Supervisors. Appointments occur during the May Board of Supervisor's Meeting and are for a two-year term with members being eligible for reappointment. Interim appointments will finish out the prior term and renew on the current schedule. Traditionally, the Board of Supervisors has considered input on new appointments to the CPMT from the seated members.

Ms. Robbins is the mother of 4 children, one of whom has disabilities requiring a great deal of support and advocacy. This child's initial diagnosis came at the early age of 4, which forced Ms. Robbins to learn the ins and outs of both the educational and mental health systems. Though the struggles were significant at times, her daughter is now twelve and is thriving as a result of Ms. Robbins's efforts.

Ms. Robbins is also employed as the Human Resource Manager at Grafton Integrated Health Network, a behavioral health provider that serves youth with behavioral and emotional disabilities and Autism Spectrum Disorders. Working in this organization has also given Ms. Robbins an opportunity to become familiar with regulations and processes of the mental health system.

The experience, both personal and professional, makes her a strong candidate for the position of Parent Representative on the Frederick County CPMT. The CPMT appreciates your consideration of Ms. Robbins for appointment. The nomination information that was submitted for her is enclosed for your review.

Sincerely,

A handwritten signature in black ink that reads "Michele Sandy". The signature is written in a cursive, flowing style.

Michele Sandy
CPMT Chairwoman
Frederick County Public Schools
Director of Special Instructional Services

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

_____, _____ District Supervisor, would like to nominate you to serve on the _____.

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: Dawn C Robbins Home Phone: 540-664-0027
 Address: 121 Monet Terrace Office Phone: 540-542-0200 x16121
Winchester, Va 22602 Fax: 540-678-8226
 Employer: Grafton Integrated Health Network Email: dawn.robbins07@gmail.com

Occupation: Human Resource Manager
 Civic/Community Activities: Member of Greenwood Volunteer Fire + Rescue - 2001-2010
member & Chair of several committees, member of Writ's new worship - Involved in several ministries

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting On:
4th Monday from 1pm-3pm 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 want to thank you for the opportunity to submit for this appointment. I believe my parental, life and work experience will all be a great benefit to the community in which I would be charged to support, should I be chosen.

Applicant's Signature: Dawn C Robbins Date: 11-8-2017

Nominating Supervisor's Comments: _____

To whom it may concern:

I would like to submit for consideration for the position of Parent Representative for the Community and Policy Management Team. Before I tell you about me, let me introduce you to my daughter, Audrey. She is an amazing and thriving 12 year old young lady. She was first diagnosed with pediatric bipolar disorder at 4 years old and later high functioning autism at 6, after several years of what I can only describe as a roller coaster; financial, emotional, physical, you name it and we felt it as individuals and as a family. Audrey has a younger sister and two older brothers. I am a full time working, single mother and while she struggled day in and day out, hitting, kicking, biting, turning over furniture, throwing 'tantrums' at home, at daycare, and later at school, I was constantly called to pick my daughter up from each of these places, often several times a week. She was kicked out from multiple places, multiple times. She was often suspended and made to feel like her ability to function in a world of nonsensical ways of doing things in her highly sensical and logical mind made her wrong, inadequate and socially outcast. The drain on our family and of course her little heart, not understanding why no one liked her, no adult, no other children was heartbreaking. What was the absolute hardest thing was hearing how she was restrained and secluded in school, the fear and loneliness she felt and abandonment from those incidents and that I could not do anything in those moments to fix them.

During this entire time, I was so very blessed to work for an organization who not only supported me as an employee and a person through this, but also works with children like her so I had an advantage of talking with colleagues to guide me in what direction to take, what supports to advocate for, how to best love and support her. I knew that there had to be a better way to keep her in school and help her at home. That whatever was going on in her mind, that we could work through it together, that we could learn together and that her best chance was for me as her mom, to become as educated as possible. I fought hard for so many things for her over the years and she has been amazingly successful in so many ways. She lights up my life! While I realize that not every child can have that and not every parent has that support system, I am so very lucky to have been able to and am still very blessed to work with my daughter every day as we continue to work through the nuances of her special abilities as she changes and grows. She has been such a gift to our family. This is just a glimpse into my Audrey. I would love to share more about her. So would her teachers I am sure. She was very well known in her school as both a challenge and a light. To know her is to know me.

There is nothing I would love more than to be able to provide insight and guidance on how to be able to support children and families like mine. I have spent the last 15 years of my life working for an organization that is passionate about serving at-risk individuals and individuals with autism spectrum disorder as well as many other children and adults with emotional and psychiatric diagnosis to provide the least restrictive level of care and support them in getting them back into their home community. While my role is administrative in nature, Human Resources, it allows me a broad view perspective into so many of the regulations and processes that happen to ensure the safety and care of clients, the support of families, the financial impact that legislation can have on services available. This gave me great insight in working through the clinical and educational system while advocating the best possible care and outcomes for my daughter. I am most passionate about this because I am a mother of a

beautiful and extremely intelligent 12 year old who is now mainstreamed in middle school and while not every day is perfect, we have grown immensely together over the last 9 years as a team!

Please feel free to contact me with any questions you may have.

I am attaching a resume as well, however I believe my greatest qualification is being a parent.

Dawn C. Robbins

DAWN C. ROBBINS, BSBA-HRM, SHRM-SCP, SPHR

(540) 664-0027 | DAWNROBBINS07@GMAIL.COM

[LINKEDIN.COM/IN/DAWNROBBINSBSBAHRMSHRMSCPSPHR](https://www.linkedin.com/in/DAWNROBBINSBSBAHRMSHRMSCPSPHR)

Certified Human Resource Professional

I am an empowering leader, who supports top executives with a unique perspective and appreciation, that employees are every organization's greatest asset. I thrive on tough challenges and translate visions and strategies into actionable, value-added goals. I have both a disciplined and flexible problem-solving approach that balances business goals with employee needs. I offer over 20 years of Human Resources experience distinguished by commended performance and proven results.

SIGNATURE HR SKILLS

Change Management
Project Management
Benefits Administration
Employment Law
Compensation

Performance Management
Staff Recruitment & Retention
Employee Relations
Resource Planning & Development
Training & Development

Conflict Resolution
Organizational Development
HR Policies & Process
HRIS Technologies
Budget Planning

PROFESSIONAL EXPERIENCE

GRAFTON INTEGRATED HEALTH NETWORK, INC | Winchester, VA

Human Resource Manager, 2007 to Present

Staffing Resource Administrator, 2002 to 2007

Developed the infrastructure for and implemented a staffing department. Focused on support, review and analysis of operational data, to identify areas of need and to enable ongoing program improvement. Partner with executives to foster employee engagement, management support, recruitment and retention initiatives, sound compensation strategies and attractive benefit platforms while maintaining cost containment.

Key Results:

- **HR Organization Leadership and Support:** Direct 1 HR professional in staffing and recruitment. Partner with 3 HR professionals to facilitate seamless benefits, compensation, training, leadership development, succession planning, HRIS, and regulatory compliance. Previous: Directed 3 HR Professionals in staffing, workforce planning and reporting.
- **Organization Transformation:** Supported operational change essential to align and facilitate redesign of core business operations.
- **Technology Support:** Developed a Microsoft Access base scheduling system prior to supporting a successful implementation of an automated time and attendance system, with scheduling capabilities, including ongoing consultation. Key player in the implantation of the ATS system and development of the processes for recruitment of both front line and professional employees.
- **Policy Development and Administrations:** Structured and implemented programs and policies in the areas of training, compensation structures, benefits packages, incentives and new-employee orientation. Full scale redesign of employee policy manual in 2006 with annual reviews. Introduced company's first formal leave administration program, creating a flexible and well-received tool that recognized seniority within the organization
- **Training and Development:** Trained members of management team on interviewing techniques and best practices, conducting workshops and one-on-one coaching sessions.
- **Performance Management:** Created a cost-effective incentive and morale-boosting program to recognize employees with superior attendance records, which increased employee morale and stabilized staffing. Co-developed company's first-ever standardized disciplinary procedures and tracking system for dependability to insulate company from legal risk and ensure consistent and fair discipline process.

PROFESSIONAL EXPERIENCE (CONTINUED)

UNITED AIRLINES — Sterling, VA**Manpower Planner**, 1997 to 2001**Station Services Scheduler**, 1994 to 1997**Reservations Sales and Service Representative**, 1993 to 1994

Fulfilled a broad range of HR functions, including manpower planning, union negotiations, contract interpretation, 1st and 2nd step grievance hearing officer, ensure compliance with FMLA, ADA, EEOC, WC, and various other employment laws.

Key Results:

- Determined staffing needs on a quarterly basis, based on historical data, for a 1200 employee call center
- Revamped and ineffective manpower scheduling system
- Automated an antiquated manpower process by instituting effective software tools
- Consolidated years of union agreements into one comprehensive document after each item was negotiated and validated
- Responsible for weekly payroll for 300 person organizational division
- Provided manpower planning input for yearly budget formulation with appropriate justification
- Administered all personnel related policies including FMLA, ADA, EEOC, WC

EDUCATION & PROFESSIONAL CREDENTIALS

COLUMBIA SOUTHERN UNIVERSITY — Orange Beach, AL

BS Degree – Business Administration / Human Resources Management - Columbia Southern University

AAS Degree – Business - Columbia Southern University

Certifications:

Senior Professional in Human Resources (SPHR)

Society of Human Resources Management Senior Certified Professional (SHRM-SCP)

Notary Public for the Commonwealth of Virginia

EMT – B Certification B120806901

First Aid/CPR Healthcare Provider certified

Affiliations:

Member - Society for Human Resource Management (SHRM)

Alan L. Morrison
2968 Green Spring Road
Winchester, VA 22603
February 2, 2018

Doug McCarthy:

Find attached my resume' that ends when I retired. Since then I have served as pastor at Christ Reigns Church on a part-time basis and have worked at Omps Funeral Home as a part time Funeral Assistant.

My work at Christ Reigns includes all the weekly service activities as well as counseling and pastoral care (home visits, hospital visits, etc.)

From my resume', you should see that I have always been active in the community and have a great love for Frederick County and will appreciate any opportunity to further serve.

Sincerely,

Alan L. Morrison

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

J. Douglas McCarthy, Gainesboro District Supervisor, would like to nominate you to serve on the Social Services.

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: Alan L. Morrison **Home Phone:** 540-667-5978
Address: 2968 Green Spring Road **Office Phone:** N/A
Winchester, VA 22603 **Cell/Mobile:** 540-247-3212
Fax: N/A

Employer: Retired, current Pastor Christ Reigns Church **Email:** amorison6@wildblue.net

Occupation: Pastor, part time funeral assistant, Omps Funeral Home, former Operations Manager, Logistics Manager

Civic/Community Activities:

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting On:

1st. Tuesday, 8:00 am

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):

Life long resident of Frederick County and active in county activities. Have a desire to further serve Frederick County.

Applicant's Signature: Alan L. Morrison Digitally signed by Alan L. Morrison
Date: 2018.02.06 13:27:22 -0500 **Date:** 2/6/2018

Nominating Supervisor's Comments:

Please submit form to:

Frederick County Administrator's Office

107 North Kent Street

Winchester, VA 22601

or email to: tprice@fcva.us or jtibbs@fcva.us

Church: First Presbyterian, Winchester, Elder, Property Committee, Chair, Strengthening Church Committee, Chair, Congregational Care Committee, Sunday School Superintendent, Sunday School Teacher grades 2 – 5, Men's Class – McFadden Bible Class. Commissioned Lay Pastor PCUSA serving Second Opequon and Round Hill Presbyterian Churches.

Joined the Evangelical Presbyterian Church (denomination) 2016 and Commissioned as Lay Pastor serving Christ Reigns.

JWAA: James Wood Athletic Association, Secretary, Board Member, and Scholarship Committee.

NW Works: Advisory Board, Board of Directors, Finance Committee and Business Advisory Committee.

French & Indian War Foundation: Board Member, Secretary

- August 1977 to November 1991 **Production Control Manager**
- Established Materials process in a new automotive manufacturing facility.
 - Worked closely with Customers and Vendors to coordinate materials inbound and Finished Product delivery.
 - Supervised Production Planning, Procurement and Warehousing.
- January 1976 to August 1977 **Cives Steel Company** Winchester, VA
Assistant to the Production Manager / Buyer
- Purchased structural steel, plate and pipe.
 - Performed inventory control and expedited materials
 - Assisted Production Manager in scheduling and trouble shooting.
- June 1975 to December 1975 **The Pines** Stephens City, VA
Site Manager
- Supervised construction and sales of single family and townhouse residences.
- June 1973 to June 1975 **H.N. Ritter, Inc** Berryville, VA
Office Assistant
- General office work, purchase and expedite materials, material take-off and field supervision for a General Contractor.
 - Designed and implemented a prefabrication plant to produce wall panels for field erection.
- August 1971 to June 1973 **City of Staunton School Board**
Shelburne Jr. High School Staunton, VA
Teacher, Industrial Arts
- Grades 7 – 9 and Special Education
 - Department Chairman

COMPUTER SKILLS

IBM System 34, 36 and AS/400 using MAPICS and MAPICS DB, Catalyst Personal Computers: Microsoft Office, including Excel, Word, Power Point, Access and Outlook.

APICS

APICS Certification

CPIM Certified in Production and Inventory Management

CIRM Certified in Integrated Resource Management

Apple Valley Chapter Charter Board Member

President 1995 – 1996, Treasurer 1987 – 1990, President-Elect 1994-1995

Instructor for CPIM Certification Review

Presented at Local and Regional meetings.

EXTRACURRICULAR ACTIVITIES

High School: Band, Intramural sports

College: Industrial Arts Education Club, IAEd. Club Tech Festival

Committee, Apple Club, Intramural sports.

COMMUNITY ACTIVITIES

Church: First Presbyterian, Elder, Property Committee, Chair, Strengthening Church Committee, Chair, Congregational Care Committee, Sunday School Superintendent, Sunday School Teacher grades 2 – 5, Men's Class – McFaden Bible Class. Completed Commissioned Lay Pastor training, 2011

JWAA: James Wood Athletic Association, Secretary, Board Member, and Scholarship Committee.

NW Works: Advisory Board, Board of Directors, Finance Committee and Business Advisory Committee.

French & Indian War Foundation: Board Member, Secretary 2010

INTERESTS AND ACTIVITIES

Woodwork, Photography, Home Repair, Cars, Sports

P



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: Kris Tierney, County Administrator
FROM: Roderick B. Williams, County Attorney
DATE: January 29, 2018
RE: Commissioner of Revenue Refund Requests

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

1. Northeastern Supply, Inc. – \$3,680.34
2. Lease Plan U.S.A., Inc. – \$2,756.19

Roderick B. Williams
County Attorney

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

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

CC: Kris Tierney, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: January 16, 2018

RE: Exoneration – Northeastern Supply, Inc.

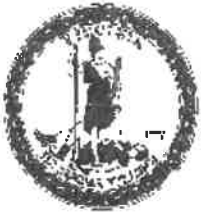
I am in receipt of the Commissioner's request, dated January 10, 2018, to authorize the Treasurer to refund Northeastern Supply, Inc. the amount of \$3,680.34, for exoneration of personal property taxes from 2014 through the first half of 2017 and vehicle license fee for 2016. This vehicle was not located in Frederick County during any of the periods in question.

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

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

Roderick B. Williams
County Attorney

Attachment



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



January 10, 2018

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Northeastern Supply Inc

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

Please approve a refund of \$3,680.34 for exoneration of personal property taxes for 2014 thru first half of 2017 and one 2016 registration fee in the name of Northeastern Supply Inc. This refund is for vehicular personal property taxes for the period shown. Vehicle was not located in Frederick County during any of the period in question. Refunds were posted prior to January 1 2017.

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

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

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

Exoneration is \$3,680.34.

Date: 1/08/18

Cash Register: COUNTY OF FREDERICK

Time: 11:25:53

| | | |
|--|--------------------------|--|
| Customer Name: NORTHEASTERN SUPPLY INC | Total Transactions: 1 | |
| | Customer Transactions: 8 | |

Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| - | PP2014 | 1 | 00401820005 | \$575.31- | \$.00 | \$575.31- |
| - | PP2014 | 2 | 00401820006 | \$575.30- | \$.00 | \$575.30- |
| - | PP2015 | 3 | 00408250005 | \$534.00- | \$.00 | \$534.00- |
| - | PP2015 | 4 | 00408250006 | \$533.99- | \$.00 | \$533.99- |
| - | PP2016 | 5 | 00418210005 | \$498.15- | \$.00 | \$498.15- |
| - | PP2016 | 6 | 00418210006 | \$498.15- | \$.00 | \$498.15- |
| - | PP2017 | 7 | 00428960003 | \$440.44- | \$.00 | \$440.44- |
| - | VL2016 | 8 | 00581090001 | \$25.00- | \$.00 | \$25.00- |

| | | | | | |
|---------|---------------|-------------------------|------------------|------------------|-------------|
| F3=Exit | F14=Show Map# | Total Paid : \$3,680.34 | F15=Show Balance | F18=Sort-Entered | F21=CmdLine |
| | | | | | F20=Attach |

Needs Board Approval



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383
Fax 540/667-0370
E-mail rwillia@fcva.us

MEMORANDUM

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

CC: Kris Tierney, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: January 29, 2018

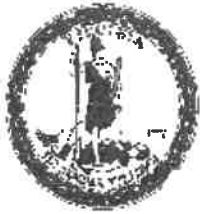
RE: Exoneration – Lease Plan U.S.A., Inc.

I am in receipt of the Commissioner's request, dated January 17, 2018, to authorize the Treasurer to refund Lease Plan U.S.A., Inc. the amount of \$2,756.19, for exoneration of personal property taxes from 2015 through 2017 and vehicle license fee from 2015 through 2017. This refund resulted from normal proration of vehicle taxes where vehicles owned by this company were sold or moved from this locality.

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

Roderick B. Williams
County Attorney

Attachment



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



January 17, 2018

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Kris Tierney, County Administrator

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration – Lease Plan U S A Inc.

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

Please approve a refund of \$2,756.19 for exoneration of personal property taxes for 2015 thru 2017 and registration fees in the name of Lease Plan U S A Inc.. This refund is for vehicular personal property taxes for the periods shown. Vehicles were either sold or moved out during this period and all are the result of normal proration.

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

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

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

Exoneration is \$2,756.19.

Customer Name: LEASE PLAN U S A INC
Total Transactions: 2
Customer Transactions: 21

Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| - | PP2015 | 1 | 00316280007 | \$218.10- | \$.00 | \$218.10- |
| - | PP2015 | 2 | 00316280008 | \$218.09- | \$.00 | \$218.09- |
| - | PP2015 | 3 | 00316280011 | \$218.10- | \$.00 | \$218.10- |
| - | PP2015 | 4 | 00316280012 | \$218.09- | \$.00 | \$218.09- |
| - | PP2016 | 5 | 00324810003 | \$200.48- | \$.00 | \$200.48- |
| - | PP2016 | 6 | 00324810004 | \$200.47- | \$.00 | \$200.47- |
| - | PP2016 | 7 | 00324810005 | \$200.48- | \$.00 | \$200.48- |
| - | PP2016 | 8 | 00324810006 | \$200.47- | \$.00 | \$200.47- |
| - | PP2017 | 9 | 00333300003 | \$165.24- | \$.00 | \$165.24- |
| - | PP2017 | 10 | 00333300004 | \$165.24- | \$.00 | \$165.24- |
| - | PP2017 | 11 | 00333300005 | \$165.24- | \$.00 | \$165.24- |
| - | PP2017 | 12 | 00333300006 | \$165.24- | \$.00 | \$165.24- |

Multiple Pages Total Paid : \$2,756.19
F3=Exit F14=Show Map# F15=Show Balance F18=Sort-Entered F21=CmdLine
F20=Attach

Options: 2=Edit 4=Delete 5=View

| Opt | Dept | Trans | Ticket No. | Tax Amount | Penalty/Int | Amount Paid |
|-----|--------|-------|-------------|------------|-------------|-------------|
| - | PP2017 | 13 | 00333300034 | \$104.90- | \$.00 | \$104.90- |
| - | PP2017 | 14 | 00333300078 | \$52.45- | \$.00 | \$52.45- |
| - | PP2017 | 15 | 00333300088 | \$113.60- | \$.00 | \$113.60- |
| - | VL2015 | 16 | 00439060001 | \$25.00- | \$.00 | \$25.00- |
| - | VL2015 | 17 | 00439080001 | \$25.00- | \$.00 | \$25.00- |
| - | VL2016 | 18 | 00451560001 | \$25.00- | \$.00 | \$25.00- |
| - | VL2016 | 19 | 00451570001 | \$25.00- | \$.00 | \$25.00- |
| - | VL2017 | 20 | 00467490001 | \$25.00- | \$.00 | \$25.00- |
| - | VL2017 | 21 | 00467500001 | \$25.00- | \$.00 | \$25.00- |

Multiple Pages Total Paid : \$2,756.19
F3=Exit F14=Show Map# F15=Show Balance F18=Sort-Entered F21=CmdLine
F20=Attach

Needs Board Approval

Q



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

540/665-6382
Fax 540/667-0370

E-mail:
ktierney@fcva.us

| | |
|-----------------|--|
| TO: | Board of Supervisors |
| FROM: | Kris C. Tierney, County Administrator <i>KCT</i> |
| SUBJECT: | Appointment to Preschool Community Task Force |
| DATE: | February 9, 2018 |

Staff has received a request from Frederick County Public Schools seeking local government representation on a community task force, which is required as part of the preschool grant. The grant speaks to the task force members as being key players. While there is no requirement that a board of supervisors' member be a member of the task force, it is the school's belief that the board would be key players from local government. It is anticipated that this group would meet approximately monthly at first but would transition to every other month or once or twice a quarter.

If the Board desires to appoint a board of supervisors' representative to this task force, we will communicate that to the schools.

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

Attachment

R



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

540/665-6382
Fax 540/667-0370

E-mail:
ktierney@fcva.us

| | |
|-----------------|--|
| TO: | Board of Supervisors |
| FROM: | Kris C. Tierney, County Administrator <i>KCT</i> |
| SUBJECT: | Extension of Sewer Service Outside of Sewer and Water Service Area |
| DATE: | February 9, 2018 |

Supervisor Lofton has been approached to sponsor a request to authorize the Frederick County Sanitation Authority (dba Frederick Water) to provide sewer service to an existing business, which is located outside of the Sewer and Water Service Area. The property is located at 8140 Valley Pike on the west side of Valley Pike (Route 11), south of the Town of Middletown, immediately adjacent to the Cedar Creek Battlefield, and is identified by Property Identification Number 91-A-27, in the Back Creek Magisterial District.

The attached resolution, if adopted by the Board of Supervisors, would authorize Frederick Water to provide sewer service to this existing business only.

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

Attachments



BOARD OF SUPERVISORS RESOLUTION

RESOLUTION AUTHORIZING THE FREDERICK COUNTY SANITATION AUTHORITY (DBA FREDERICK WATER) TO PROVIDE SEWER SERVICE OUTSIDE OF THE SEWER AND WATER SERVICE AREA TO SERVE AN EXISTING BUSINESS (SHAFFERS BBQ PALACE, LLC)

WHEREAS, An existing business, on a 0.92-acre lot, is seeking the use of public sewer for its existing business. The property is located at 8140 Valley Pike on the west side of Valley Pike (Route 11), south of the Town of Middletown, immediately adjacent to the Cedar Creek Battlefield, and is identified by Property Identification Number 91-A-27, in the Back Creek Magisterial District; and

WHEREAS, This extension of sewer service would only serve the existing business; and,

WHEREAS, The extension of sewer service outside of the Sewer and Water Service Area request was sponsored and presented to the Board of Supervisors by the Back Creek Magisterial District Supervisor on February 14, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick, Virginia approves the extension of sewer service outside of the Sewer and Water Service Area for the 0.92-acre parcel; and

BE IT FURTHER RESOLVED, that the Board of Supervisors does hereby authorize the Frederick County Sanitation Authority (dba Frederick Water) to serve the 0.92-acre parcel.

Adopted this ____ day of February, 2018.

VOTE:

| | | | |
|-----------------------------------|-----|------------------|-----|
| Charles S. DeHaven, Jr., Chairman | ___ | Gary A. Lofton | ___ |
| Bill M. Ewing | ___ | Robert W. Wells | ___ |
| J. Douglas McCarthy | ___ | Shannon G. Trout | ___ |
| Judith McCann-Slaughter | ___ | | |

Kris C. Tierney
Clerk, Board of Supervisors
County of Frederick, Virginia

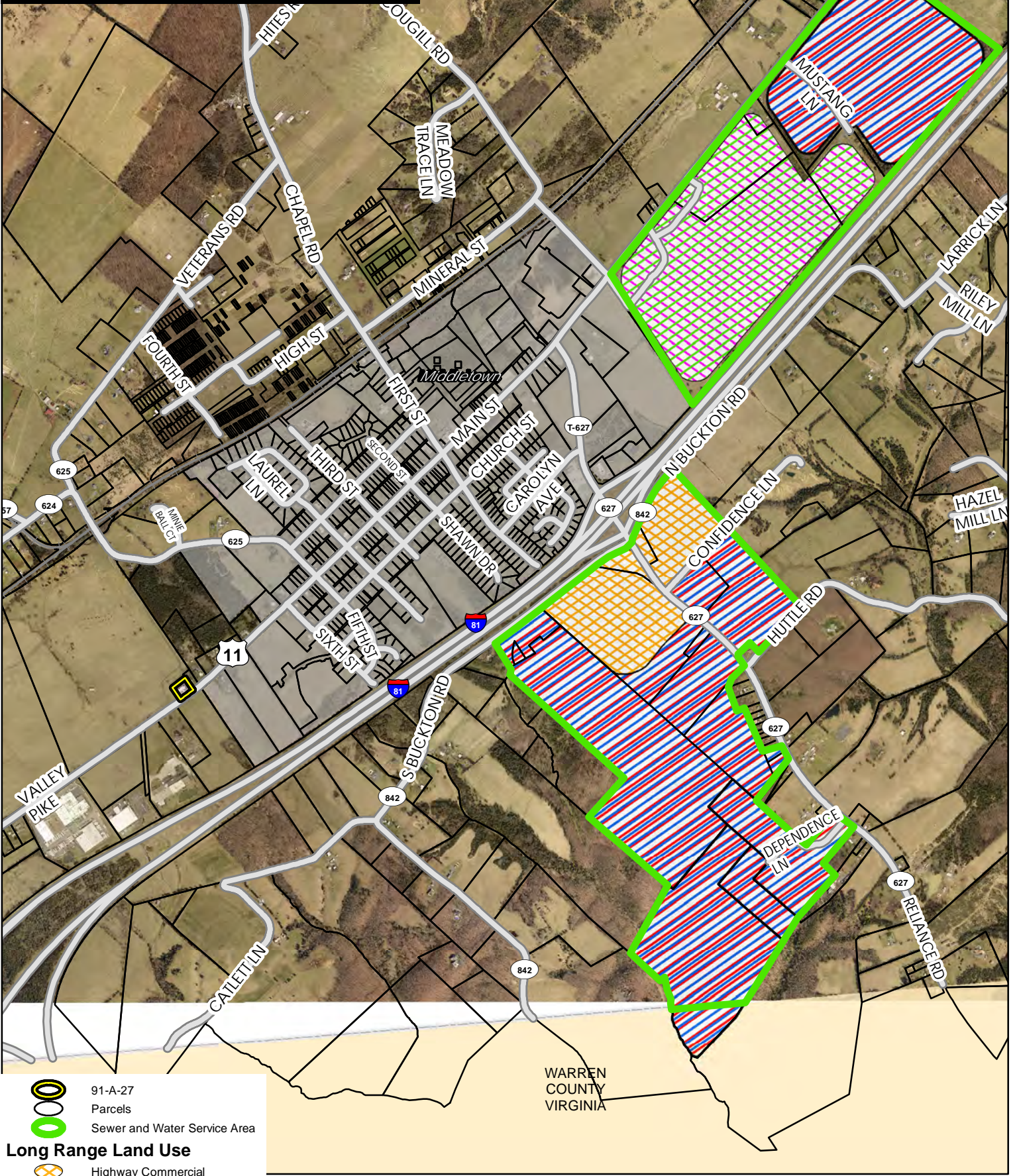
Parcel # 91 - A - 27

Location Map



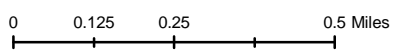
Long Range Land Use Plan

Middletown (Vicinity)



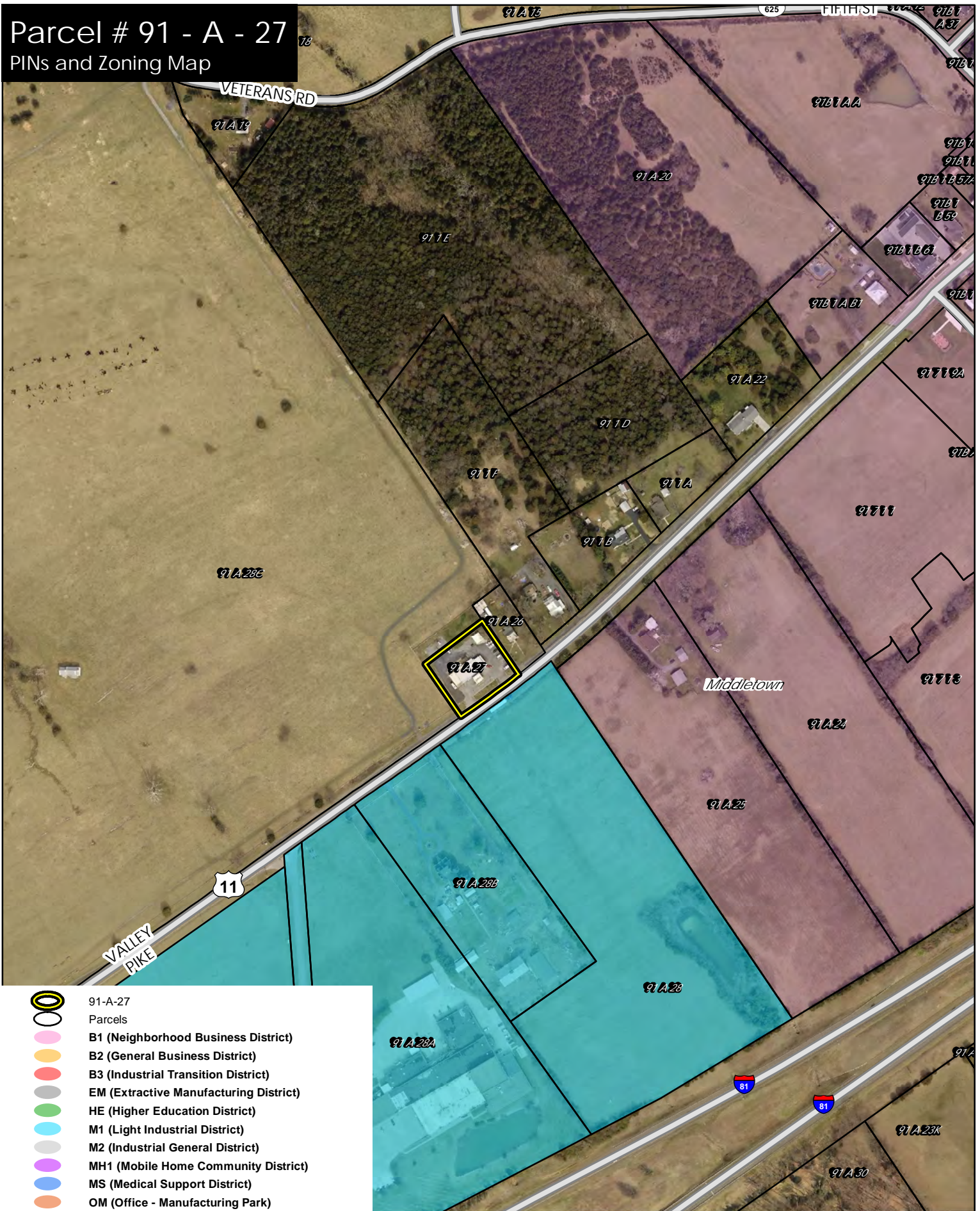
- 91-A-27
 - Parcels
 - Sewer and Water Service Area
- Long Range Land Use**
- Highway Commercial
 - Mixed Use Industrial/Office
 - Institutional

















WARREN COUNTY VIRGINIA



Parcel # 91 - A - 27

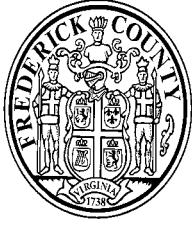
PINs and Zoning Map



-  91-A-27
-  Parcels
-  B1 (Neighborhood Business District)
-  B2 (General Business District)
-  B3 (Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Light Industrial District)
-  M2 (Industrial General District)
-  MH1 (Mobile Home Community District)
-  MS (Medical Support District)
-  OM (Office - Manufacturing Park)
-  R4 (Residential Planned Community District)
-  R5 (Residential Recreational Community District)
-  RA (Rural Areas District)
-  RP (Residential Performance District)



S



REZONING APPLICATION #06-17

K & J INVESTMENTS, LC

Staff Report for the Board of Supervisors

Prepared: January 31, 2018

Staff Contact: Candice E. Perkins, AICP, CZA, Assistant Director

| | <u>Reviewed</u> | <u>Action</u> |
|------------------------------|-----------------|---|
| Planning Commission: | 01/17/18 | Public Hearing Held; Recommended Approval |
| Board of Supervisors: | 02/14/18 | Pending |

PROPOSAL: To rezone 2.459+/- acres from the RA (Rural Areas) District to the B2 (General Business) District with proffers, 0.936+/- acres of land zoned RP (Residential Performance) District to the B2 (General Business) District with proffers, and 0.488+/- acre of land zoned M1 (Light Industrial) District to the B2 (General Business) District with proffers.

LOCATION: The subject properties are located at the northeast corner of the intersection of Martinsburg Pike (Route 11) and Snowden Bridge Boulevard.

EXECUTIVE SUMMARY & STAFF CONCLUSION FOR THE 02/14/18 BOARD OF SUPERVISORS MEETING:

This is an application to rezone a total of 3.9 acres of land to the B2 (General Business) District with Proffers. The site is located within the Sewer and Water Service Area (SWSA) and is located within the limits of the Northeast Land Use Plan of the 2035 Comprehensive Plan. The property is located within the Sewer and Water Service Area (SWSA). The 2035 Comprehensive Plan identifies these properties with a commercial land use designation. In general, the proposed commercial zoning is consistent with the current land use supported by the Comprehensive Plan.

With this rezoning, the Applicant has proffered to limit the number of restricted entrances on Martinsburg Pike and Snowden Bridge Boulevard and provide internal access via Ezra Lane and Nulton Lane. The site shall not exceed 3,441 average trips per day. The Applicant has also proffered a 20' right-of-way dedication for Martinsburg Pike. The application also provides corridor enhancements such as a split rail fence, and increased parking setbacks and signage and a monetary contribution of \$0.10 per building square foot for Fire and Rescue. **The Planning Commission did not identify any concerns with the request and recommended approval of the application at their January 17, 2018 meeting.**

Following the required public hearing, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this application. It may also be useful to others interested in this zoning matter. Unresolved issues concerning this application are noted by staff where relevant throughout this staff report.

| | <u>Reviewed</u> | <u>Action</u> |
|------------------------------|-----------------|---|
| Planning Commission: | 01/17/18 | Public Hearing Held; Recommended Approval |
| Board of Supervisors: | 02/14/18 | Pending |

PROPOSAL: To rezone 2.459+/- acres from the RA (Rural Areas) District to the B2 (General Business) District with proffers, 0.936+/- acres of land zoned RP (Residential Performance) District to the B2 (General Business) District with proffers, and 0.488+/- acre of land zoned M1 (Light Industrial) District to the B2 (General Business) District with proffers.

LOCATION: The subject properties are located at the northeast corner of the intersection of Martinsburg Pike (Route 11) and Snowden Bridge Boulevard.

MAGISTERIAL DISTRICT: Stonewall

PROPERTY ID NUMBER: 43-A-147, 43-A-148, 43-A-149 and 43-A-151C

PROPERTY ZONING: RA (Rural Areas) District, RP (Residential Performance) District and zoned M1 (Light Industrial) District

PRESENT USE: Residential and Vacant

ADJOINING PROPERTY ZONING & PRESENT USE:

| | |
|---|----------------------------|
| North: B2 (General Business) District | Use: Commercial |
| RP (Residential Performance) District | Residential |
| South: B2 (General Business) District | Use: Commercial |
| B3 (Industrial Transition) District | Use: Industrial/Commercial |
| East: RP (Residential Performance) District | Residential |
| M1 (Light Industrial) District | Vacant |
| West: B2 (General Business) District | Use: Commercial |
| B3 (Industrial Transition) District | Commercial/Industrial |

REVIEW EVALUATIONS:

Virginia Dept. of Transportation: *Please see email from Matthew Smith, dated September 5, 2017.*

Frederick County Sanitation Authority: *Please see letter from Eric R. Lawrence, AICP, Executive Director dated August 9, 2017.*

Frederick County Department of Public Works: A comprehensive review shall occur at the time of site plan submission. An existing stormwater BMP was constructed with the Snowden Bridge Boulevard and is owned by Frederick County. If this facility could provide benefit to developer to achieve stormwater requirements, we could work with them on shared use and transfer of ownership for their use and maintenance.

Frederick County Fire Marshall: Plan approved.

Frederick County Attorney: I have reviewed the revised proffer statement and this confirms that the County Attorney comments have been addressed.

Winchester-Frederick County Health Department: The Health Department has reviewed the request for comments for the Rezoning of property belonging to K & J investments, LC, from RA (2.459 acres); RP (0.936 acres); & M1 (0.499 acres); to B2 (3.9 acres); designated as Tax Map # 43-A-147, 43-A-148, 43-A-149, & 43-A-151C. This Health Department has no objections to the rezoning of the above listed property. Based upon information provided by the Applicant, the future use of the property will include a proposed convenience store, and a proposed fast food restaurant, which will be served by public water and sewer. The Applicant describes the property as an open field with one single family home, In the event that construction or development of the property may impact any existing private water supply (well), or sewage disposal system, the Applicant is requested to consult with the Health Department for proper abandonment practices in regards to septic components (septic tanks, pump tanks), or existing wells. Application for a well abandonment permit must be made through this Health Department prior to any construction that may impact an existing private water system (well).

Winchester Regional Airport: Rezoning is compatible with airport operations.

Frederick County Department of Park & Recreation: Appears to meet Parks and Recreation requirements.

Planning & Zoning:

1) Site History

The original Frederick County zoning map (U.S.G.S. Winchester, VA Quadrangle) identifies the majority of the subject property as being zoned R-3 (Residential General). The R-3 (Residential General) District zoning classification was modified to RP (Residential Performance) District on February 14, 1990, during the comprehensive amendment to the County's Zoning Ordinance. Parcel 43-A-151C was rezoned to the M1 (Light Industrial)

Zoning District with Rezoning #03-05 for North Stephenson which was approved by the Board of Supervisors on April 27, 2005.

2) **Comprehensive Plan**

The 2035 Comprehensive Plan is the guide for the future growth of Frederick County.

The 2035 Comprehensive Plan is an official public document that serves as the Community's guide for making decisions regarding development, preservation, public facilities and other key components of Community life. The primary goal of this plan is to protect and improve the living environment within Frederick County. It is in essence a composition of policies used to plan for the future physical development of Frederick County.

The Area Plans, Appendix I of the 2035 Comprehensive Plan, are the primary implementation tool and will be instrumental to the future planning efforts of the County.

Land Use

The 2035 Comprehensive Plan and the Northeast Frederick Land Use Plan provide guidance on the future development of this property. The property is located within the Sewer and Water Service Area (SWSA). The 2035 Comprehensive Plan identifies these properties with a commercial land use designation. In general, the proposed commercial zoning is consistent with the current land use supported by the Comprehensive Plan.

Transportation and Site Access

As depicted on the Applicant's GDP, the site would be accessed via one right-in/right-out entrance on Snowden Bridge Boulevard, one full entrance on Ezra Lane and a right-in/right-out entrance on Martinsburg Pike which would be accessed via Nulton Lane.

With this rezoning, the Applicant has proffered to extend Ezra Lane as a public road from Snowden Bridge Boulevard to the edge of the site. Ezra Lane is proposed to connect to Nulton Lane which is a private road which would serve as part of the internal road system for the proposed development. These roadways will also serve as interparcel connections to the adjacent properties.

The entrance locations shown on the proffered GDP are conceptual in nature – the proffer states that the final design and location of these entrances will need to be approved by VDOT and the County. The Applicant also proffered that the site would not exceed 3,441 vehicle trips per day.

3) **Proffer Statement** – Dated May 22, 2017, Revised October 27, 2017:

1. **Transportation** - Vehicle Trips per Day shall not exceed the current by-right trips of 3,441 AADT.

- a. The owners hereby proffer to construct no more than one "right-in/right-out only" entrance/exit" on Snowden Bridge Blvd (Route 883) as shown on the GDP. Final design and location to be approved by VDOT and the County of Frederick.
 - b. The owners hereby proffer to improve the existing "right-in/right-out only" entrance/exit onto Martinsburg Pike (Route 11) at Nulton Lane as shown on the GDP. Final design to be approved by VDOT and the County of Frederick. No other entrances will be constructed on Route 11.
 - c. The owners hereby proffer a public road, designed and constructed to VDOT standards, to be known as Ezra Lane within their property as shown on the GDP. This will serve as the internal road system for the development. Furthermore, neighboring parcels will be also be granted an access easement over Ezra Lane. Said road is already proffered for construction in Rezoning #12-16; however, construction will be by the owners should development occur within this rezoning first.
 - d. The owners hereby proffer to construct no more than one full entrance/exit onto Ezra Lane as shown on the GDP. Final design and location to be approved by VDOT and the County of Frederick.
 - e. The owners hereby proffer a private road to be known as Nulton Lane within their property as shown on the GDP. This will serve as the internal road system, built to County standards for commercial drive aisles, for the development. Furthermore, neighboring parcels identified as the 43-(A)-141, 142, and 143, and 43 (C) 2 1 will be also be granted an access easement over Nulton Lane. Easements shall be granted when requested by the County of Frederick.
 - f. The owners hereby proffer an additional 20' strip of land along Route 11 as shown on the GDP for right-of-way improvements including a 5' sidewalk. The dedication and improvements will occur with the approval of the first site plan.
 - g. The owners hereby proffer to enter into a signalization agreement with the Virginia Department of Transportation for the warrant study and installation of a traffic signal at the intersection of Snowden Bridge Boulevard and Ezra Lane, prior to the approval of the first site plan. It is understood that the owner's participation will be pro-rated based on his portion of the total traffic volume in the intersection. Agreement shall be executed prior approval of first site plan.
2. Corridor Enhancement along Route 11 - Martinsburg Pike
- a. The owners hereby proffer to construct split-rail fence with a 36" hedge within the front building setback.
 - b. The owners hereby proffer the parking setback along Route 11 shall be consistent with the 50' front building setback.

- c. The owner hereby proffers only one freestanding monument style tenant sign along the frontage of Martinsburg Pike. No additional freestanding signage will be allowed along Martinsburg Pike.

3. Fire & Rescue - Monetary Contributions

- a. The owners hereby proffer a cash contribution to Frederick County for Fire and Rescue purposes, of \$0.10 per building square foot to be disbursed to the Frederick County Fire and Rescue Department, to be paid prior to occupancy permit. The term "building square foot" shall be the combined floor area for each story.

PLANNING COMMISSION SUMMARY AND ACTION FROM THE 01/17/18 MEETING:

Staff reported this application is to rezone a total of 3.9 acres of land to the B2 (General Business) District with Proffers. The current zoning of the properties are RA, RP, and M1. Staff then provided an overview of the proffers offered with the rezoning.

Mr. Tim Stowe of Stowe Engineering, PLC and representing the Applicant came forward and provided an overview of the requested rezoning application; there were no questions for Mr. Stowe. There were no public comments and a motion was made, seconded, and unanimously recommend approval of REZ #06-17 for K&J Investments.

EXECUTIVE SUMMARY & STAFF CONCLUSION FOR THE 02/14/18 BOARD OF SUPERVISORS MEETING:

This is an application to rezone a total of 3.9 acres of land to the B2 (General Business) District with Proffers. The site is located within the Sewer and Water Service Area (SWSA) and is located within the limits of the Northeast Land Use Plan of the 2035 Comprehensive Plan. The property is located within the Sewer and Water Service Area (SWSA). The 2035 Comprehensive Plan identifies these properties with a commercial land use designation. In general, the proposed commercial zoning is consistent with the current land use supported by the Comprehensive Plan.

With this rezoning, the Applicant has proffered to limit the number of restricted entrances on Martinsburg Pike and Snowden Bridge Boulevard and provide internal access via Ezra Lane and Nulton Lane. The site shall not exceed 3,441 average trips per day. The Applicant has also proffered a 20' right-of-way dedication for Martinsburg Pike. The application also provides corridor enhancements such as a split rail fence, and increased parking setbacks and signage and a monetary contribution of \$0.10 per building square foot for Fire and Rescue. **The Planning Commission did not identify any concerns with the request and recommended approval of the application at their January 17, 2018 meeting.**

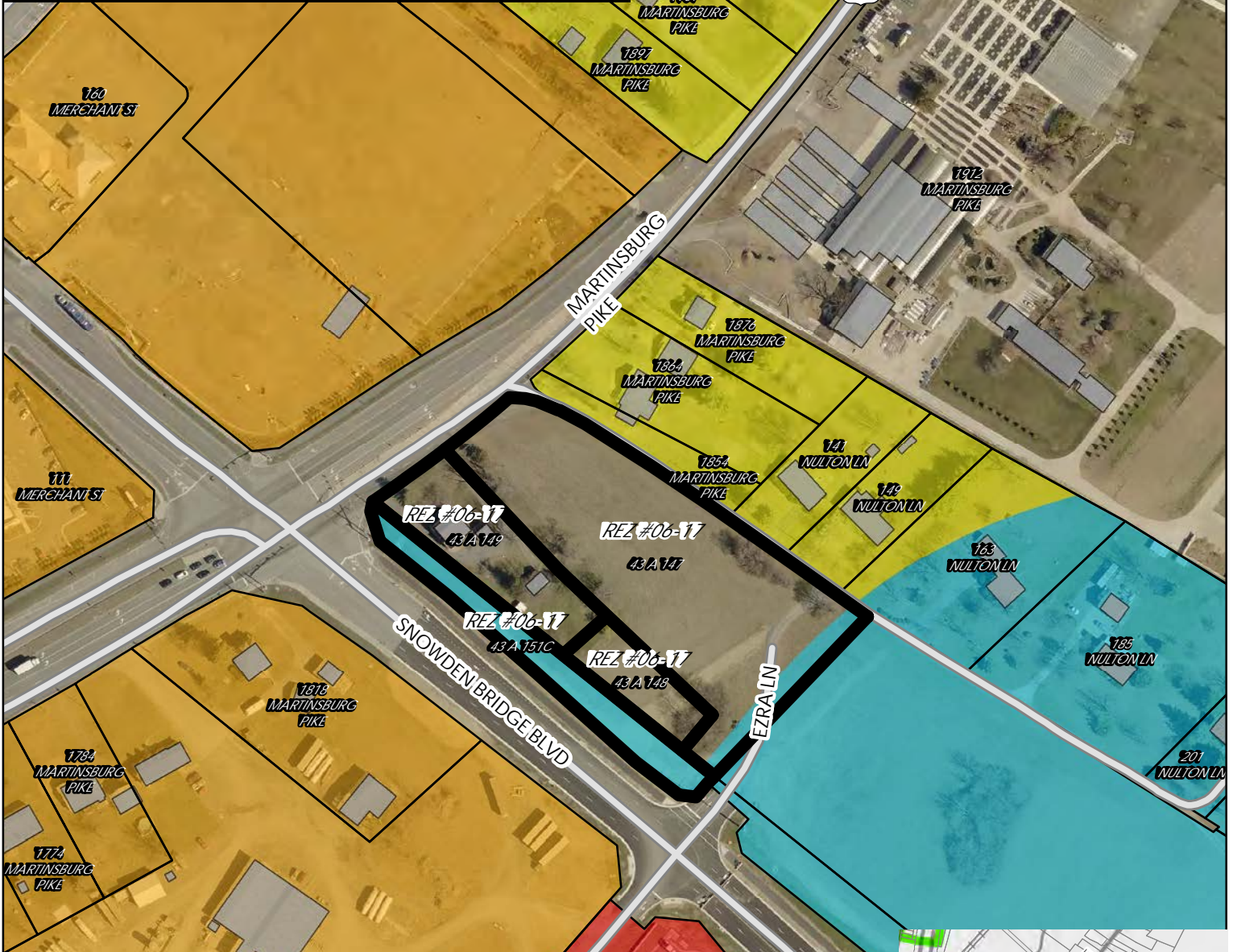
Following the required public hearing, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

REZ # 06 - 17

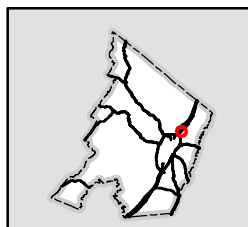
K and J Investments, LC

PINs:

43 - A - 147, 43 - A - 148, 43 - A - 149, 43 - A - 151C
 Rezoning from RA, RP, and M1 to B2 with Proffers
 Zoning Map



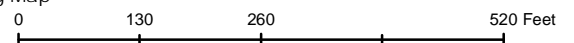
- Applications
- Sewer and Water Service Area
- Parcels
- Building Footprints
- B1 (Neighborhood Business District)
- B2 (General Business District)
- B3 (Industrial Transition District)
- EM (Extractive Manufacturing District)
- HE (Higher Education District)
- M1 (Light Industrial District)
- M2 (Industrial General District)
- MH1 (Mobile Home Community District)
- MS (Medical Support District)
- OM (Office - Manufacturing Park)
- R4 (Residential Planned Community District)
- R5 (Residential Recreational Community District)
- RA (Rural Areas District)
- RP (Residential Performance District)



REZ # 06 - 17 K and J Investments, LC

PINs:
 43 - A - 147, 43 - A - 148, 43 - A - 149,
 43 - A - 151C
 Rezoning from RA, RP, and M1 to B2
 with Proffers
 Zoning Map

Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: December 21, 2017
 Staff: cperkins



REZ # 06 - 17

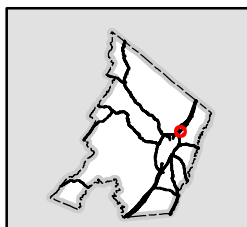
K and J Investments, LC

PINs:

43 - A - 147, 43 - A - 148, 43 - A - 149, 43 - A - 151C
Rezoning from RA, RP, and M1 to B2 with Proffers
Location Map

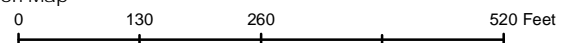


- Applications
- Sewer and Water Service Area
- Parcels
- Building Footprints



REZ # 06 - 17
K and J Investments, LC
PINs:
43 - A - 147, 43 - A - 148, 43 - A - 149,
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Rezoning from RA, RP, and M1 to B2
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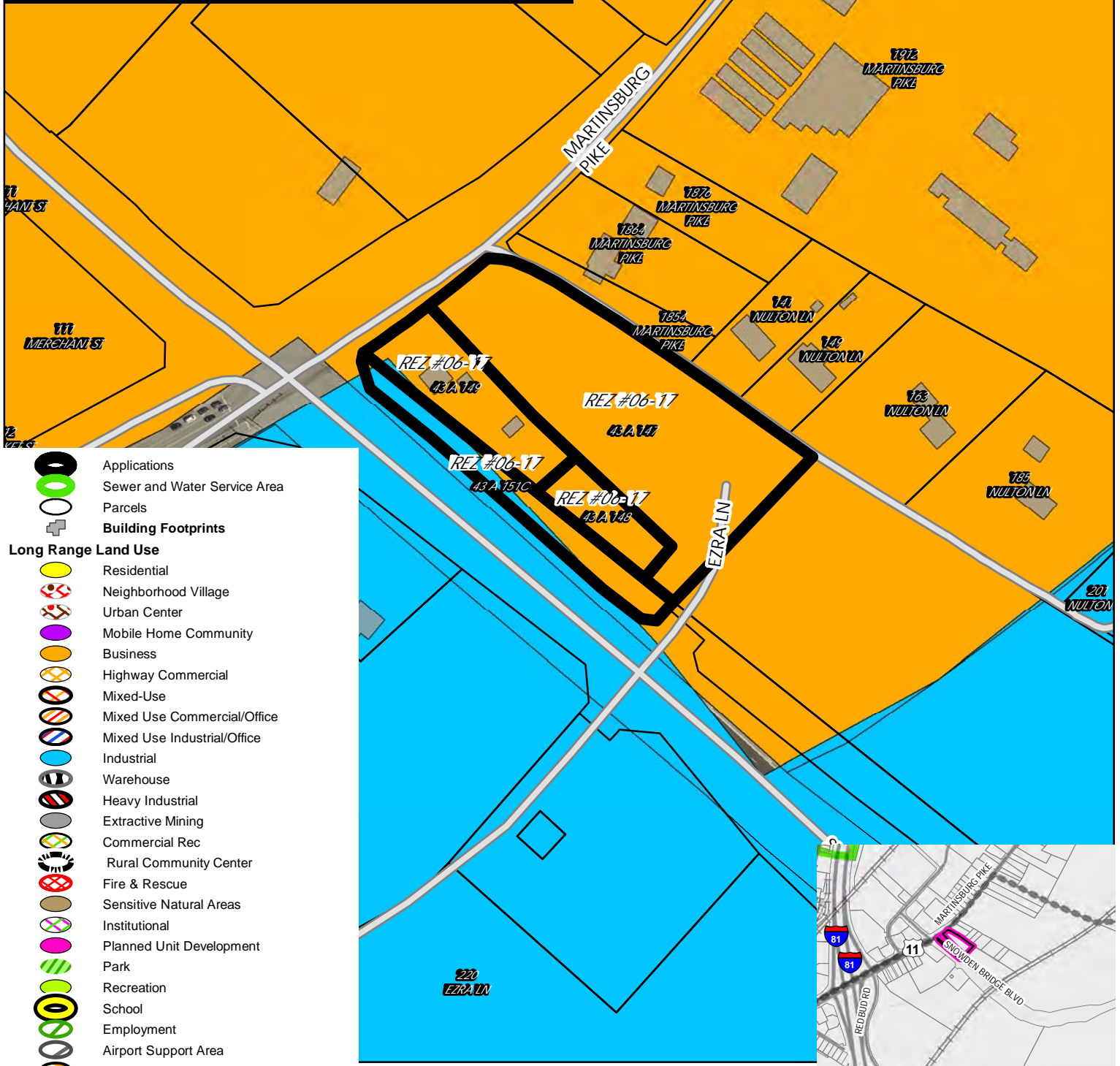
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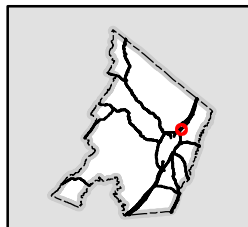
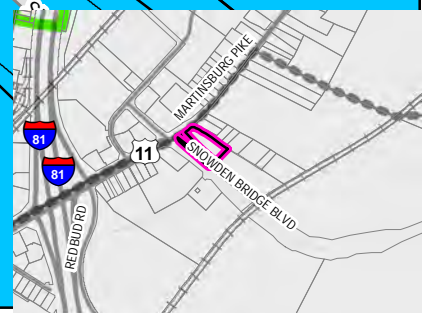
REZ # 06 - 17

K and J Investments, LC

PINs:
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 Rezoning from RA, RP, and M1 to B2 with Proffers
 Long Range Land Use Map

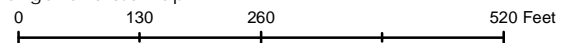


- Applications
- Sewer and Water Service Area
- Parcels
- Building Footprints
- Long Range Land Use**
- Residential
- Neighborhood Village
- Urban Center
- Mobile Home Community
- Business
- Highway Commercial
- Mixed-Use
- Mixed Use Commercial/Office
- Mixed Use Industrial/Office
- Industrial
- Warehouse
- Heavy Industrial
- Extractive Mining
- Commercial Rec
- Rural Community Center
- Fire & Rescue
- Sensitive Natural Areas
- Institutional
- Planned Unit Development
- Park
- Recreation
- School
- Employment
- Airport Support Area
- B2 / B3
- Residential, 4 u/a
- High-Density Residential, 6 u/a
- High-Density Residential, 12-16 u/a
- Rural Area
- Interstate Buffer
- Landfill Support Area
- Natural Resources & Recreation
- Environmental & Recreational Resources



REZ # 06 - 17
 K and J Investments, LC
 PINs:
 43 - A - 147, 43 - A - 148, 43 - A - 149,
 43 - A - 151C
 Rezoning from RA, RP, and M1 to B2
 with Proffers
 Long Range Land Use Map

Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: December 21, 2017
 Staff: cperkins



Proffer Statement for Omps North East

Rezoning: RZ # __-17
Property: Area: 3.883 acres
Tax Parcels 43-(A)-147, 148, 149, & 151C
Record Owners: K&J Investments, LC
Project Name: Omps North East
Original Date of Proffers: May 22, 2017
Revisions: October 27, 2017
Magisterial District: Stonewall

Pursuant to Section 15.2-2296 Et. Seq. of the Code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional zoning, the undersigned owners hereby offer the following proffers that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application __-17 for the rezoning of 3.395 acres from the RA District to the B2 District and 0.488 acres from the M1 District to the B2 District, said areas being shown on the attached rezoning plat, development of the subject properties shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the owners and such are approved by the Board of Supervisors in accordance with the said Code and Zoning Ordinance. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and have no effect whatsoever. These proffers shall be binding upon the owners and their legal successors, heirs, or assigns.

The "Properties" are more particularly described as the lands conveyed to K & J Investments, LC from North Stephenson, Inc. by Deed per instruments 050009792 and 130013563, and from Cheryl L. DeHaven, by Deed per instrument 160005375 as recorded in the Frederick County Circuit Court Clerk's Office.

A Generalized Development Plan (GDP) dated September 19, 2017, by Stowe Engineering, is attached to and made part of this proffer document.

Proffers:

1. Transportation -Vehicle Trips per Day shall not exceed the current by-right trips of 3,441 AADT. To be determined at Site Plan submission utilizing the current ITE Trip Generation Manual.
 - a. The owners hereby proffer to construct no more than one "right-in/right-out only" entrance/exit" on Snowden Bridge Blvd (Route 883) as shown on the GDP. Final design and location to be approved by VDOT and the County of Frederick.
 - b. The owners hereby proffer to improve the existing "right-in/right-out only" entrance/exit onto Martinsburg Pike (Route 11) at Nulton Lane as shown on the GDP. Final design to be approved by VDOT and the County of Frederick. No other entrances will be constructed on Route 11.
 - c. The owners hereby proffer a public road, designed and constructed to VDOT standards, to be known as Ezra Lane within their property as shown on the GDP. This will serve as the internal road system for the development. Furthermore, neighboring parcels will be also be granted an access easement over Ezra Lane. Said road is already proffered for construction in REZ 12-16; however, construction will be by the owners should development occur within this rezoning first.
 - d. The owners hereby proffer to construct no more than one full entrance/exit onto Ezra Lane as shown on the GDP. Final design and location to be approved by VDOT and the County of Frederick.
 - e. The owners hereby proffer a private road to be known as Nulton Lane within their property as shown on the GDP. This will serve as the internal road system, built to County standards for commercial drive aisles, for the development. Furthermore, neighboring parcels identified as the 43-(A)-141, 142, and 143, and 43 (C) 2 1 will be also be granted an access easement over Nulton Lane. Easements shall be granted when requested by the County of Frederick.
 - f. The owners hereby proffer an additional 20' strip of land along Route 11 as shown on the GDP for right of way improvements including a 5' sidewalk. The dedication and improvements will occur with the approval of the first site plan.
 - g. The owners hereby proffer to enter into a signalization agreement with the Virginia Department of Transportation for the warrant study and installation of a traffic signal at the intersection of Snowden Bridge Boulevard and Ezra Lane, prior to the approval of the first site plan. It is understood that the owner's participation will be pro-rated based on his portion of the total traffic volume in the intersection. Agreement shall be executed prior approval of first site plan.

2. Corridor Enhancement along Route 11 - Martinsburg Pike
 - a. The owners hereby proffer to construct split-rail fence with a 36" hedge within the front building setback.
 - b. The owners hereby proffer the parking setback along Route 11 shall be consistent with the 50' front building setback.
 - c. The owner hereby proffers only one freestanding monument style tenant sign along the frontage of Martinsburg Pike. No additional freestanding signage will be allowed along Martinsburg Pike.
3. Fire & Rescue - Monetary Contributions
 - a. The owners hereby proffer a cash contribution to Frederick County for Fire and Rescue purposes, of \$0.10 per building square foot to be disbursed to the Frederick County Fire and Rescue Department, to be paid prior to occupancy permit. The term "building square foot" shall be the combined floor area for each story.

The conditions proffered above shall be binding upon heirs, executors, administrators, assigns, and successors in the interest of the owners and owners. In the event the Frederick County Board of Supervisors grants this rezoning and accepts the conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Frederick County Code and Ordinance.

Respectfully Submitted:

By: Keven V. Omps
K & J Investments, LC
Keven V. Omps, Managing Member

Jan 8, 2017
Date

COMMONWEALTH OF VIRGINIA,

City/County of Frederick, To Wit:

The foregoing instrument was acknowledged before me this 8th day of January, 2018 by Keven V. Omps in his capacity as Managing Member of K & J Investments, LC.

[Signature]
Notary Public

My Commission Expires: Dec. 31, 2018

Notary Registration Number: DA. 7688164

Ex. Stoplights

Martinsburg Pike - Rt 11

IMPROVE ENTRANCE
RIGHT IN-OUT



B-2 Zoning - 2016 - REZ 04-16

Snowden Bridge Blvd - RT 883

PR.
20' R.O.W.
DEDICATION

Nulton Lane

WEBER'S NURSERY

INSTALL ENTRANCE
RIGHT IN-OUT

NOTE:
ENTRANCE AS SHOWN IS
CONCEPTUAL IN NATURE.
FINAL LOCATIONS SHALL BE
DETERMINED WITH SITE PLAN

PROPOSED
3.883 ac - B-2
REZONING
2.459 RA

0.488 M-1

0.281 RA

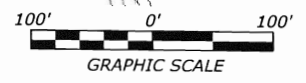
Ezra Lane

FULL ENTRANCE

Pr. Stoplights

M-1 Zoning - 2012 - REZ-12-16

B-3 Zoning - 2016



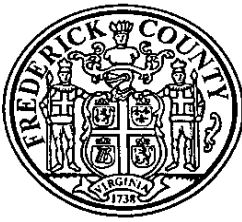
GENERALIZED DEVELOPMENT PLAN
FOR

OMPS NORTHEAST REZONING

STONEWALL MAGISTERIAL DISTRICT, FREDERICK COUNTY, VIRGINIA

| DATE | REVISION |
|------|----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

DATE: SEPT.19, 2017
SCALE: 1"=100'
DRAWN BY: GRO
JOB NO. #0460



ORDINANCE

Action:

PLANNING COMMISSION: January 17, 2018 - Recommended Approval

BOARD OF SUPERVISORS: February 14, 2018 - APPROVED DENIED

AN ORDINANCE AMENDING

THE ZONING DISTRICT MAP

REZONING #06-17 K&J INVESTMENTS, LC

WHEREAS, REZONING #06-17 K & J Investments, LC, submitted by Stowe Engineering, PLC to rezone 2.459± acres from RA (Rural Areas) District to the B2 (General Business) District with proffers, 0.936± acres of land zoned RP (Residential Performance) District to the B2 (General Business) District with proffers and 0.488± acres of land zoned M1 (Light Industrial) District to the B2 (General Business) District with proffers with a final revision date of October 27, 2017 was considered. The subject properties are located at the northeast corner of the intersection of Martinsburg Pike (Route 11) and Snowden Bridge Boulevard. The properties are located in the Stonewall Magisterial District and are identified by Property Identification Nos. 43-A-147, 43-A-148, 43-A-149 and 43-A-151C; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on January 17, 2018 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on February 14, 2018; and

WHEREAS, the Frederick County Board of Supervisors finds the approval of this rezoning to be in the best interest of the public health, safety, welfare, and in conformance with the Comprehensive Plan;

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to rezone four (4) parcels of land, 2.459± acres from RA (Rural Areas) District to the B2 (General Business) District with proffers, 0.936± acres of land zoned RP (Residential Performance) District to the B2 (General Business) District with proffers and 0.488± acres of land zoned M1 (Light Industrial) District to the B2 (General Business) District with proffers with a final revision date of October 27, 2017. The conditions voluntarily proffered in writing by the Applicant and the Property Owner are attached.

This ordinance shall be in effect on the date of adoption.

Passed this 14th day of February 2018 by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Robert W. Wells | _____ |
| Shannon G. Trout | _____ | Judith McCann-Slaughter | _____ |
| Blaine P. Dunn | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

Impact Analysis Statement

Omps NE Rezoning

Stonewall Magisterial District
Parcel ID 43-(A)-147, 148, 149, and 151
Total Area: 3.9 acres

May 30, 2017

Owner:
K&J Investments, LC
Winchester, VA 22603

Prepared by

Stowe Engineering, PLC
103 Heath Court
Winchester, VA 22602

IMPACT ANALYSIS STATEMENT

K&J Investments, LC

Introduction

K&J Investments, LC is requesting a rezoning of 3.9 acres in Frederick County. The property is owned by K&J Investments and is located east of Martinsburg Pike, and north of Snowden Bridge Boulevard and is currently an open field with one single family home. The applicant is seeking a change in zoning from RA, RP, and M-1 to B-2.

The Frederick County Comprehensive Plan's 2035 Long Range Land Use map shows this property is planned for business use and the requested B-2 zoning is consistent with this planned use. A convenience store that sells fuel, and a fast food restaurant are planned for the site. The site will be graded, landscaped, and roads installed that will meet current County specifications. The main entrance will be constructed on Ezra Lane. A right-in right-out connection will also be made to Snowden Bridge Boulevard and where Nulton Lane connects to Martinsburg Pike.

Site Suitability

100 Year Flood Plains - The site is not located within or near any 100-year flood plains per FEMA Flood Map No. 51069C0210D.

Wetlands – Based on information contained in the US Fish and Wildlife Service National Wetlands Inventory web site, there are no wetlands on or around the proposed rezoning area.

Steep Slopes – This site is fairly flat, without any steep slopes.

Mature Woodlands – There are no areas of mature woodlands on the site.

Soil or Bedrock Conditions which would create Construction Difficulties or Hazards – A review of the USDA Web Soil Survey indicates that the depth to bedrock for 4+ acres of the site is 20 to 40 inches, and for the remainder of the site it is over 80 inches. Where rock is encountered in excavation areas it will be removed by mechanical means or blasting.

Surrounding Properties

The subject property is surrounded by:

- Open fields that are zoned M-1 are to the east and are owned by the land owner who is requesting this rezoning.
- Six single-family homes line Nulton Lane to the north, four of which are owned by the land owner who is requesting this rezoning.
- To the south is Snowden Bridge Boulevard and HH Omps Trucking.
- To the west is Martinsburg Pike and the Rutherford Crossing shopping center.

The distance from the property line to the homes on the north side of Nulton Lane is 30 feet or more. Due to existing utilities and the Frederick County zoning buffer requirements, noise or glare impacts on the neighbors is expected to be minimal, if any. The planned uses will not be generators of loud noises, fumes or pollution.

Traffic

A Traffic Impact Study has been prepared by Stowe Engineering. The study shows that with the construction of Ezra Lane and improvements to Nulton Lane, the traffic resulting from this development are manageable. However, it is recognized that this proposed development will add traffic to the roadways. Therefore, the developer is proffering to construct Ezra Lane and Nulton Lane to improve mobility to the area.

Sewage Conveyance and Treatment

The site is located inside of the Frederick County Sewer and Water Service Area. Wastewater from the site will be conveyed to the existing sewer pump station located on the HH Omps site a short distance to the south. From there the wastewater will be conveyed through the Frederick County Sanitation Authority system to the Opequon Water Reclamation Facility.

Water Supply

The site is located inside of the Frederick County Sewer and Water Service Area. An existing 12" water main was extended to the site during the construction of Snowden Bridge Boulevard and will be used to provide water service to the proposed development.

Drainage

Drainage from the site flows to the east across the open field to a ditch beside the CSX railroad. From there it flows northward to a culvert under the railroad and into the head waters of Hiatt Run.

Post-development drainage from the developed areas will be routed through stormwater management facilities to control the quantity and quality of stormwater leaving the site.

Solid Waste

Collection of solid waste will occur through the use of on-site dumpsters and private haulers. The Civil Engineering Reference Manual, 4th edition, uses a solid waste generation rate of 5.4 cubic yards per 1,000 square feet of floor area. Applying this rate, 7,000 sf of development will generate 37.8 cubic yards of solid waste per year. The solid waste will be transferred to the Frederick County Landfill Facility by private licensed commercial carriers.

Historical Site and Structures

A review of the National Register of Historic Places did not show any historic sites at the location of the proposed rezoning.

Impact on Community Facilities

Educational Facilities – This project will add no children to the school system.

Emergency Services – Police protection will be provided by the Frederic County Sheriff Department. The property is located in the first response area for the Clearbrook Fire and Rescue station. Response times from the station to the site are reasonable.

Parks and Recreation – This project will not add to the population of Frederick County and therefore will not increase the demand for Parks and Recreational services.

Libraries - This project will not add to the population of Frederick County and therefore will not increase the demand for library services.

Local Government – The Frederick County Impact Model will be used to determine the level of impact this project will have on the local government.



PROJECT LOCATION MAP
OMPS NORTHEAST PROPERTY REZONING
FREDERICK, CO, VA

Candice Perkins

From: Funkhouser, Rhonda (VDOT) <Rhonda.Funkhouser@VDOT.Virginia.gov> on behalf of Smith, Matthew, P.E. (VDOT) <Matthew.Smith@vdot.virginia.gov>
Sent: Tuesday, September 5, 2017 8:10 AM
To: John Bishop
Cc: Tim Stowe; Short, Terry (VDOT); Campbell, Adam (VDOT); Smith, Matthew, P.E. (VDOT)
Subject: Omps Northeast Rezoning/TIA - VDOT Comments 9.5.2017

A VDOT review has been completed on the Omps Northeast Rezoning/TIA. We offer the following comments:

- VDOT Staunton District Planning recommends removal of the proposed right-in / right-out (RIRO) entrance to the site on Snowden Bridge Boulevard from both the proffers and the report recommendations. The entrance does not comply with Access Management Regulations, being the location of this entrance is within the functional area of the signalized intersection at US 11, as it overlaps the existing tapers of the westbound right turn lane and both the westbound and eastbound left turn lanes on Snowden Bridge Boulevard. With the proposed location of the additional RIRO entrance onto US 11, the majority of the site trips that would utilize the subject entrance would be accessing southbound US 11, which would require two lane shifts past the through and right turns on Snowden Bridge Boulevard to access the dual left turn lanes. This movement may result in a safety issue given the short distance to achieve the desired lane positioning, with safety concerns increasing in the future as traffic volumes on Snowden Bridge Boulevard grow with developments coming online, and ultimately the connection to Old Charles Town Road. Additionally, without a divided median, the likelihood of drivers making unlawful left in and out movements at the proposed RIRO entrance further compounds potential safety issues. As a Major Collector facility, the intent of Snowden Bridge Boulevard is to provide properly planned access points to service the local road network in a manner that maintains efficient and safe operational progression on the corridor. Commercial entrances should be proffered without The approval of the subject entrance given the location's proximity to two signalized intersections (one planned) does not meet this intent and therefore, cannot be supported. In addition, proposed entrance approvals will only occur at time of specific site development plans and should not be approved with proffers at rezoning stage.
- We recommend the proffer for RIRO entrance at Nulton Lane be revised to "provide improvements to the existing entrance at Nulton Lane" as there is already an entrance there. Based on the forecasted Design Year PM turning movements at the ~~proposed~~ existing RIRO entrance to Nulton Lane, a 100' right turn taper is warranted. Furthermore, with the forecasted Design Year advancing volume on northbound US 11, only 17 additional right turns are necessary to warrant a full right turn lane onto Nulton Lane. Since this roadway will serve as an interparcel connector to properties north and east of the subject site, it is inevitable that future right turn volumes will warrant the full turn lane, of which the applicant will be the primary contributor. The turn lane will also remove decelerating vehicles accessing the site from the US 11 northbound lane merge along the property frontage, enhancing mainline operations and safety. District Planning recommends that the County require the addition of the full right turn lane along the property's US 11 frontage to the report conclusion and mitigation measures offered by the applicant.
- The submitted draft proffers dated June 19, 2017 provide a 20' right-of-way dedication along the property's US 11 frontage to accommodate future planned widening of the facility. However, the report recommendations state a 10' right-of-way dedication along US 11. This section of US 11 is designated as an urban, 6-lane, divided facility per the Frederick County Comprehensive Plan. Please confirm that the proposed width of right-of-way dedication can

accommodate three future US 11 northbound through lanes, a right turn lane, curb and gutter section and sidewalk with minimum buffer width (approximately 62' width from the edge of the existing US 11 median).

- District Planning recommends the report conclusion and improvements offered by the applicant include the construction of a 5' wide sidewalk along the property's US 11 frontage. Said sidewalk to be located to accommodate the full future widening of US 11 with a minimum 4' wide buffer strip between the future back of curb and edge of sidewalk, per VDOT Road Design Manual standards for Urban Collector Streets.
- The report states that an assumption of 10% heavy vehicles was assigned to the background Graystone development trip generation. However, the heavy vehicle % settings in the Synchro models do not reflect this assumption, as all ingress and egress volumes from Snowden Bridge Boulevard appear to be set at 2% heavy vehicles. Synchro models and/or report will need to be updated accordingly, should a revised TIA submission be recommended by the County.
- Remove the proposed full entrance proffer onto Ezra Lane. The entrance approvals will occur at time of specific site development plan and should not be approved with proffers at rezoning stage.

General Study Comment:

- Appendix F of the report contains the signal timing information provided by VDOT for use in the study analysis. The existing signal at US 11 and Snowden Bridge Boulevard is part of a coordinated InSync system that also includes the ramp signals at the Exit 317 interchange. During the scoping process, VDOT requested that the existing year models utilize the provided cycle lengths and clearance intervals with split optimization to reflect the operation of the adaptive coordination system in the peak hour. As submitted, the existing year AM model utilizes the correct 140 second cycle length, but the existing year PM model uses a 60 second cycle length, instead of the current 150 second cycle length. Additionally, all future year Synchro models utilize considerably shorter cycle lengths of 60 - 85 seconds. While the Synchro outputs identify these shorter cycle lengths as achieving acceptable future year measures of effectiveness, simulation in SimTraffic identifies that the short cycle lengths are not capable of constantly clearing vehicle queues when a signal phase is served. While VDOT provided direction during the scoping process to optimize future model cycle lengths and splits, consideration must be given in the selection of future year cycle lengths as they relate to the other signals in the adaptive coordinated corridor. Simulation shows that dropping the cycle lengths by half does not work operationally at the single study intersection, let alone the entire InSync corridor.

That being said, given the fact that the existing US 11 / Snowden Bridge Boulevard intersection is generally at maximum buildout, even if more appropriate cycle lengths are analyzed, it is VDOT's opinion that traffic generated by the subject property is unlikely to result in additional mitigation measures that are not already identified in the report or these comments. However, the current analysis outputs presented in the report are not an accurate representation of the sum of total potential future development impacts to the study intersections / US 11 corridor. Numerous previous studies completed in the area have all identified that significant improvements to the transportation network are necessary given the anticipated level of growth along US 11 to the north of Exit 317 (widening of US 11, full completion of Snowden Bridge Boulevard, relocation of Redbud Road and the Exit 317 northbound off-ramp). Therefore, VDOT will defer to Frederick County to determine if a full update of the TIA to more accurately model potential future conditions is warranted for the county's information. At a minimum, VDOT District Planning recommends that an updated version of the report executive summary and conclusion be submitted as an addendum (which highlights revisions in response to the comments below), along with an updated proffer submittal for a second review.

Should you have any questions or wish to discuss this information, do not hesitate to let me know.

Matthew B. Smith, P.E. | Area Land Use Engineer
Virginia Department of Transportation
Clarke, Frederick, Shenandoah & Warren Counties
14031 Old Valley Pike
Edinburg, VA 22824
voice: 540/984-5615
fax: 540/984-5607
e-mail: Matthew.Smith@vdot.virginia.gov



315 Tasker Road
Stephens City, Virginia 22655

PH (540) 868-1061
Fax (540) 868-1429
www.FrederickWater.com

Eric R. Lawrence
Executive Director

August 9, 2017

Tim Stowe
Stowe Engineering, PLC
103 Heath Court
Winchester, Virginia 22602

**RE: Rezoning Application Comment
Omps North East Rezoning
Tax Map Number: 43-A-147, 148, 149, and 151C
3.883 acres**

Dear Mr. Stowe:

Thank you for the opportunity to offer review comments on the Omps North East rezoning application package, with a proffer statement dated June 19, 2017 and the Impact Statement dated May 30, 2017. Frederick Water offers comments limited to the anticipated impact/effect upon Frederick Water's public water and sanitary sewer system and the demands thereon.

The rezoning application seeks to enable a 1,500 square foot service station and a 3,000 square foot restaurant, although it is noted that the proffer statement does not limit the use of the property to these uses and nor square footages. The proffer statement is also silent on improvements that would be constructed by the property owner to meet water and sewer demands. Accordingly, the comments offered herein are general in nature. The ultimate decision regarding the ability to serve the property with adequate water and sewer will be determined at the time the site's use is determined, and water and sewer connection fees are paid to Frederick Water.

The project parcels are located in the sewer and water service area (SWSA) and in an area presently served by FCSA. SWSA enables access to public water and sewer service by county

policy. Location within the SWSA does not guarantee that sewer and water capacities are available to serve the property.

Water is readily available to serve the site. Pressures and flows are suitable.

As noted in the project's Impact Analysis Statement, wastewater from the site will be conveyed to the existing HH Omps sewer pump station, through the sanitary sewer lines, and ultimately treated at the Opequon Water Reclamation Facility.

Sanitary sewer conveyance in the vicinity of the site presently has limited capacity. Connection to the sanitary sewer system will be contingent on the applicant performing a technical analysis of the existing sanitary sewer system within the area to be served and the ability of the existing conveyance system to accept additional loads. The applicant may also need to introduce a SCADA system to increase sewer flow efficiency in order to introduce additional flows to the sewer conveyance system. As previously noted, sewer system capacity is not reserved until the sewer connection fee is paid to Frederick Water, and physical connection to the system is made.

Water and sanitary sewers are to be constructed in accordance with the FCSA standards specifications. Dedicated easements may be required and based on the layout vehicular access will need to be incorporated into the final design.

Please be aware that the FCSA is offering these review comments without benefit of knowledge of the specific use of the site. We would welcome an opportunity to review any proffers which may serve to mitigate any sewer deficiencies.

Thank you for the opportunity to offer review comments.

Sincerely,



Eric R. Lawrence
Executive Director

Cc: Michael T. Ruddy, AICP, County Planning Department

**REZONING APPLICATION FORM
FREDERICK COUNTY, VIRGINIA**

To be completed by Planning Staff:

Zoning Amendment Number 06-17
PC Hearing Date 1/17/18

Fee Amount Paid \$ 10,390⁰⁰
Date Received 12-21-17
BOS Hearing Date 2-14-18

The following information shall be provided by the applicant:

All parcel identification numbers, deed book and page numbers may be obtained from the **Office of the Commissioner of Revenue, Real Estate Division, 107 North Kent Street, Winchester.**

1. Applicant:

Name: Stowe Engineering, PLC Telephone: 540.336.0656
Address: 103 Heath Court, Winchester, VA 22602
email: timstowe@stowecompanies.com

2. Property Owner (if different than above):

Name: K&J Investments, LC Telephone: 540.667.4919
Address: 1800 Martinsburg Pike
Winchester, VA 22603

3. Contact person if other than above:

Name: Tim Stowe Telephone: 540.686.7373

4. Property Information:

- a. Property Identification Number(s): 43-A-147, 148, 149, 151C
050009792, 130013563, 160005375
- b. Total acreage to be rezoned: 3.9
- c. Total acreage of the parcel(s) to be rezoned (if the entirety of the parcel(s) is not being rezoned): 3.9
- d. Current zoning designation(s) and acreage(s) in each designation: RA - 2.459 acres
RP - 0.936 acres, M1 - 0.488 acres
- e. Proposed zoning designation(s) and acreage(s) in each designation: B-2 - 3.9 acres
- f. Magisterial District(s): Stonewall

5. Checklist: Check the following items that have been included with this application.

| | | | |
|--|-------|---------------------------|-------|
| Location map | _____ | Agency Comments | _____ |
| Plat | _____ | Fees | _____ |
| Deed to property | _____ | Impact Analysis Statement | _____ |
| Verification of taxes paid | _____ | Proffer Statement | _____ |
| Plat depicting exact meets and bounds for the proposed zoning district | _____ | | _____ |
| Digital copies (pdf's) of all submitted documents, maps and exhibits | _____ | | _____ |

6. The Code of Virginia allows us to request full disclosure of ownership in relation to rezoning applications.

Please list below all owners or parties in interest of the land to be rezoned:

Keven E. Omps, John Omps

7. Adjoining Property:

| <u>PARCEL ID NUMBER</u> | <u>USE</u> | <u>ZONING</u> |
|-------------------------|------------|---------------|
| see attachment | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

8. Location: The property is located at (give exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

the north east corner of the intersection of Martinsburg Pike and Snowden Bridge Boulevard

9. The following information should be provided according to the type of rezoning proposed:

Number of Units Proposed

Single Family homes: _____ Townhome: _____ Multi-Family: _____
 Non-Residential Lots: _____ Mobile Home: _____ Hotel Rooms: _____

Square Footage of Proposed Uses

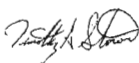
Office: _____ Service Station: 1500 _____
 Retail: _____ Manufacturing: _____
 Restaurant: 3000 _____ Warehouse: _____
 Commercial: _____ Other: _____

10. Signature:

I (we), the undersigned, do hereby respectfully make application and petition the Frederick County Board of Supervisors to amend the zoning ordinance and to change the zoning map of Frederick County, Virginia. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) understand that the sign issued when this application is submitted must be placed at the front property line at least seven days prior to the Planning Commission public hearing and the Board of Supervisors public hearing and maintained so as to be visible from the road right-of-way until the hearing.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Applicant(s):  Date: 6/19/17

_____ Date: _____

Owner(s): _____ Date: _____

_____ Date: _____

ADJOINING PROPERTY OWNERS

Owners of property adjoining the land will be notified of the Planning Commission and the Board of Supervisors meetings. For the purpose of this application, **adjoining property is any property abutting the requested property on the side or rear or any property directly across a public right-of-way, a private right-of-way, or a watercourse from the requested property.** The applicant is required to obtain the following information on each adjoining property including the parcel identification number which may be obtained from the office of the Commissioner of Revenue. *The Commissioner of the Revenue is located on the 2nd floor of the Frederick County Administrative Building, 107 North Kent Street.*

| Name and Property Identification Number | Address |
|---|----------------------------|
| Name K & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 150 | Winchester, VA 22603 |
| Name k & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 151B | Winchester, VA 22603 |
| Name K & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 151A | Winchester, VA 22603 |
| Name Levine Investments Limited | 177 Kernstown Commons Blvd |
| Property #43 A 100L | Winchester, VA 22602 |
| Name Rutherford Farm, LLC | 8230 Leesburg Pk Suite 620 |
| Property #43 A 100F | Vienna, VA 22182 |
| Name Lidl US Operations, LLC | 3500 S. Clark St |
| Property #43 A 100 | Arlington, VA 22202 |
| Name Wayne R. Baker | 1854 Martinsburg Pike |
| Property #43 C 2 1 | Winchester, VA 22603 |
| Name Harry B Ratlief | PO Box 2854 |
| Property #43 A 141 | Winchester, VA 22604 |
| Name K & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 142 | Winchester, VA 22603 |

| Name and Property Identification Number | Address |
|---|-----------------------|
| Name K & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 143 | Winchester, VA 22603 |
| Name K & J Investments, LC | 1800 Martinsburg Pike |
| Property #43 A 144 | Winchester, VA 22603 |
| Name | |
| Property # | |
| Name | |
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| Property # | |



**Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.fcva.us**

**Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Winchester, Virginia 22601
Phone (540) 665-5651 Facsimile (540) 665-6395**

Know All Men By These Presents: That I (We)

(Name) K&J Investment, LC (Phone) 540.667.4919

(Address) 1800 Martinsburg Pike, Winchester, VA 22603

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. 050009792, 13001 on Page _____, and is described as

Parcel: _____ Lot: _____ Block: _____ Section: _____ Subdivision: _____

do hereby make, constitute and appoint:

(Name) Tim Stowe, Stowe Engineering, PLC (Phone) 540.686.7373

(Address) 103 Heath Court, Winchester, VA 22602

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- Rezoning (including proffers)
- Conditional Use Permit
- Master Development Plan (Preliminary and Final)
- Subdivision
- Site Plan
- Variance or Appeal

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.

In witness thereof, I (we) have hereto set my (our) hand and seal this 14th day of September, 2017.

Signature(s) Karen Opper

State of Virginia, City/County of Frederick, To-wit:

I, Jessie O. Gulick, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 14th day of September, 2017.

Jessie O. Gulick My Commission Expires: Dec. 31, 2020
Notary Public

T



MEMORANDUM

TO: Frederick County Board of Supervisors

FROM: Candice E. Perkins, AICP, CZA, Assistant Director *CEP*

DATE: February 1, 2018

RE: **Discussion: 2018-2023 Capital Improvements Plan (CIP)**

The Capital Improvements Plan (CIP) is a document that consists of a schedule of major capital expenditures for the County for the ensuing five-year period, as well as, a category for long term projects (6 + years out). The CIP is intended to assist the Board of Supervisors in preparation of the County budget. In addition to determining priorities for capital expenditures, the County must also ensure that projects contained within the CIP conform to the Comprehensive Plan. Specifically, the projects are reviewed with considerations regarding health, safety, and the general welfare of the public, and the policies of the Comprehensive Plan. When the CIP is adopted, it becomes a component of the Comprehensive Plan.

The inclusion of projects on the CIP is in no way an indication that Frederick County will be undertaking these projects. The CIP is strictly advisory; it is intended for use as a capital facilities planning document, not for requesting funding allocations. Once adopted, project priorities and cost estimates may change throughout the year based on changing circumstances. It is also possible that particular projects may not be funded during the year that is indicated in the CIP. The status of any project becomes increasingly uncertain the further in the future it is projected. The CIP is also updated annually, and projects are removed from the plans as they are completed or as priorities change.

CIP Components

The CIP provides project recommendations from various County Agencies and tables that outline the projects and cost estimates for the projects. Within the tables, columns for each year show the funding needs that would be requested in the corresponding budget cycle. In addition, those projects that are long range projects have been placed at the end of the CIP table, outside of the five-year window. The CIP includes three separate tables; the first table shows County funded projects and the second and third tables cover Transportation projects and Airport projects which are primarily funded through other sources. This updated CIP format was endorsed by the Board of Supervisors with the approval of the 2017-2022 CIP.

The CIP includes a total of 81 projects, including several new projects. Projects within the CIP are for: Schools, Parks and Recreation, Regional Library, County Administration, Fire and Rescue, Transportation and Winchester Regional Airport.

Background – Discussions

On December 11, 2017, the Comprehensive Plans and Programs Committee (CPPC) discussed the 2018-2023 CIP capital improvement project requests, including new projects and modifications to previous requests, associated with the 2017-2022 CIP. The role of the CPPC in the CIP process was to ensure that the various departmental project requests are in conformance with the 2035 Comprehensive Plan. Following the CPPC discussion, the Committee endorsed the CIP and endorsed its conformance with the County's Comprehensive Plan. The CPPC forwarded the CIP to the Planning Commission for discussion. The Planning Commission discussed the CIP at their meeting on January 17, 2018. The Planning Commission confirmed that the CIP is in conformance with the 2035 Comprehensive Plan and recommended approval of the plan.

Conclusion

Staff is seeking a decision from the Board of Supervisors as to whether the 2018-2023 CIP is ready to be scheduled for public hearing at the Board of Supervisors March 14, 2018 meeting.

Please find attached the Draft 2018-2023 CIP with applicable text, tables and maps. More detailed information regarding the individual department requests is available digitally and may be forwarded to you directly if requested. The information provided by the individual departments is also located on the County's website via the following link: www.fcva.us/plans.

If adopted, the CIP and included maps will become a component of the Comprehensive Plan, which would satisfy the review requirement of Section 15.2-2232 of the Code of Virginia, which states that no public facility shall be constructed unless said facility is a "feature shown" within a jurisdiction's comprehensive plan.

Please contact the Planning Department should you have any questions regarding this information.

CEP/pd

Attachment

FREDERICK COUNTY, VIRGINIA 2018-2023 CAPITAL IMPROVEMENT PLAN



Adopted by the
Frederick County
Board of Supervisors
TBD, 2018

Recommended by the
Frederick County
Planning Commission
TBD, 2018

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**CAPITAL IMPROVEMENTS PLAN
FREDERICK COUNTY
FY 2018-2023**

INTRODUCTION

Section §15.2-2239 of the Code of Virginia assigns the responsibility for preparation of plans for capital outlays to the local Planning Commissions. The Capital Improvements Plan (CIP) consists of a schedule for major capital expenditures for the County for the ensuing five years.

The CIP is updated annually. Projects are removed from the plans as they are completed or as priorities change. The plan is intended to assist the Board of Supervisors in preparation of the County budget. In addition to determining priorities for capital expenditures, the County must also ensure that projects contained within the CIP conform to the Comprehensive Plan. Specifically, the projects are reviewed with considerations regarding health, safety, and the general welfare of the public, and the policies of the Comprehensive Plan. Once the CIP is adopted, it becomes a component of the 2035 Comprehensive Plan and provides a link between the documents and potential proffered contributions made with future rezoning projects.

The inclusion of projects to the CIP is in no way an indication that Frederick County will be undertaking these projects. The CIP is strictly advisory; it is intended for use as a capital facilities planning document, not for requesting funding allocations. Once adopted, project priorities may change throughout the year based on changing circumstances. It is also possible that particular projects may not be funded during the year that is indicated in the CIP. The status of any project becomes increasingly uncertain the further in the future it is projected.

PROJECT RECOMMENDATIONS

Frederick County Public Schools

Frederick County Public Schools continue to commence and complete capital projects that have been priorities from previous years. The top capital improvement priority for the Schools is the replacement of Robert E. Aylor Middle School. Construction of the New High School is the second highest priority, followed by the Armel Elementary School addition and renovation. Other schools included for renovation and addition projects include James Wood High School and Sherando High School.

Parks & Recreation

The top capital improvement priority for Parks and Recreation is the Abrams Creek Greenway Trail. This facility would provide recreational opportunities for residents of this corridor along with the surrounding communities and was emphasized in the Senseny/Eastern Frederick Urban Areas Plan completed during 2012. Other top priorities include parking at Clearbrook Park, restroom construction at NW Sherando Park and the Indoor Aquatic Facility. Other requests include projects for Sherando Park, pool upgrades at both regional parks and new community and district parks.

Handley Regional Library

The Handley Regional Library recommends three projects. The library's top priority is a new library branch in the Gainesboro area. The two remaining projects request that funding be provided for new library branches throughout the County which include the areas of Route 522 South and Senseny/Greenwood Road; both of which are anticipated to be located within the UDA (Urban Development Area) in locations consistent with the approved area plans - the Senseny/Eastern Frederick Area Plan, and the Southern Frederick Area Plan.

County Administration

The two requests from Public Works are for the relocation of the Albin Citizen Convenience Site and the expansion of the Gore Citizen Convenience Site. The joint County Administration and School Administration Building and the future replacement of the Joint Judicial Center remain in the CIP.

General Government Capital Expenditures is also included in the CIP – this item enhances the connection between the CIP and proffered contributions made to mitigate the impacts of development projects. This item addresses those general government capital expenditures that may fall below the established \$100,000 departmental threshold. This is similar to the approach taken for Fire and Rescue Capital Equipment (see Fire and Rescue descriptions).

Fire and Rescue

The top project for the Fire and Rescue is the construction of the Regional Public Safety Training Center. The construction of Fire & Rescue Station #22 in the vicinity of Route 277, with the ability to provide an annex facility for other County-related offices. Fire and Rescue has also included a project which provides for the capital apparatus needs of this facility. Project four includes the construction of Station #23, a new facility located in the vicinity of Crosspointe that would also provide the ability for an annex facility for other County-related offices.

Fire and Rescue Volunteer Company Capital Equipment Requests

The revolving fund in the amount of \$1,000,000 for the benefit of Fire and Rescue Services was established remains a component of the CIP. This capital expenditure fund is for purchasing additional and replacement capital equipment fire and rescue vehicles and equipment that may fall below the guidelines established by the Finance Committee. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is primarily for the benefit of the individual Volunteer Fire and Rescue Companies. Individual Fire and Rescue Companies previously identified their own capital requests which have been added to the CIP in a lump sum amount. Each of the capital requests meet the \$100,000 guideline established by the Finance Committee.

Greenwood Fire Station has included two company capital requests. These requests include the fire station living quarters renovation and expansion and a request for a replacement ambulance.

Transportation Committee

The Transportation Committee continues to provide project requests for the CIP. Virginia State Code allows for transportation projects to be included within a locality's CIP. Funding for transportation project requests will likely come from developers and revenue sharing. Implementation of transportation projects does not take away funding for generalized road improvements.

The Transportation Committee has requested funding for 22 projects. The 22 requests include projects that entail Interstate 81 Exit 310 Improvements, widening of major roads; key extensions of roads that help provide better networks, and the addition of turn lanes at current unsafe intersections. The inclusion of the Eastern Road Plan Improvements item once again emphasizes the connection between the CIP and potential proffered contributions made with rezoning projects which are aimed at mitigating potential transportation impacts identified in the Comprehensive Plan.

Winchester Regional Airport

Funding for airport projects is derived through a complex formula where the federal and state governments contribute a majority of the funding, with Frederick County and the other jurisdictions providing the remaining funding. The construction of a new general aviation terminal to support future airport operations and associated parking improvements continues to be number one in the CIP, followed by the Taxiway "A" Relocation (design/construction). A number of other projects focus on land acquisition in support of airport development to meet Federal Aviation requirements for general aviation facilities. The vast majority of the funding for these improvements came from the FAA and VDA.

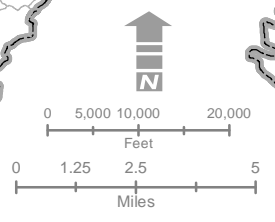
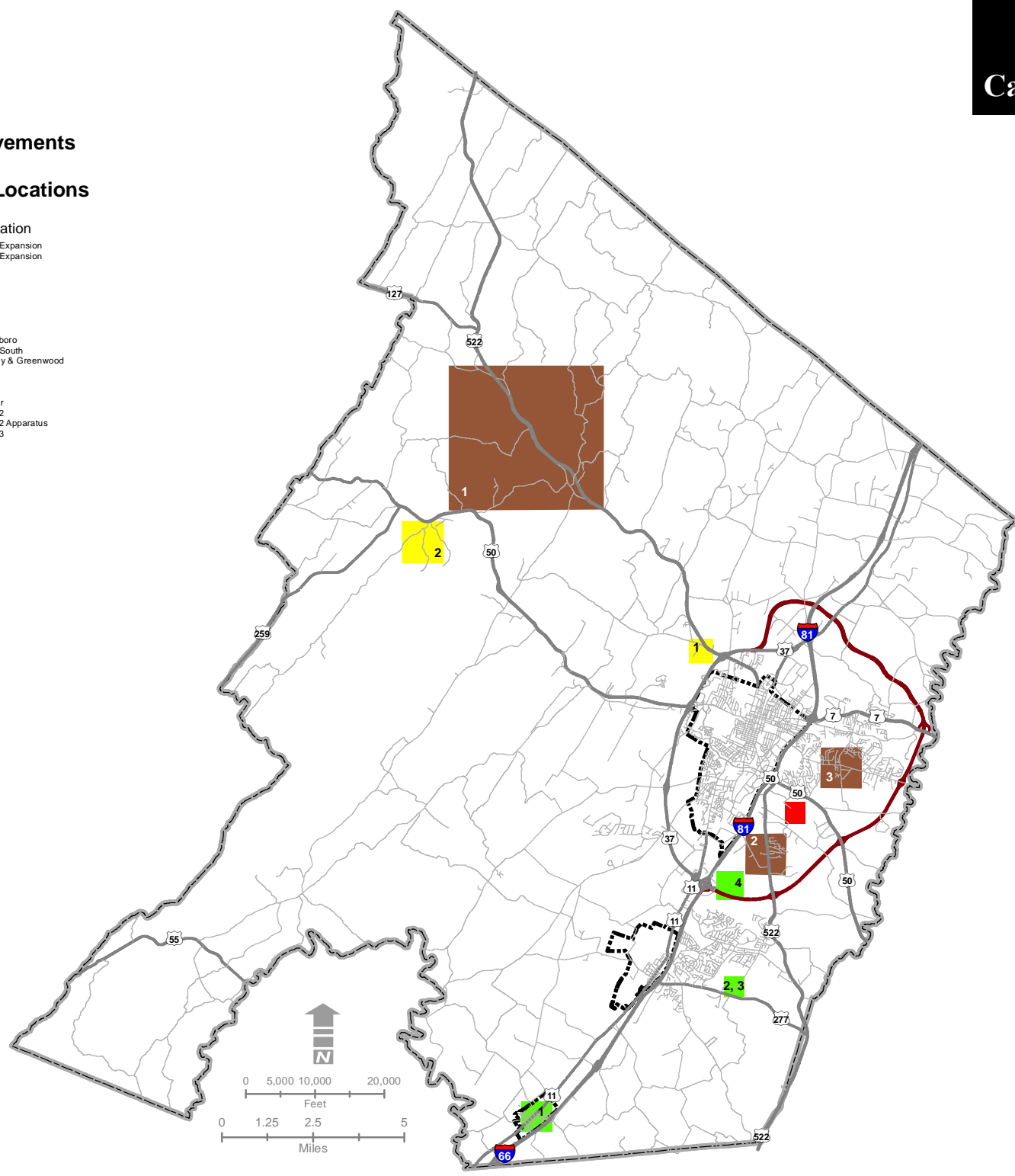
**2018 - 2023
Capital Improvements
Specific or
Approximate Locations**

- County Administration**
 - 1 Albin Convenience Site Expansion
 - 2 Gore Convenience Site Expansion

- Airport**

- Library**
 - 1 Library Branch - Gainesboro
 - 2 Library Branch - Rt 522 South
 - 3 Library Branch - Senseny & Greenwood

- Fire & Rescue**
 - 1 Regional Training Center
 - 2 Fire & Rescue Station 22
 - 3 Fire & Rescue Station 22 Apparatus
 - 4 Fire & Rescue Station 23



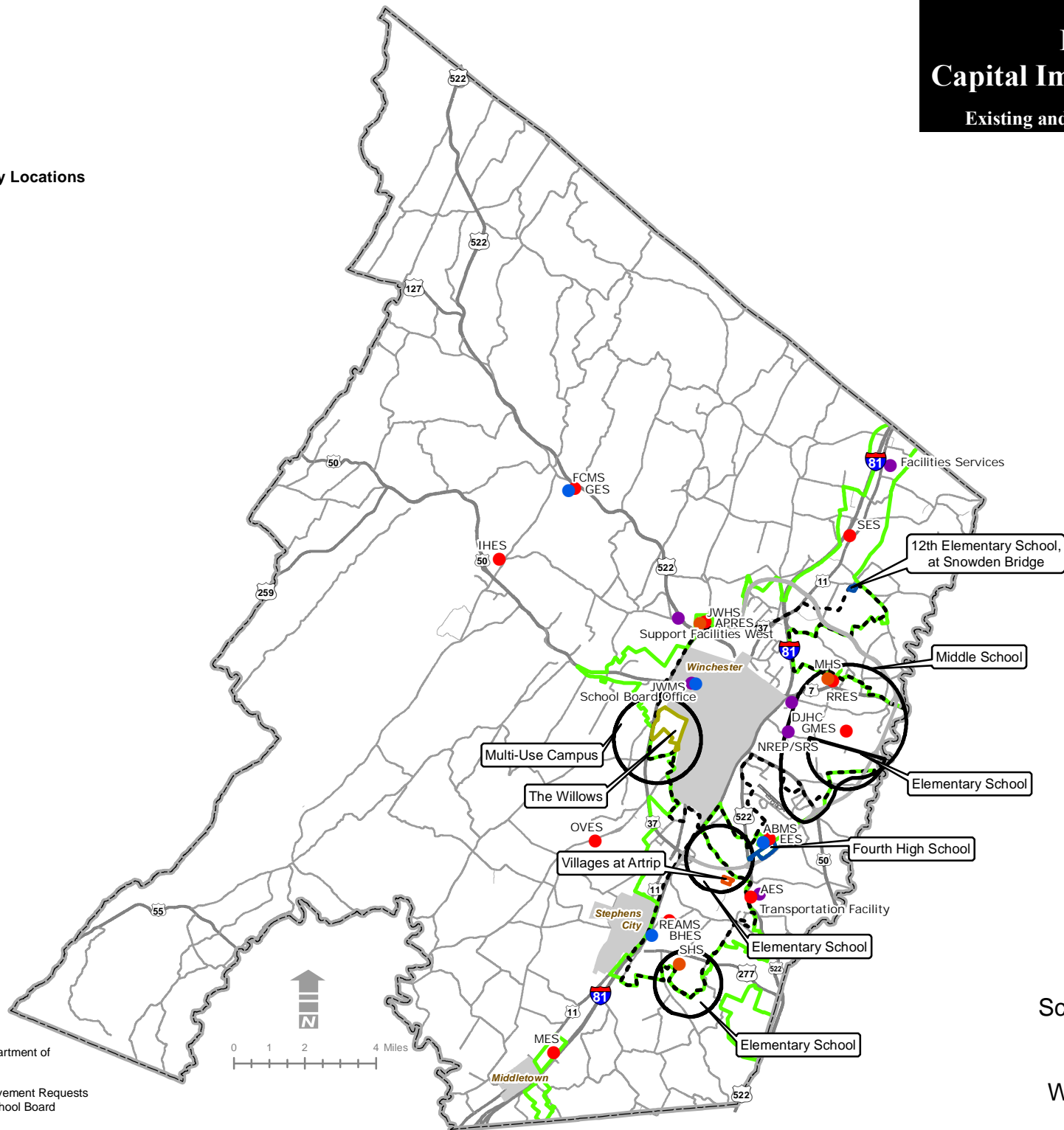
2018 - 2023 Frederick County Capital Improvements Plan

Existing and Potential School Locations

- High Schools
- Middle Schools
- Elementary Schools
- Support Facilities

Potential School Facility Locations

- Potential School Locations
- Purchased Land
- Proffered Land
- Potential Proffer
- Urban Development Area
- SWSA



12th Elementary School,
at Snowden Bridge

Middle School

Elementary School

Fourth High School

Elementary School

Elementary School





School Locations
Are Most
Appropriate
Within the UDA

Note:
Created by Frederick County Department of
Planning & Development




Map represents the Capital Improvement Requests
submitted by Frederick County School Board
11/27/17

2018 - 2023 Frederick County Capital Improvements Plan New Parks/Rec Locations

Proposed Parks

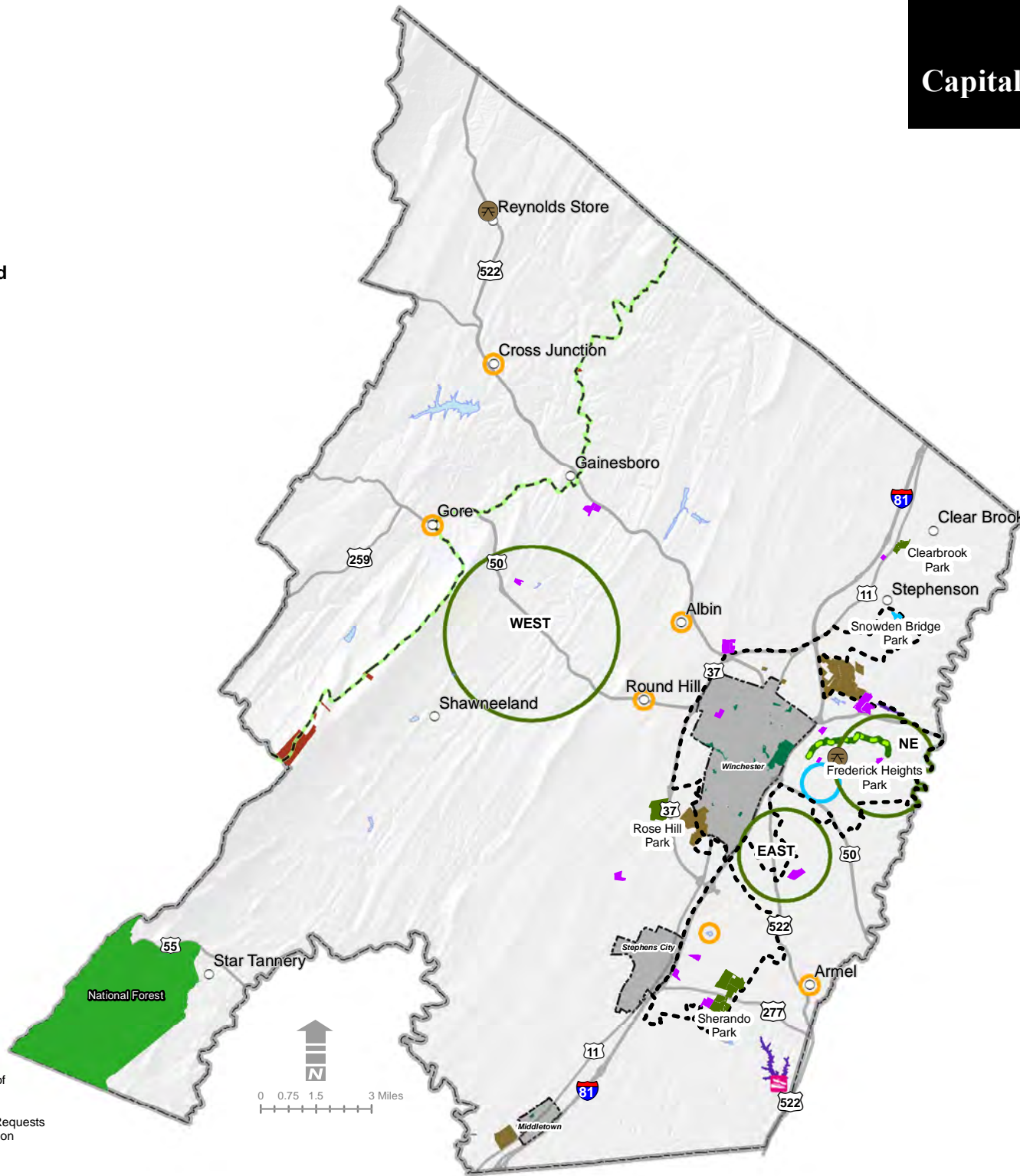
-  District
-  Community
-  Neighborhood
-  Abrams Creek Trail

Existing County Parks

-  District Park
-  Community Park
-  Neighborhood Park

Publicly Accessible Land

-  Federal
-  State
-  Battlefield
-  Non-Profit
-  Local Park
-  Tuscarora Trail
-  School
-  Public Boat Launch
-  Urban Development Area




Note:
Created by Frederick County Department of
Planning & Development

Map represents the Capital Improvement Requests
submitted by The Dept of Parks & Recreation
11/28/2017

2018 - 2023 Frederick County Capital Improvement Plan Transportation Projects

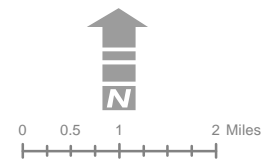
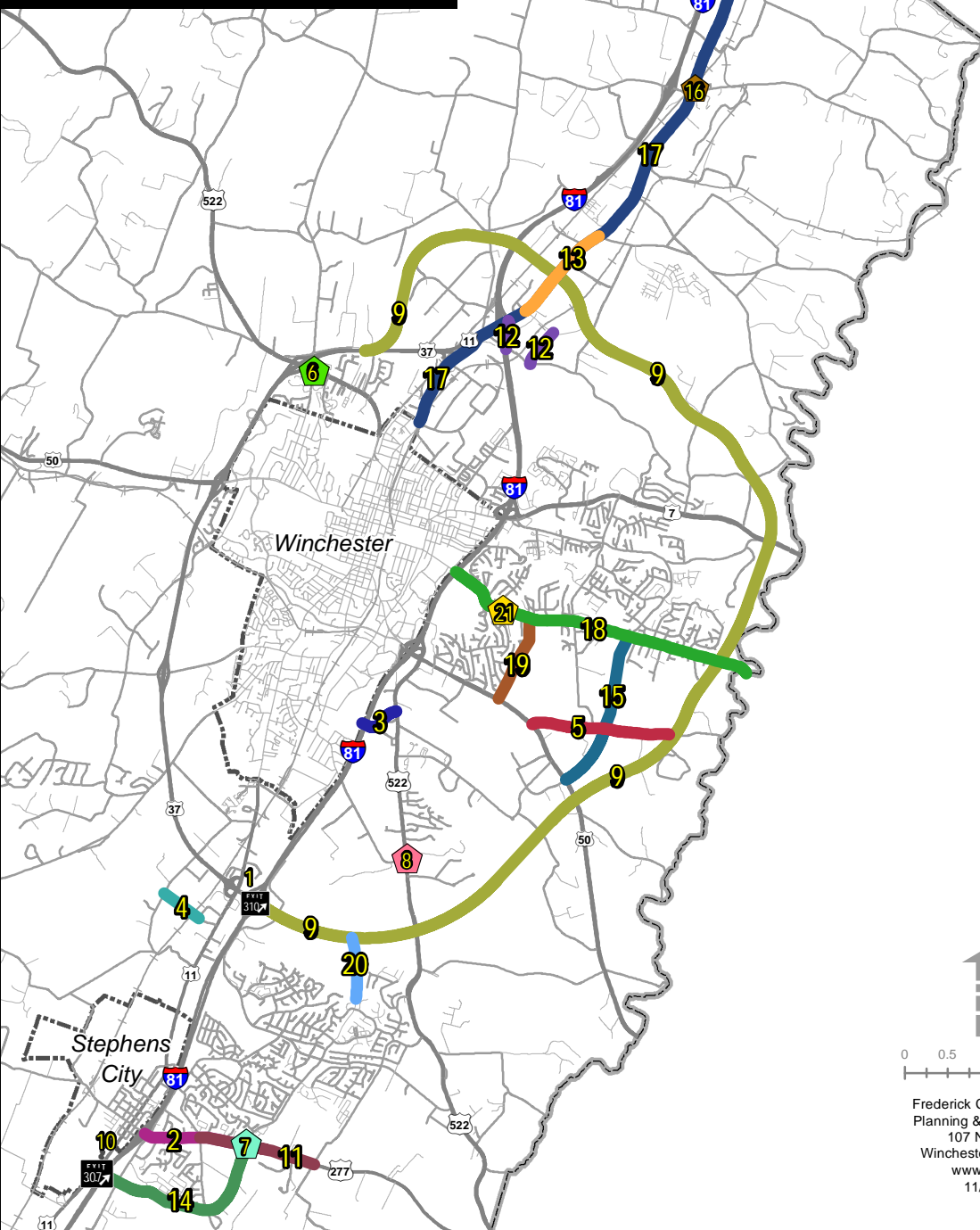
2018 - 2023 Capital Improvement Plan Transportation Projects

Funded Priorities

-  1. I-81 EXIT 310 IMPROVEMENTS
-  2. ROUTE 277 WIDENING & SAFETY IMPROVEMENTS (PH 1)
-  3. EAST TEVIS ST EXTENSION & BRIDGE OVER I-81
-  4. RENAISSANCE DR, PHASE 2
-  5. SULPHUR SPRINGS RD IMPROVEMENT FROM ROUTE 50 TO LANDFILL
-  6. FOX DR; INSTALL TURN LANES ONTO ROUTE 522
-  7. ROUTE 277; RT TURN LANE EXTENSION AT WARRIOR DR
-  8. PAPERMILL RD; RT TURN LANE EXTENSION AT ROUTE 522

Unfunded Priorities

-  9. CONTINUE ROUTE 37 PLANNING & ENGINEERING WORK
-  10. I-81 EXIT 307 RELOCATION
-  11. ROUTE 277 WIDENING & SAFETY IMPROVEMENTS (PH 2)
-  12. REDBUD RD & EXIT 307 RAMP REALIGNMENTS
-  13. ROUTE 11 N WIDENING FROM SNOWDEN BRIDGE BLVD TO OLD CHARLESTOWN RD
-  14. WARRIOR DR EXTENSION TO NEW EXIT 307
-  15. CHANNING DR EXTENSION TO ROUTE 50
-  16. BRUCETOWN RD/ HOPEWELL RD; ALIGNMENT AND INTERSECTION
-  17. ROUTE 11 N OF WINCHESTER WIDENING TO WV LINE
-  18. SENSENY RD WIDENING
-  19. INVERLEE WAY; CONNECTION FROM SENSENY RD TO ROUTE 50
-  20. WARRIOR DR EXTENSION FROM ROUTE 37
-  21. SENSENY RD; TURN LANES AT CRESTLEIGH DR
-  22. EASTERN ROAD PLAN IMPROVEMENTS



Frederick County Dept of
Planning & Development
107 N Kent St
Winchester, VA 22601
www.fcva.us
11/28/17

THE CIP TABLES - CONTENT DESCRIPTIONS

The Capital Improvements Plan tables, on the following four pages, contains a list of the capital improvement projects proposed for the ensuing five years. A description of the information in this table is explained below.

Projects Ranked by Department - The priority rating assigned by each agency or department for their requested projects.

County Contribution - The estimated dollar value that will be contributed for each project. This value is listed by individual fiscal years and by total contributions over the five-year period. The total contribution column, located to the right of the fiscal year columns, does not include debt service projections.

Notes - Indicates the footnotes that apply to additional funding sources for particular projects.

Total Project Costs - The cost for each project, including the County allocations and other funding sources.

PROJECT FUNDING

The projects included in Table 1 have a total projected cost to the County of \$432,706,269, this figure excludes Airport request and transportation projects as these are primarily funded through other sources.

While the CIP is primarily used to cover the next five years, much of the project costs have been identified beyond the next five years.

- School projects are funded through a combination of loans from the Virginia Public School Authority and the Virginia Literary Fund.
- Funding for Parks and Recreation Department projects will come from the unreserved fund balance of the County. The Parks and Recreation Commission actively seeks grants and private sources of funding for projects not funded by the County.
- The inclusion of transportation projects to the CIP is in no way an indication that Frederick County will be undertaking these projects. Funding projects will continue to come from a combination of state and federal funds, developer contributions, and revenue sharing.
- Airport projects will be funded by contributions from the federal, state, and local governments. The local portion may include contributions from Frederick, Clarke, Shenandoah, Warren Counties, and the City of Winchester.

Table 1 - 2018-2023 Capital Improvement Plan Requests

| Table 1 - 2018-2023 Capital Improvement Plan Requests | | | | | | | | | | | | |
|---|----------------------------------|---|---------------------|---------------------|---------------------|---------------------|----------------|--|----------------------|--------------|---|--------------|
| | | Contribution Per Fiscal Year | | | | | | | | | | |
| | Projects - Ranked by Department | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023+ | Long Range Comprehensive Plan Projects | County Contributions | Notes | Total Project Costs | |
| Department | | Ensuing Fiscal Year | Year 2 | Year 3 | Year 4 | Year 5 | Beyond Year 6+ | | | | | |
| Public Schools | | | | | | | | | | | <i>Please refer to the map identifying future school sites for additional school sites located throughout the County.</i> | |
| | | Robert E. Aylor Middle School | \$15,600,000 | \$20,800,000 | \$15,600,000 | | | | | | \$52,000,000 | \$52,000,000 |
| | | New High School | | \$16,600,000 | \$24,900,000 | \$24,900,000 | \$16,600,000 | | | | \$83,000,000 | \$83,000,000 |
| | | Armel Elementary School addition and renovation | | | \$2,000,000 | \$3,900,000 | \$3,900,000 | | | | \$9,800,000 | \$9,800,000 |
| | | James Wood High School Upgrades | | | | | \$1,500,000 | | | | \$1,500,000 | \$1,500,000 |
| | | Sherando High School renovations and addition | | | | | \$1,500,000 | | | | \$1,500,000 | \$1,500,000 |
| | | Joint Administrative Offices | | | | | | | \$14,000,000 | | | \$14,000,000 |
| | | Apple Pie Ridge Elementary School Phase 2 Renovation | | | | | | | \$10,000,000 | | | \$10,000,000 |
| | | Bass-Hoover Elementary School Phase 2 Renovation | | | | | | | \$10,000,000 | | | \$10,000,000 |
| | | Dowell J. Howard Center Replacement | | | | | | | \$35,000,000 | | | \$35,000,000 |
| | | Indian Hollow Elementary School Renovation and Addition | | | | | | | \$10,000,000 | | | \$10,000,000 |
| | | Relocation of Facilities Services | | | | | | | \$5,000,000 | | | \$5,000,000 |
| | | 5th Middle School | | | | | | | \$52,000,000 | | | \$52,000,000 |
| | | 13th Elementary School | | | | | | | \$34,000,000 | | | \$34,000,000 |
| | Total | \$15,600,000 | \$37,400,000 | \$42,500,000 | \$28,800,000 | \$23,500,000 | \$0 | | \$147,800,000 | | \$317,800,000 | |
| Parks & Recreation | | Abrams Creek Greenway Trail | \$500,000 | \$500,000 | \$1,200,000 | \$1,200,000 | | | | | \$3,400,000 | \$3,400,000 |
| | Clearbrook | Clearbrook Parking | \$257,000 | | | | | | | | \$257,000 | \$257,000 |
| | Sherando | Sherando NW Restroom | \$275,000 | | | | | | | | \$275,000 | \$275,000 |
| | | Indoor Aquatic Facility | \$480,000 | \$10,820,000 | | | | | | | \$11,300,000 | \$11,300,000 |
| | Sherando/Clearbrook | Water Slide/Spray Ground | \$624,000 | | | | | | | | \$624,000 | \$624,000 |
| | | Sherando HS Softball Complex | \$176,000 | \$1,473,000 | | | | | | | \$1,649,000 | \$1,649,000 |
| | | Snowden Bridge Park Development | \$300,000 | \$4,250,000 | | | | | | | \$4,550,000 | \$4,550,000 |
| | | Sherando HS Baseball Field Lighting | | \$720,000 | | | | | | | \$720,000 | \$720,000 |
| | Sherando | Sherando Park Area 3 Development | | \$2,150,000 | | | | | | | \$2,150,000 | \$2,150,000 |
| | | Community Center | | | \$672,000 | \$8,395,000 | | | | | \$9,067,000 | \$9,067,000 |
| | | Community Park | | | \$990,000 | \$1,100,000 | | | | | \$2,090,000 | \$2,090,000 |
| | | Neighborhood Parks (6) | | | \$831,000 | | | | \$4,155,000 | \$831,000 | \$4,986,000 | |
| | | District Parks (3) | | | | \$3,934,000 | | | \$7,869,000 | \$11,803,000 | \$11,803,000 | |
| | Sherando | S Sherando Park Development | | | | | | | \$2,035,000 | \$2,035,000 | \$2,035,000 | |
| | | Fleet Trip Vehicles | | | | | | | \$307,000 | \$307,000 | \$307,000 | |
| Sherando | Sherando Park Area 1 Development | | | | | | | \$2,220,000 | \$2,220,000 | \$2,220,000 | | |
| Sherando | Sherando Park Area 2 Development | | | | | | | \$2,273,000 | \$2,273,000 | \$2,273,000 | | |
| | Indoor Ice Rink | | | | | | | \$6,180,000 | \$6,180,000 | \$6,180,000 | | |
| | Total | \$2,612,000 | \$19,913,000 | \$3,693,000 | \$14,629,000 | \$0 | \$0 | \$25,039,000 | \$58,074,000 | | \$65,886,000 | |

| | | Contribution Per Fiscal Year | | | | | | | | | |
|---|--|------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--|----------------------|-------|----------------------|
| | Projects - Ranked by Department | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023+ | Long Range Comprehensive Plan Projects | County Contributions | Notes | Total Project Costs |
| Regional Library | Gainesboro Library | | \$165,023 | \$1,475,736 | \$128,275 | | | | \$1,749,034 | | \$1,769,034 |
| | Route 522 South Library | | | | | \$306,765 | \$2,736,470 | | \$3,043,235 | | \$3,043,235 |
| | Senseny/Greenwood Library | | TBD | | | | | | TBD | | TBD |
| | Total | \$0 | \$165,023 | \$1,475,736 | \$128,275 | \$306,765 | \$2,736,470 | | \$4,792,269 | | \$4,812,269 |
| County Administration | Albin Convenience Site | \$135,000 | \$1,224,000 | | | | | | \$1,359,000 | E | \$1,359,000 |
| | Gore Convenience Site Expansion | | \$30,000 | \$624,000 | | | | | \$654,000 | | \$654,000 |
| | General Government Capital Expenditures | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 | | | \$1,000,000 | E | \$1,000,000 |
| | County/School Board Administration Building | | | | | | | TBD | TBD | E | TBD |
| | Joint Judicial Center New Facility | | | | | | | TBD | TBD | | TBD |
| Total | \$335,000 | \$1,454,000 | \$824,000 | \$200,000 | \$200,000 | \$0 | | \$3,013,000 | | | \$3,013,000 |
| Fire & Rescue | Regional Training Center | \$75,000 | \$100,000 | \$1,250,000 | \$10,000,000 | \$9,500,000 | | \$10,250,000 | \$31,175,000 | | \$31,175,000 |
| | Fire Station 22 | \$400,000 | \$1,500,000 | \$1,500,000 | | | | | \$3,400,000 | | \$3,400,000 |
| | Station 22 Apparatus | | \$250,000 | \$850,000 | | | | | \$1,100,000 | | \$1,100,000 |
| | Fire Station 23 | \$550,000 | \$2,150,000 | \$1,000,000 | | | | | \$3,700,000 | | \$3,700,000 |
| | Total | \$1,025,000 | \$4,000,000 | \$4,600,000 | \$10,000,000 | \$9,500,000 | \$0 | \$10,250,000 | 39,375,000 | | |
| Fire & Rescue Company Capital Requests | Fire & Rescue Capital Equipment | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 | | | \$1,000,000 | E | \$1,000,000 |
| | Fire & Rescue Company Capital Requests including capital equipment requests | | | | | | | | | | |
| | Greenwood Fire Station Living Quarters Expansion | 610,000 | | | | | | | | | \$610,000 |
| | Greenwood Fire Station - Ambulance Replacement | 210,000 | | | | | | | | | \$210,000 |
| Total | | \$19,572,000 | \$62,932,023 | \$53,092,736 | \$53,757,275 | \$33,506,765 | \$2,736,470 | | \$253,054,269 | | \$432,706,269 |

Other Funding Sources:

E= Partial funding anticipated through development & revenue sources
TBD= To be Determined

Table 2 - Transportation Projects - CIP Requests

| Table 2 - Transportation Projects - CIP Requests | | | | | | | | | | | |
|--|---|------------------------------|------------|------------|------------|------------|----------------|--|-----------------------------------|-------|------------------------|
| | | Contribution Per Fiscal Year | | | | | | | | | |
| | Projects - Ranked by Agency | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023+ | Long Range Comprehensive Plan Projects | County/VDOT/Private Contributions | Notes | Total Project Costs |
| | | Ensuing Fiscal Year | Year 2 | Year 3 | Year 4 | Year 5 | Beyond Year 6+ | | | | |
| Funded Priorities | | | | | | | | | | | |
| | I-81 Exit 310 Improvements | | | | | | | | \$54,200,000 | E | \$54,200,000 |
| | Route 277, Fairfax Pike, Widening and Safety Improvements (ph 1) | \$35,944,878 | | | | | | | \$35,944,878 | E | \$35,944,878 |
| | Airport Road Extension, East Tevis Street Extension and Bridge over 81 | \$24,703,788 | | | | | | | \$24,703,788 | E | \$24,703,788 |
| | Renaissance Drive, Phase 2 | \$5,791,500 | | | | | | | \$5,791,500 | E | \$5,791,500 |
| | Sulpher Springs Road Improvement project | \$11,946,091 | | | | | | | \$11,946,091 | E | \$11,946,091 |
| | Fox Drive | \$650,996 | | | | | | | \$650,996 | E | \$650,996 |
| | Route 277 right turn extension Warrior Drive | \$476,644 | | | | | | | \$476,644 | E | \$476,644 |
| | Paperrmill Road right turn lane extension Route 522 | \$507,262 | | | | | | | \$507,262 | E | \$507,262 |
| Unfunded Priorities | | | | | | | | | | | |
| | Route 37 Engineering & Construction | | | | | | | \$750,000,000 | \$750,000,000 | E | \$750,000,000 |
| | I-81 Exit 307 Relocation with 4 In connection to Double Church and Stephens City Bypass | | | | | | | \$234,255,469 | \$234,255,469 | E | \$234,255,469 |
| | Route 277, Fairfax Pike, Widening and Safety Improvements (ph 2) | | | | | | | \$25,428,550 | \$25,428,550 | E | \$25,428,550 |
| | Redbud Road Realignment and Exit 317 Ramp realignment | | | | | | | \$11,239,132 | \$11,239,132 | E | \$11,239,132 |
| | Widening of Route 11 North (ph 1) | | | | | | | \$28,346,120 | \$28,346,120 | E | \$28,346,120 |
| | Warrior Drive Extension (south) | | | | | | | \$47,000,000 | \$47,000,000 | E | \$47,000,000 |
| | Channing Drive Extension | | | | | | | \$45,000,000 | \$45,000,000 | E | \$45,000,000 |
| | Brucetown/Hopewell Realign. | | | | | | | \$3,800,000 | \$3,800,000 | E | \$3,800,000 |
| | Widening of Route 11 North (ph2) | | | | | | | \$192,000,000 | \$192,000,000 | E | \$192,000,000 |
| | Senseny Road Widening | | | | | | | \$67,000,000 | \$67,000,000 | E | \$67,000,000 |
| | Inverlee Way | | | | | | | \$27,300,000 | \$27,300,000 | E | \$27,300,000 |
| | Warrior Drive Extension (Crosspointe south) | | | | | | | \$33,500,000 | \$33,500,000 | E | \$33,500,000 |
| | Senseny Road turn lanes/improvements Crestleigh Drive | | | | | | | \$2,548,579 | \$2,548,579 | E | \$2,548,579 |
| | Eastern Road Plan Improvements | | | | | | | TBD | TBD | E | TBD |
| Total | | \$80,021,159 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,467,417,850 | \$1,601,639,009 | | \$1,601,639,009 |

Other Funding Sources: E= Partial funding anticipated through development & revenue sources

The inclusion of transportation projects to the CIP is in no way an indication that Frederick County will be undertaking these projects. Funding projects will continue to come from a combination of state and federal funds, developer contributions, and revenue sharing

| Table 3 - Winchester Reginal Airport CIP Requests | | | | | | | | | | |
|---|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--|----------------------|-------|---------------------|
| Projects - Ranked by Agency | Contribution Per Fiscal Year | | | | | | Long Range Comprehensive Plan Projects | County Contributions | Notes | Total Project Costs |
| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023+ | | | | |
| | Ensuing Fiscal Year | Year 2 | Year 3 | Year 4 | Year 5 | Beyond Year 6+ | | | | |
| New General Aviation Terminal | \$1,782,000 | \$3,650,000 | \$90,400 | | | | | | A,B | \$5,522,400 |
| Taxiway "A" Relocation Design/Construction | \$300,000 | \$3,130,000 | \$3,140,000 | 6,000,000 | \$3,700,000 | | | | A,B | \$16,270,000 |
| Land Parcel 64B-A-51 (Moreland) | \$175,000 | | | | | | | | A,B | \$175,000 |
| Land Parcel 64B-A-33A (Beaver) | \$125,000 | | | | | | | | A,B | \$125,000 |
| Land Parcel 64B-A-40 (Rosenberger) | \$175,000 | | | | | | | | A,B | \$175,000 |
| Land Parcel 64-A-69 (Robertson) | | \$160,000 | | | | | | | A,B | \$160,000 |
| Land Parcel 64-A-60 (Cooper) | | \$200,000 | | | | | | | A,B | \$200,000 |
| Land Parcel 64-A-64 (Hott) | | \$160,000 | | | | | | | A,B | \$160,000 |
| Land Parcel 64-A-59 (Kyle) | | | \$175,000 | | | | | | A,B | \$175,000 |
| Fuel Storage Facility Design/Build | | | | \$1,000,000 | | | | | A,B | \$1,000,000 |
| North Side Internal Access Road | | | | | \$700,000 | | | | A,B | \$700,000 |
| North Side Access (Coverstone) | | | | | | \$1,300,000 | | | A,B | \$1,300,000 |
| Land Parcel 64B-A-52 (Lee) | | | | | | \$175,000 | | | A,B | \$175,000 |
| Total | \$2,557,000 | \$7,300,000 | \$3,405,400 | \$7,000,000 | \$4,400,000 | \$1,475,000 | | | | \$26,137,400 |

A= Partial funding from VA Dept. of Aviation

B= Partial funding from FAA

*Airport projects will be funded by contributions from the federal, state, and local governments. The local portion may include contributions from Frederick, Clarke, Shenandoah, and Warren Counties, and the City of Winchester.

APPENDIX

PROJECT DESCRIPTIONS

Frederick County Public Schools Project Priority List

PRIORITY 4 - Robert E. Aylor Middle School Replacement

Description: Because of the expense of renovations necessary to the existing Robert E. Aylor Middle School building, we propose construction of a replacement school. The new middle school will serve students grades 6-8 and have a program capacity of 900 students. The school will be designed for collaborative education, with a variety of learning spaces to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

Capital Cost: \$52,000,000

Justification: Robert E. Aylor Middle School is 48 years old, was constructed as a junior high in which the school was arranged by department (middle school arrangement is now by grade), and 85% of interior walls are load bearing. The age of the facility's infrastructure, the school's outdated arrangement, and its expensive-to-move walls make replacement of the facility a fiscally sound choice. 85% of HVAC systems, 82% of plumbing components, 73% of electrical components, 52% of finishes, and 50% of site elements have reached their average useful life and should be replaced or refurbished. The roof is low compared to modern buildings, making it expensive to install all of the infrastructure necessary between the roof and the drop ceiling.

Construction Schedule: 54 Months

PRIORITY 2 - New High School

Description: The new high school project will serve students grades 9-12, have a program capacity of 1,725 students, and will address anticipated growth in high school student enrollment in the school division. The site is located at the end of Justes Drive behind Admiral Byrd MS. This school is designed for collaborative education, with a variety of learning spaces to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

Capital Cost: \$83,000,000

Justification: This project will address expected growth in high school student enrollment in the school division over the next several years. We project that enrollment in the high schools by the fall of 2023 will be 5,063 students. High school program capacity is currently 3,785 students. To relieve overcrowding in the high schools, we need to construct the new high school in Frederick County to open within that time frame.

Construction Schedule: Construction will take 48 months

PRIORITY 3 - Armel Elementary School Addition and Renovation

Description: Armel ES opened in 1991 and has served continuously as a K-5 elementary school since that time. The school contains 70,281 square feet and has a program capacity of 590 students. As of October 31, 2016, the school has 606 students. Eight classrooms will be added to Armel ES, to accommodate the additional growth at Lake Frederick. The existing facility will be updated as needed and core areas partially renovated to serve the additional students.

Capital Cost: \$9,800,000

Justification: Armel Elementary School is in good condition; however, growth in the attendance zone will need to be addressed through the addition of classrooms to the facility. An attendance rezoning was completed three years ago as part of the implementation of full-day kindergarten. Addressing the growth issue at Armel was studied as a part of this rezoning. Four areas were identified to be rezoned to another school to offset the additional growth at Lake Frederick. None of the four options provided a complete and satisfactory solution. One option would have put Armel outside of its own attendance zone. A second would have split a neighborhood and sent some of the neighborhood to a school further away. A third would have simply relocated the growth issue to another school. The fourth option was adopted, but only moved ~50 students, a temporary reprieve from growth pressures.

Construction Schedule: 30 months

PRIORITY 4 - James Wood High School Renovations and Addition

Description: James Wood High School opened in 1980 and has served as a high school since that time. The school contains 234,095 square feet and has a program capacity of 1,200 students. Currently, the building serves grades 9-12. This school will be renovated to support collaborative education, with a variety of learning spaces to meet the needs of a variety of learning styles and to impart skills necessary in today's working world.

Capital Cost: \$55,000,000

Justification: James Wood High School is 36 years old. Renovations, additions, and technological upgrades are needed to a number of areas to ensure effective, economical, and efficient operation of the school for years to come. The building is in good condition; however, several major areas need to be addressed in a renovation. Major areas to be included in this renovation project are increased electrical service and distribution to support technology, technology cabling, hardware and its installation, upgrade of plumbing and mechanical systems, and modification of instructional areas to support modern instructional delivery.

Construction Schedule: 36 Months

PRIORITY 5 – Sherando High School Renovations and Addition

Description: Sherando High School opened in 1993. The facility contains 239,517 square feet and has a program capacity of 1,285 students serving grades 9-12. Several major areas need to be addressed in a renovation, including reorganization and addition of classroom and storage space to better equip the building to support collaborative education. Because we want the facility to last another 30 years, facility infrastructure will be renewed and updated, and finishes will be refreshed. Other areas to be addressed are security, traffic safety, and gender equity in athletic facilities.

Capital Cost: \$59,500,000

Justification: Sherando is 24 years old and will be at least 29 years old by the time we renovate it. Renovations are needed to ensure the economical, efficient, and effective operation of the school for years to come. Modern instruction requires that a variety of learning spaces be provided, including collaborative spaces of varying sizes and project labs (similar to maker spaces). Transportation safety concerns exist on and around the school site at Sherando during arrival and dismissal. Sherando does not have a softball field on site, instead using a softball field in Sherando Park. This represents an equity issue between boys and girls sports and is contrary to FCPS' policy of equity between boys and girls sports.

Construction Schedule: 48 Months

Long Range Projects:

- Joint Administrative Offices (\$14,000,000)
- Apple Pie Ridge Elementary School Phase 2 Renovation
- Bass-Hoover Elementary School Phase 2 Renovation
- Dowell J. Howard Center Replacement
- Indian Hollow Elementary School Renovation and Addition
- Relocation of Facilities Services
- 5th Middle School
- 13th Elementary School

Parks & Recreation Department Project Priority List

PRIORITY 1 – Abrams Creek Trail

Description: 10' wide, asphalt, shared-use trail along Abrams Creek from Senseny Road to Channing Drive. It is estimated the trail will have six bridge stream crossings, and will be approximately 3 miles in length. As outlined below, the project is envisioned in three phases of approximately 1 mile each. Each phase will have logical beginning and ending points and be usable trail sections in themselves. Phase 1 from Senseny Road to Woodstock Lane. Phase 2 from Woodstock Lane to Woody's Place, and Phase 3 from Woody's Place to Channing Drive.

Capital Cost: \$3,500,000

Justification: This facility would provide recreational opportunities for residents and provide an alternate means of entering and exiting the City of Winchester from Eastern Frederick County. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey, and the 2012 Virginia Outdoors Plan Survey.

Construction Schedule: Completion in FY 19-20.

PRIORITY 2 – Clearbrook Park Parking

Description: This project expands the existing pool parking lot by approximately 141 spaces. Parking lot to be asphalt paved.

Capital Cost: \$257,000

Justification: This parking expansion is required due to the anticipated loss of parking on the south side of the park. The south parking is on leased land, and FCPRD has been notified that the lease expiration is imminent. Parking is required to meet the needs of park amenity users during peak pool use times. Currently all pool parking is used during peak pool time.

Construction Schedule: Completion in FY 18-19.

PRIORITY 3 – Sherando Park NW Restroom

Description: This restroom installation includes a restroom building and required utilities. The restroom will need to serve the population utilizing the planned amenities at the NW area of Sherando Park. This includes planned items including; shared-use trail, shelter, outdoor gym, mountain bike trails, and bicycle skills park.

Capital Cost: \$275,000

Justification: This project is needed to serve users of the NW amenities. The nearest restroom facility to this location is approximately 1/2 mile away.

Construction Schedule: Completion in FY 18-19.

PRIORITY 4 - Indoor Swimming Pool

Description: The Parks and Recreation Commission has engaged in conversation with FCPS to site the facility at the 4th High School campus. Land on the site has been set aside for this purpose. The approximately 35,000 sq.ft. building will likely house a 10 lane competitive pool, 6 lane warm water teaching pool, meeting rooms, shower and changing rooms, and facilities support areas. The above facility would meet the swimming needs of the community, including HS level swim teams.

Capital Cost: \$11,300,000

Justification: There are no public indoor public pools in Frederick County. By constructing the indoor pool, it would permit the department to meet competition needs, instructional needs, citizen programming provide a nucleus to attract new businesses to the community. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey. This facility would be available to all area residents. The construction of this project will provide a facility to offer competitive scholastic programs and year-round recreational programming for the residents of Frederick County.

Construction Schedule: Completion in FY 19-20

PRIORITY 5 - Water Slide and Spray Ground

Description: Upgrade the outdoor swimming pools at both Clearbrook and Sherando Parks. Upgrade would involve the removal of the diving boards and the installation of one 50' water slide and one 75' water slide at each pool. The upgrade would also include the addition of a spray ground with 10-12 features at each pool.

Capital Cost: \$624,000

Justification: To provide recreational opportunities for the Clearbrook Park and Sherando Park service area. Frederick County Parks and Recreation Department operates two outdoor swimming pools at the regional parks. These facilities are over 20 years old and were constructed with two diving boards as the main feature for each pool. Swimming pool attendance has trended decline in recent years and users are requesting different water features. The addition of two water slides and a spray ground to each pool facility will appeal to families and younger children, increasing pool attendance by an estimated 30%. With the increase in attendance and potentially fees to comparable facilities, the County could realize an additional \$24,000 in revenue annually. Clearbrook and Sherando Parks, currently owned by Frederick County, offer the best site and location for the development of this

facility. With the upgrade to the existing swimming pool facilities, the County would not have to incur costs for property acquisition or infrastructure development and increase the recreational opportunities at the regional parks.

Construction Schedule: Completion in FY 18-19

PRIORITY 6 - Sherando Park North - Softball Complex

Description: This project completes the development vision for the SE area of Sherando Park located north of Rt 277. This vision is expressed in the 2016 North Sherando Park Master Plan update. Included are softball fields to complete the complex, a shared use trail segment, roadway and parking.

Capital Cost: \$1,649,000

Justification: This facility would provide recreational opportunities for the entire Frederick County area. In addition to its use as a recreational facility, it will be used by the Frederick County School System. Presently, there are ten softball/baseball fields within the County's regional park system. Eight of ten existing fields must serve a dual purpose of facilitating youth baseball as well as youth and adult softball programs. With the increased usage of these fields, it has become more difficult to facilitate these programs. This project is needed in order for the Parks and Recreation Department to accommodate the existing demand of youth baseball and adult softball programs. This project is intended to meet the needs of the community as identified in the 2012 Frederick County Parks and Recreation Community Survey.

Sherando Park, currently owned by Frederick County, represents the very best site for softball field development. The fact that the County will not have to acquire property for this facility means that the most costly aspect of this development has already been completed. Sherando Park also provides a location that is situated in the fastest growing area of the County and is adjacent to Sherando High School. Joint use of facilities between the park and school system has facilitated school activities and recreation programs.

Construction Schedule: Completion in FY 19-20

PRIORITY 7 - Snowden Bridge Park Development

Description: Snowden Bridge Park, situated on land proffered by the Snowden Bridge development utilizes park and school land for the provision of an active recreation park. The above park is to include athletic fields suitable for league play. Lighting, restroom and parking are part of the park concept.

Capital Cost: \$4,550,000

Justification: The overall park design is informed by the Snowden Bridge (formerly Stephenson Village) rezoning proffer of 2003. The proffer indicates the provided land to be used for baseball and/or soccer field development in anticipation of the population increase generated by the development.

Construction Schedule: Completion in FY 19-20

PRIORITY 8 - Sherando Ballfields Lighting Replacement

Description: Upgrade the ballfield lighting at Sherando Parks Baseball facilities. The upgrade would involve the removal of the 30/20 FC (footcandle) level fixtures, lamps, and wood poles and replace with 50/30 FC (footcandle) level fixtures, lamps and steel poles on (4) four fields at Sherando Park. This standard is required by Little League International on all little league fields.

Capital Cost: \$720,000

Justification: The Parks and Recreation Commission is recommending the ballfield light system be upgraded to achieve the recommended 50/30 footcandle level lighting on the playing surface. This will facilitate the provision of recreational opportunities at Sherando Park for the service areas which include all Frederick County residents. The field light fixtures are over twenty-five years old and are affixed to poles.

Construction Schedule: Completion in FY 19-20

PRIORITY 9 - Sherando Park North – Area 3 Development

Description: This project completes the development vision for the SW area of Sherando Park located north of Rt 277. This vision is expressed in the 2016 North Sherando Park Master Plan update. Included are rectangular play fields, a shared use trail segment, roadway and parking, playground, restroom, and maintenance building.

Capital Cost: \$2,150,000

Justification: This facility would provide recreational opportunities for the entire Frederick County area. In addition to its use as a recreational facility, it will be used by the Frederick County School System. With the development of N Sherando Softball Complex (CIP item #6) two rectangular play fields will be displaced. The development of area 3 not only addresses this direct result, but also addresses additional identified needs of the community.

Construction Schedule: Completion in FY 19-20

PRIORITY 10 - Community Center

Description: The Field House project would be approximately 44,000 square feet and include an indoor area large enough to accommodate a 1/16 mile track and a minimum of two basketball courts. This court area would also be designed for utilization by indoor soccer, baseball, softball, wrestling, volleyball, tennis and badminton with the installation of in-floor sleeves and drop curtains or partitions. This area could also be used for special events such as dances, proms, music festivals, garden and home, outdoor, craft, antique, quilt, or boat shows, thus providing a flexible facility for a multitude of activities to take place at one time. The facility would also house a fitness center, multi-purpose rooms, office, storage, and locker rooms.

Capital Cost: \$ 9,067,000

Justification: Since its inception, the Parks and Recreation Department has relied significantly on the use of the County public schools to house recreation programs. This arrangement was adequate when the department first started out, however the department currently offers over 250 sections of programs, creating a situation where the department is limited in its ability to meet the programming and facility needs of the County residents. A Community Center facility will facilitate the department to meet citizen programming demands and provide the area with a facility to attract new businesses to the community. This facility would be available to all area residents and is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey. The Department and the community has benefited from the co-location of recreation and school facilities; however community size warrants a separate facility dedicated to recreation use. The construction of this project will provide a facility the Department will be able to offer year-round recreational programming to the residents of Frederick County. This facility could be built in conjunction with or as an attachment to the Indoor Aquatic Facility, or in the Stonewall District if full size gymnasiums are no longer included with new elementary schools.

Construction Schedule: Completion in FY 21-22

PRIORITY 11 - Community Park

Description: The Community Park project includes the acquisition of approximately thirty-five acres. Developed amenities will ultimately be determined by the specific site, however typical development would include:

Acquisition of Parkland (35 acres)

- Paved & Gravel Paths
- Playground
- Tot lot
- Shelters

- Lighted Basketball & Tennis Courts
- Open Play Fields
- Toilets
- Parking
- Shade Trees & Turf

Capital Cost: \$2,090,000

Justification: Potential acreage for parkland would be located close to population density, east of Winchester, Redbud / Shawnee district area. The location of this project would provide developed parkland to create more accessible recreational facilities and opportunities to the residents Frederick County.

Construction Schedule: Completion in FY 21-22

PRIORITY 12 – Neighborhood Parks

Description: The Neighborhood project includes the acquisition of six sites of approximately ten acres and the subsequent development of these sites. Developed amenities will ultimately be determined by the specific site, however typical development would include:

Acquisition of Parkland (10 acres per site)

- Paved Path
- Playground
- Shelter
- Hard Surface Courts
- Open Play Fields
- Parking

Capital Cost: \$4,986,000

Justification: To reduce the gap between the amount of existing parkland and the amount of parkland needed to meet the minimum standard for our service area, as recommended by the 2013 Virginia Outdoors Plan. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey. Potential acreage for parkland would be located in the Urban Development Area or Rural Community Centers. The location of this project would provide parkland developed to create more accessible recreational facilities and opportunities to the residents of Frederick County.

Construction Schedule: Completion in FY 21-22

PRIORITY 13 – District Parks

Description: Acquisition of Parkland:

- Northeastern Frederick County 150-200 acres
- Western Frederick County 150-200 acres
- Eastern Frederick County 150-200 acres

Capital Cost: \$11,803,000

Justification: This project would meet the recreation needs of the Frederick County population.

Construction Schedule: Land acquisition FY 21/22 with the remainder beyond FY 23

PRIORITY 14 – S. Sherando Park Development

Description: This project completes the development vision for the area of Sherando Park located south of Route 277. This vision is expressed in the 2002 Sherando Park Master Plan update. Included are rectangular play fields, skate park, roadway and parking, and restroom.

Capital Cost: \$2,035,000

Justification: This facility would provide recreational opportunities for the entire Frederick County area. In addition to its use as a recreational facility, it will be used by the Frederick County School System.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 15 - Fleet Trail Vehicles

Description:

Bus #1 – 40-50 Passenger Bus

Bus #2 – 30-40 Passenger Bus

Van #1 – 12 Passenger Van

Capital Cost: \$307,000

Justification: To offer a comprehensive package of trips where the population of Frederick County could begin to rely on the Parks and Recreation Department to meet their trip needs.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 16 - N Sherando Park - Area 1 Development

Description: This project completes the development vision for the NW area of Sherando Park located north of Route 277. This vision is expressed in the 2016 North Sherando Park Master Plan update. Included are multi-use trail, mountain bike trails, pavilions, bike pump track, dog parks, roadway and parking.

Capital Cost: \$2,220,000

Justification: This facility would provide recreational opportunities for the entire Frederick County area. In addition to its use as a recreational facility, it will be used by the Frederick County School System. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 17 – N Sherando Park Area 2 Development

Description: This project completes the development vision for the NE area of Sherando Park located north of Route 277. This vision is expressed in the 2016 North Sherando Park Master Plan update. Included are multi-use trail, mountain bike trails, restrooms, pavilions, roadway and parking.

Capital Cost: \$2,273,000

Justification: This facility would provide recreational opportunities for the entire Frederick County area. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 18 – Indoor Ice Rink

Description: The Ice Rink project would be approximately 40,000 square feet and include an indoor area large enough to accommodate a single 200' x 85' ice rink, locker rooms, party/meeting rooms, and concession area and would need approximately 10 acres to construct. This facility should be located on property owned or proffered to the County. The above ice rink may be collocated with other compatible uses should opportunities arise, reducing the acreage demand.

Capital Cost: \$6,180,000

Justification: There are no public indoor ice rinks in Frederick County and County residents currently must travel over one hour to use an indoor ice facility. By constructing the indoor ice rink, it would permit the department to meet competition needs,

instructional needs, citizen programming and leisure demands as well as provide a nucleus to attract new businesses to the community. This facility would be available to all area residents. The construction of this project will provide a facility to offer year-round recreational programming for the residents of Frederick County. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey. The Indoor Ice Rink facility should be located in an area convenient to the major transportation corridors of the County. However, as an alternative, one of the two county regional parks could be used to house the facility, since these locations are already identified as centers for recreation programs and activities.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 19 - Indoor Ice Rink

Description: The Ice Rink project would be approximately 40,000 square feet and include an indoor area large enough to accommodate a single 200' x 85' ice rink, locker rooms, party/meeting rooms, and concession area and would need approximately 10 acres to construct. This facility should be located on property owned or proffered to the County. The ice rink may be co-located with other compatible uses should opportunities arise, reducing the acreage demand.

Capital Cost: \$6,180,000

Justification: There are no public indoor ice rinks in Frederick County and county residents currently must travel over one hour to use an indoor ice facility. By constructing the indoor ice rink, it would permit the department to meet competition needs, instructional needs, citizen programming and leisure demands as well as provide a nucleus to attract new businesses to the community. This facility would be available to all area residents. The construction of this project will provide a facility to offer year-round recreational programming for the residents of Frederick County. This project is intended to meet the needs of the community as identified in the 2017 Frederick County Parks and Recreation Community Survey. The Indoor Ice Rink facility should be located in an area convenient to the major transportation corridors of the County. However, as an alternative, one of the two county regional parks could be used to house the facility, since these locations are already identified as centers for recreation programs and activities.

Construction Schedule: Long range planning objective – beyond FY23

Handley Regional Library Project Priority List

PRIORITY 1 - Frederick County Library Branch - Gainesboro

Description: Construction of a 4,000 to 5,000 sq.ft. branch library, either as a standalone facility or co-located with a planned Frederick County facility (the new middle school). Initial parking should be for at least 50 vehicles. The proposed location would be on school grounds on Route 522 in the Gainesboro District, but this could change depending on patterns of library use and on whether donated land could be located or if co-located with a Frederick County project already in the early planning stage. This projected branch would fit per discussions with FCPS on existing property and a preliminary study was done a few years ago.

Capital Cost: \$1,749,034

Justification: This branch would serve citizens living in this growing area. In 2016-2017 Frederick County citizens of all ages checked out 474,664 items. 37,426 Frederick County residents have library cards and averaged 63.68% of all materials checked out of the regional system. 3,018 Frederick County residents, adults and children, registered for library cards for the first time in 2016-2017. Of Frederick County residents over five years of age (when you can get a library card), approximately 47% of the total have library cards. This population group is not close to a library in the regional system. The Library will provide materials and programming for citizens from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply computer access via Wi-Fi and via desktop/laptop computers for word processing, other office applications and for internet usage. There will be a meeting room of 425 square feet in which area groups can meet.

Construction Schedule: Completion in FY 21/22

PRIORITY 2 - Frederick County Library Branch - South Library

Description: Construction of a 10,000 sq.ft. branch library. Initial parking should be for a minimum of 35 vehicles. The proposed location is yet to be determined and is dependent on future development. The first step of the project would be the acquisition of the land of 3 to 4 acre or collocated with the new High School projected to be built in the same area.

Capital Cost: \$3,043,235

Justification: This branch would serve citizens living in this growing area. In 2016-2017 Frederick County citizens of all ages checked out 474,664 items. 37,426 Frederick County residents have library cards and averaged 63.68% of all materials checked out of the regional system. 3,018 Frederick County residents, adults and children, registered for library cards for the first time in 2016-2017. Of Frederick County residents over five years of age (when you can get a library card), approximately 47% of the total have

library cards. This population group is not close to a library in the regional system. This area also lacks a community center that a library with meeting room could help fill this need. The Library will provide materials and programming for patrons from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply computer access via Wi-Fi and via desktop/laptop computers for word processing, other office applications and for Internet usage. There will be a meeting room of 425 square feet in which area groups can meet.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 3 - Frederick County Library Branch - Senseny/Greenwood

Description: Construction of a 10,000 sq.ft. branch library with expansion possible to 15,000 square feet. Initial parking should be for a minimum of 65 vehicles. The proposed location is yet to be determined and is dependent on future development. The first step of the project would be the acquisition of the land of 5 to 8 acres.

Capital Cost: TBD

Justification: This branch would serve citizens living in this growing area. In 2016-2017 Frederick County citizens of all ages checked out 474,664 items. 37,426 Frederick County residents have library cards and averaged 63.68% of all materials checked out of the regional system. 3,018 Frederick County residents, adults and children, registered for library cards for the first time in 2016-2017. Of Frederick County residents over five years of age (when you can get a library card), approximately 47% of the total have library cards. This population group is not close to a library in the regional system. This area also lacks a community center that a library with meeting room could help fill this need. The Library will provide materials and programming for patrons from toddlers to senior citizens. It will provide recreational and educational materials. It will be a prime source for homework help since it will be open nights and on weekends when school libraries are closed. The library will supply internet, Wi-Fi, and desktop/laptop access for word processing and other office applications for job searching, business, entertainment, etc. usage. There will be a meeting room of 500 square feet in which area groups can meet.

Construction Schedule: Long range planning objective – beyond FY23

County Administration Project Priority List

PRIORITY 1 - Albin Citizens Convenience Site

Description: The relocation of the Albin citizens' convenience site to property located within the Sunnyside/Albin community is projected for FY 19/20. A fenced two-acre site is proposed in close proximity to the existing site. Property has not been secured for relocation. The project will require several months to complete including fencing, earthwork, retaining walls, electric, equipment, lighting, paving and landscaping.

Capital Cost: \$1,359,000

Justification: During August of 2017, 17,006 vehicles visited the Albin facility, making it the single most utilized solid waste facility outside of the landfill. This represents a five percent increase in usage over 2016. Each year, traffic counts continue to rise as the site serves a geographic area extending from Sunnyside to Cedar Creek Grade westward to Gainesboro. It is easily accessible from Route 37 and North Frederick Pike.

The total number of vehicles using the facility, an average of 654 per day. On weekends, this number can approach almost 900 vehicles. As trash disposal and the resulting traffic continue to increase, the present infrastructure will be unable to safely serve the public. During holidays, the site requires two attendants in order to efficiently move traffic. However, lines still back out onto Indian Hollow Road during holidays and some weekends, creating a hazard noted several times by the Sheriff's Office.

For residents living between Cedar Creek Grade and Apple Pie Ridge Road, curbside pickup is costly, prompting heavy utilization of the convenience site which attracts a mix of users from the suburbs and rural community. A number of users are those from the more western end disposing of their trash when traveling into Winchester. Avid recyclers from Westminster-Canterbury, Shenandoah University, Shenandoah's Pharmacy School and SU students living in nearby townhomes also frequent the facility.

Construction Schedule: Completion in FY 19-20

PRIORITY 2 - Gore Citizens Convenience Site

Description: The project will expand refuse capacity in the Gore community by installing a surplus trash compactor. Installation of a compactor at Gore will drive down collection costs at the site where trash is now collected in 10 8-yard boxes. In order to accomplish this, and account for improved traffic flow and the construction of compactor and recycling staging areas, the site will be expanded onto an adjoining parcel already owned by the County.

Capital Cost: \$645,000

Justification: A total of 3,056 vehicles utilized the facility during the month of August 2017. On a typical Saturday, usage peaks at 151 vehicles.

The project will pay for itself in lower refuse collection costs through compaction of solid waste before transport. Also, with a compactor in place, refuse will be contained in an enclosed receiver can, reducing blowing litter and odor and vectors, all of which can be a challenge when using open collection cans.

The project will also provide much-needed capacity during heavy flow times such as weekends and holidays. All 10 containers now fill to capacity during Saturdays and Sundays. Numerous times, the site has closed early on Sundays when capacity is reached. A 40-yard roll-off container is used during holidays to contain excess trash and pulled multiple times, another additional expense. An upgraded site will meet the current and future solid waste needs of the Gore community.

Construction Schedule: Completion in FY 20-21

PRIORITY 4 - General Government Capital Expenditures

Description: This project consists of a revolving fund in the amount of \$1,000,000 for the benefit of General Governmental Capital Expenditures. It is the intention of this capital expenditure fund to be for the purpose of purchasing capital equipment for governmental agencies and to allow for improvements to general governmental facilities. Such expenditures may be less than the established \$100,000 departmental threshold. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is for the benefit of the County Governmental Entities participating in the CIP but does not include individual Volunteer Fire and Rescue Companies.

Capital Cost: \$1,000,000

Justification: The inclusion of this capital expenditure fund for the purpose of purchasing capital equipment for governmental agencies and to allow for improvements to general governmental facilities will enable the County to meet the requirements of the Code of Virginia with regards to the collection and disbursement of cash proffers accepted on behalf of the governmental entities.

Construction Schedule: N/A

PRIORITY 5 - County/School Board Administration Building

Description: This project consists of a County/School Board Administration Building, to be located generally in the County’s Urban Development Area. The Joint Administrative Office Complex project is for a new 150,000 square foot office building shared with the County Schools Administration. The Schools’ portion would be 50,000 square feet.

Capital Cost: TBD

Justification: The inclusion of this capital facility will allow for improvements to general governmental facilities and services for the benefit of the residents of Frederick County and will meet the increasing need for office space, meeting space, and government services in an accessible location.

Construction Schedule: TBD

PRIORITY 6 - Joint Judicial Center New Facility

Description: This new project consists of a new future Joint Judicial Center Facility to be located generally in the City of Winchester or in the County’s Urban Development Area.

Capital Cost: TBD

Justification: The inclusion of this capital facility will allow for improvements to general governmental facilities and services for the benefit of the residents of Frederick County and will meet the increasing need for office space, meeting space, and government services in an accessible location. The need for this project has been established through ongoing communication with the court system and the City of Winchester.

Construction Schedule: TBD

Fire & Rescue Project Priority List

PRIORITY 1- Shenandoah Valley Regional Public Safety Training Center

Description: Construct a Regional Public Safety Training Center potentially consisting of an administrative building, multi-story burn building, multi-story training tower, vehicle driving range, shooting range, and numerous other training props. This project will incorporate emergency medical services, fire, hazardous materials, rescue, law enforcement, industrial, and educational institutions located in Clarke County, Frederick County, Shenandoah County, Warren County, Winchester City, State Agencies, Federal Agencies, and potentially jurisdictions within the State of West Virginia.

The Training Center will be located in the area central to the region which is the Middletown area of Frederick County. This area will facilitate necessary access by all participating agencies and jurisdictions, as well as, be incorporated into the existing facilities of the Lord Fairfax Community College and the Rappahannock Regional Criminal Justice Academy – Middletown Campus. The Training Center will require between eighty (80) to one hundred (100) acres to facilitate the required buildings, associated props, and other training areas.

The determination for the exact buildings, associated props, and training areas will be determined by the agencies needs assessed by the Public Safety Training Center Questionnaire that was distributed in July 2007. The proposed Training Center will be developed in a phased approach based on the strategic needs of the Northern Shenandoah Valley Region. The exact size, square footage, and capacity of the buildings, associated props, and training areas will also be determined by the agencies as well as designed the meet the specifications of the regulatory authorities within the Commonwealth of Virginia.

Capital Cost: \$31,175,000

Justification: This project will facilitate realistic training in today's modern environment for emergency services and industrial personnel located throughout the Northern Shenandoah Valley and expanding into the State of West Virginia. This project will reinforce existing training programs in those respective agencies and jurisdictions as well as facilitate training that is currently not available within the Northern Shenandoah Valley which causes students and instructors to travel into the Washington Metropolitan region. The number of potential personnel being trained at this Training Center is potentially in the thousands based upon training statistics provided in July 2007 by the participating agencies.

Construction Schedule: Completion in FY 22-23

PRIORITY 2 - Frederick County Fire & Rescue Station 22

Description: Construct a two bay Fire and Rescue Station with satellite Sheriff's Office and County office space for Treasure, Commissioner of the Revenue, and BOS office with meeting room. The station will be located in the area of Fairfax Pike, White Oak Road and Tasker Road to provide service for the heavy growth area east of Stephens City. An approximate three-acre site will be needed to accommodate this facility. The fire station will be approximately a 10,000 sq.ft. facility to house an engine and ambulance. Those who would occupy the facility will determine the size of the satellite offices.

Capital Cost: \$3,400,000

Justification: This development is scheduled to be an active adult resort gated community with age restrictions on 80% of the homes above 55 and the other 20% above 45. The developer's master plan will allow for 2130 individual dwelling units using a mix of housing types.

Construction Schedule: Completion in FY 21-22

PRIORITY 3 - Frederick County Fire and Rescue Station 22 Apparatus

Description: Purchase one (1) custom pumper equipped and one (1) custom Type I Advanced Life Support (A.L.S.) capable ambulance equipped to be assigned to Fire and Rescue Station 22.

Capital Cost: \$1,100,000

Justification: This fire and rescue apparatus will be assigned to Fire and Rescue Station 22 located on Fairfax Pike East in the Stephens City area of Frederick County. The pumper will be built to N.F.P.A. 1901 specifications and equipped with all of the required and necessary equipment to function as a Class A Pumper. The ambulance will be built to the Federal KKK-A-1822E specifications and equipped with all of the required and necessary equipment to function as an Advanced Life Support ambulance. This fire and rescue apparatus is needed due to the fact that the Fire and Rescue Department currently owns one (1) pumper and one (1) ladder truck that are twenty (20) plus years of age and already assigned to other functions. The currently owned fire and rescue apparatus would not endure the demands placed on it while being assigned to a high call volume.

Construction Schedule: Completion in FY 21-22

PRIORITY 4 - Fire and Rescue Station 23 / Annex Facilities

Description: This project consists of a 10,000 square foot fire station to accommodate 4 pieces of emergency equipment, and to house living and sleeping areas for staff. This project could also include satellite offices for the Frederick County Sheriff's Office, Treasurers Office, and Commissioner of Revenue as well as a meeting room for County Supervisor meetings with their constituents

with an additional 2000 square feet of building area. A two and ½ acre parcel should be sufficient for building, parking and amenities for approximately 20 to 30 persons.

The project is located at Crosspointe Center at the end of current Route 37 South, an area of proposed high density residential development, and commercial development.

Capital Cost: \$3,700,000

Justification: As commercial and residential developments continue to expand in this area of Frederick County, and with the increased traffic on Route 37 and I-81, the calls for emergency services increases as well. To address the needs of the growing community and to maintain efficient response times, the addition of a new fire and rescue station is needed.

Construction Schedule: Completion in FY 21-22

Fire & Rescue Company Capital Project Requests

Capital Equipment Fire & Rescue – Vehicles & Equipment

Description: This new project consists of a revolving fund in the amount of \$1,000,000 for the benefit of Fire and Rescue Services. It is the intention of this capital expenditure fund to be for the purpose of purchasing additional and replacement capital equipment fire and rescue vehicles and equipment. It was determined that the inclusion of such a project would be beneficial in ensuring that this significant capital expense is identified in the County's capital planning and budget process. This project is primarily for the benefit of the individual Volunteer Fire and Rescue Companies.

Capital Cost: \$1,000,000

Justification: The inclusion of this capital expenditure fund for the purpose of purchasing additional and replacement capital equipment fire and rescue vehicles and equipment will enable the County to meet the requirements of the Code of Virginia with regards to the collection and disbursement of cash proffers accepted on behalf of the fire and rescue companies.

Construction Schedule: N/A

Individual Fire & Rescue Company Capital and Capital Equipment Requests.

PRIORITY 1- Greenwood Fire Station – Living Quarters Expansion and Upgrade

Description: The Upgrade / Expand Living Quarters project will include remodeling approximately 4,638 sq.ft. of living space. The project will upgrade the bunk rooms to accommodate up to 12 individuals, expand the day room to accommodate up to 12

individuals, expand the male and female bathrooms to accommodate up to 6 individuals each, upgrade the kitchen facilities and add a training room.

Capital Cost: \$610,000

Justification: Greenwood will be remodeling the day room, bunk rooms, and work areas to accommodate the additional Staff and Volunteers that are providing fire and rescue service. The existing space is outdated and will not accommodate the potential additional staff that will be assigned to our Station.

Construction Schedule: Completion in FY 18-19

PRIORITY 2- Greenwood Fire Station – Ambulance Replacement

Description: Purchase a replacement ambulance that will meet the current OEMS requirements and to meet the needs of the community.

Capital Cost: \$210,000

Justification: With the call volume of our Station we will be replacing an ambulance. The replacement ambulance will meet the current KKK 1822 ambulance standards.

Construction Schedule: FY 18-19

Transportation Committee Project Priority List

Funded Priorities

PRIORITY 1 - Interstate 81, Exit 310 Improvements

Description: Construct improvements to Exit 310 interchange.

Capital Cost: \$54,200,000

Justification: This is a regional transportation improvement that will address congestion in many areas of the County and address coming development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 2 - Route 277 Widening and Safety Improvements (Ph 1)

Description: Construct a 4-lane divided roadway beginning at I-81 and continuing to Double Church Road. Project would include realignment of Aylor Road to align with Stickley Drive.

Capital Cost: \$35,944,878

Justification: This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 3 -Airport Road Extension, East Tevis Street Extension and Bridge over I-81

Description: Construct a 4-lane divided roadway beginning at Route 522 and going west approximately 0.2 miles to connect to the road network being constructed by the Russell 150 Development. Construct Airport Road from Route 522 to a roundabout intersection with the Tevis Extension on the east side of I-81. Project includes bridge over Interstate 81.

Capital Cost: \$24,703,788

Justification: This is a regional transportation improvement that will address congestion in many areas of the County and address development to the surrounding area. The location is as identified by joint planning efforts between the County, VDOT, and the developer.

Construction Schedule: TBD

PRIORITY 4 - Renaissance Drive, Phase 2

Description: Construct a connector road and Railroad Crossing between Route 11 and Shady Elm Drive.

Capital Cost: \$5,791,500

Justification: This is a transportation improvement that will address congestion at key points along Route 11 and Apple Valley Drive. This project is identified in Secondary Road Improvements Plan.

Construction Schedule: TBD

PRIORITY 5 - Sulphur Springs Road Intersection Improvement and Widening from Route 50 to the Landfill

Description: Widen Sulphur Spring Road from the intersection with Route 50 to the regional landfill, add paved shoulders for pedestrians and bicycles, improve the intersection at Route 50.

Capital Cost: \$11,956,091

Justification: This project will address capacity and safety improvements to the corridor. This project is identified in Secondary Road Improvements Plan.

Construction Schedule: Entering design and right-of- way underway.

PRIORITY 6 - Fox Drive

Description: Add additional turning lane(s) to Fox Drive where it intersects with Route 522 North.

Capital Cost: \$650,996

Justification: This is a transportation improvement that will address congestion at this intersection.

Construction Schedule: TBD

PRIORITY 7 - Route 277 Right Turn Lane Extension at Warrior Drive

Description: Extend right turn lane for eastbound 277 at the intersection of Route 277 and Warrior Drive. Installation of sidewalk for pedestrian safety and installation of pedestrian pedestal.

Capital Cost: \$476,644

Justification: This improvement would be a significant safety upgrade to this intersection.

Construction Schedule: TBD

PRIORITY 8- Papermill Road Right Turn Lane Extension at Route 522

Description: Extend right turn bay of Papermill Road (Route 644) where it intersects with Route 522 to alleviate turn bay spillover that is taking place.

Capital Cost: \$507,262

Justification: This improvement would be a significant safety upgrade to this intersection.

Construction Schedule: TBD

Unfunded Priorities

PRIORITY 9 - Planning, Engineering, Right-of-Way and Construction Work for Route 37

Description: This project would be to continue work on the Eastern Route 37 extension. More specifically, to update the Environmental Impact Statement to the point of a new Record of Decision and to update the 1992 design plans to address the current alignment, engineering guidelines, and possible interchange improvements. In addition, this allows for advanced engineering, right-of-way purchase and construction.

Capital Cost: \$750,000,000

Justification: This project moves the County closer to completion of a transportation improvement that would benefit the entire County and surrounding localities.

Construction Schedule: TBD

PRIORITY 10- Interstate 81, Exit 307 Relocation

Description: Construct a relocated Exit 307 interchange.

Capital Cost: \$234,255,469

Justification: This is a regional transportation improvement that will address congestion in many areas of the County and address coming development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 11 - Route 277 Widening and Safety Improvements (Ph 2)

Description: Construct a 4-lane divided roadway beginning at I-81 and continuing to Sherando Park. Project would include realignment of Aylor Road to align with Stickleby Drive.

Capital Cost: \$25,428,550

Justification: This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 12- Redbud Road Realignment and Exit 317 Ramp Realignment

Description: Realign Redbud Road from its current location through development land in the vicinity of Route 11 North and Snowden Bridge Boulevard and Relocate the I-81 Exit 317 NB ramp to the current location of the Redbud Road/Route 11 intersection.

Capital Cost: \$11,239,132

Justification: This is a transportation improvement that will have significant impact on Eastern Frederick County. This project is identified in the adopted Eastern Road Plan.

Construction Schedule: TBD

PRIORITY 13 - Route 11 North Widening to 6 Lanes from Snowden Bridge Boulevard to Old Charlestown Road

Description: Route 11 North of Snowden Bridge Boulevard is currently primarily a two-lane roadway. This project would widen that facility to a 6-lane divided roadway with turn lanes where appropriate.

Capital Cost: \$28,346,120

Justification: This is a transportation improvement that will provide a significant capacity upgrade to address congestion on the Route 11 Corridor. This project is identified in the adopted Eastern Road Plan.

Construction Schedule: TBD

PRIORITY 14- Warrior Drive Extension

Description: Construct a 4-lane divided roadway beginning at Route 277 where Warrior Drive intersects from the north and continuing that roadway south and west to intersect with I-81 at the location of the relocated Exit 307 interchange.

Capital Cost: \$47,000,000

Justification: This is a regional transportation improvement that will address congestion in the Southern Frederick area and address development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 15 - Channing Drive Extension

Description: Construct a 4-lane divided roadway beginning at Senseny Road where Channing Drive intersects from the north and continuing that roadway south to intersect with Route 50 East at Independence Drive.

Capital Cost: \$45,000,000

Justification: This project has been identified in the Eastern Road Plan, and will address congestion in Eastern Frederick County and address development to the surrounding areas.

Construction Schedule: TBD

PRIORITY 16 - Brucetown Road/Hopewell Road Alignment and Intersection Improvements

Description: Realign Brucetown Road to meet Hopewell Road at Route 11. Improvements to this intersection will address comprehensive planned development's traffic generation in the area.

Capital Cost: \$3,800,000

Justification: This is a transportation improvement that will have significant impact on the Route 11 corridor. The location is identified by joint planning efforts between the County and VDOT.

Construction Schedule: TBD

PRIORITY 17- Widening of Route 11 North to the West Virginia State Line

Description: Improve Route 11 to a divided 4 and 6-lane facility as detailed in the Eastern Road Plan.

Capital Cost: \$192,000,000

Justification: This is a regional transportation improvement that will address congestion over a large area of the County and address development to the surrounding area. This project improves the safety for the traveling public by reducing congestion and improving the flow of traffic.

Construction Schedule: TBD

PRIORITY 18 - Senseny Road Widening

Description: Widen Senseny Road to a 4-lane divided roadway. This project is not dependent upon, but is being coordinated with the implementation of Route 37, Channing Drive, and development in the area.

Capital Cost: \$67,000,000

Justification: This is a transportation improvement that will have significant impact on Eastern Frederick County. This project is identified in the adopted Eastern Road Plan.

Construction Schedule: TBD

PRIORITY 19 - Inverlee Way

Description: Construct a 4-lane divided roadway beginning at Senseny Road and going south to Route 50 East. This project is being planned in conjunction with improvements to Senseny Road and surrounding development.

Capital Cost: \$27,300,000

Justification: This is a regional transportation improvement that will address congestion and provide an additional needed link between Senseny Road and Route 50 East.

Construction Schedule: TBD

PRIORITY 20 - Warrior Drive Extension from Route 37 Crosspointe South to Existing Terminus

Description: 4-lane roadway from the Route 37 extension in the Crosspointe Development south to the existing terminus of Warrior Drive.

Capital Cost: \$33,500,000

Justification: This improvement would be concurrent with a Route 37 extension and would provide significant congestion relief at Exit 307 as well as Tasker Road at Exit 310

Construction Schedule: TBD

PRIORITY 21 - Senseny Road Turn lanes at the Intersection of Senseny Road and Crestleigh Drive

Description: Improvements to the intersection of Senseny Road (657) and Crestleigh Drive to include turn lanes and potential signalization. This project would add left and right turn lanes to Senseny Road at the intersection of Crestleigh and potentially a full signalization of the intersection.

Capital Cost: \$2,548,579

Justification: This improvement would be a significant safety upgrade to this intersection.

Construction Schedule: TBD

PRIORITY 22 - Frederick County Eastern Road Plan

Description: This project is intended to address all of the planned transportation improvements in the County Comprehensive Plan, Eastern Road Plan that are not noted individually above.

Capital Cost: TBD

Justification: This project prepares the County for future development by addressing the projects needed to support that development in a manner consistent with the Comprehensive Plan.

Construction Schedule: N/A

Winchester Regional Airport Project Priority List

PRIORITY 1 - New General Aviation Terminal Building, Site Work and Parking Lot – Design and Build

Description: The Winchester Regional Airport proposes construction of a new general aviation terminal building. The new facility will be constructed in a new location slightly south of the existing terminal building.

Capital Cost: \$5,522,400

Justification: Since its opening in the early 1990s, the general aviation terminal building for the Winchester Regional Airport has had only limited interior work completed. Interior repairs are necessary due to extensive usage and some damage from water leaking from the roof prior to its replacement in the Spring of 2006 by necessity. The heating and cooling systems are approaching 25 years in age and are nearing the end of their useful life. The exterior of the terminal building is made from drivet that has failed in many areas and is generally in fair to poor condition and is costly to repair or maintain. In addition, the windows are not energy efficient and several of the window seals have failed. In 2008, a preliminary study was completed to examine needs and costs to renovate the existing terminal building. After review of the study, the WRAA determined it would be more economical to build a new energy efficient building slightly east of the existing terminal. The proposed location of the project will allow enough room to build out a new transient apron during the taxiway relocation project.

Construction Schedule: Completion in FY 21-22

PRIORITY 2 – Taxiway “A” Relocation – Design and Construction (Multiyear)

Description: The relocation of Taxiway A is part of the overall Airport upgrade to meet safety design standards for a Group III aircraft. This relocation will improve the serviceability and safety of the airport in regards to ground operations for larger jet aircraft. Due to the complex task of relocating the entire 5,500’ taxiway, the project has been broken down into two phases – Phase I will begin at the 32 approach end of the runway and continue to the terminal building located midfield. Phase II will continue from the terminal building to the approach end of runway 14. The project will be broken down into sections within the phases based on pavement conditions, demand and availability of funding from the Federal Aviation Administration.

Capital Cost: \$16,270,000

Justification: The relocation of Taxiway A is to meet FAA safety design standards for larger aircraft currently using the airport. This project also will improve the serviceability of the Airport for larger aircraft wishing to use the airport.

Construction Schedule: Completion in FY 22-23

PRIORITY 3 – Land Parcel 64B-A-51 (Moreland)

Description: The Winchester Regional Airport Authority proposes to acquire Parcel 64B-A-51 (Moreland) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$175,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 18-19

PRIORITY 4 – Land Parcel 6B-A-33A (Beaver)

Description: The Winchester Regional Airport Authority proposes to acquire Parcel 6B-A-33A (Beaver) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$125,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 18-19

PRIORITY 5 – Land Parcel 64B-A-40 (Rosenberger)

Description: The Winchester Regional Airport Authority proposes to acquire Parcel 64B-A-40 (Rosenberger) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$175,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 18-19

PRIORITY 6 – Land Parcel 64-A-69 (Robertson)

Description: The Winchester Regional Airport Authority proposes to acquire Parcels 64-A-69 (Robertson) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$160,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 19-20

PRIORITY 7 – Land Parcel 64-A-60 (Cooper)

Description: The Winchester Regional Airport Authority proposes to acquire Parcels 64-A-60 (Cooper) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$200,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 19-20

PRIORITY 8 – Land parcel 64-A-64 (Hott)

Description: The Winchester Regional Airport Authority proposes to acquire Parcels 64-A-64 (Hott) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$160,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 19-20

PRIORITY 9 – Land Parcel 64-A-59 (Kyle)

Description: The Winchester Regional Airport Authority proposes to acquire Parcels 64A-59 (Kyle) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$175,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Completion in FY 20-21

PRIORITY 10 – Bulk Fuel Storage Facility – Design and Build

Description: Construct a new fuel storage facility for expansion and to meet current DEQ and EPA regulations.

Capital Cost: \$100,000,000

Justification: When taxiway “A” midfield section is relocated to meet current FAA safety design standards it will cause an encroachment into the current fuel farm site. The current site does not allow for future expansion or upgrades to meet DEQ and/or EPA regulations.

Construction Schedule: Completion in FY 21-22

PRIORITY 11 – North Side Internal Access Road

Description: This project proposes to construct a two lane service road around the end of Runway 14. The road, will be approximately ½ to ¾ miles in length so that vehicles stay clear of navigational aid critical areas. It's proposed that the road will be two lanes.

Capital Cost: \$700,000

Justification: The approved airport layout plan shows new development occurring on the north side of the runway. By having aircraft ground operations and storage on both sides of the airfield (north and south), ground vehicle traffic requiring access to both sides of the airfield will be generated. The traffic will include fueling truck operations and personnel activities for general maintenance. The FAA encourages the construction of service roads around aircraft activity areas, especially the runways, to prevent unauthorized ground vehicle access to aircraft movement areas and to promote safer operating environment. The service road, located on the west side of the airport (Runway 14 end) will accomplish these goals.

Construction Schedule: Completion in FY 22-23

PRIORITY 12 – North Side – Public Access Road and Utilities (Coverstone)

Description: This project proposes to construct a two-lane public access road for the northside future development area.

Capital Cost: \$1,300,000

Justification: The approved airport layout plan shows new development occurring on the north side of the runway. Access to the development site by future tenants and/or the public will have to be from Coverstone Drive. In addition, utilities will be relocated during the project. The only way to access the airport property on the north side is from Coverstone Drive. FAA regulations prohibit vehicle movement through aircraft operating areas by non-airport staff that are trained to follow all federal regulations.

Construction Schedule: Long range planning objective – beyond FY23

PRIORITY 13 – Land Parcel 64B-A-52 (Lee)

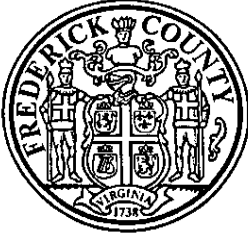
Description: The Winchester Regional Airport Authority proposes to acquire Parcel 64-A-52 (Lee) on Bufflick Road to meet FAA design standards for Runway 14 Safety Area. These parcels are critical to airport development because of the close proximity within or near the airport primary surfaces.

Capital Cost: \$175,000

Justification: Under the FAA Part 77 Surface Requirements and the Code of Virginia 15.2e, the airport is required to own fee simple property located within the Primary Surfaces. There are currently more than 120 aircraft based at the Winchester Regional Airport. The owners and passengers of these aircraft will have the benefit of increased safety on the airport once the parcels are acquired and vertical obstructions are minimized.

Construction Schedule: Long range planning objective – beyond FY23

(This information may be found on the County's website www.fcva.us/planning)



RESOLUTION

Action:

PLANNING COMMISSION: January 17, 2018 Recommended Approval

BOARD OF SUPERVISORS: February 14, 2018 APPROVED DENIED

RESOLUTION

2018 - 2023 CAPITAL IMPROVEMENTS PLAN (CIP)

WHEREAS the Frederick County Planning Commission discussed the 2018-2023 Capital Improvements Plan (CIP) at their regular meeting on January 17, 2018. The Planning Commission recommended approval of the CIP and affirmed that the projects contained within the CIP are in conformance with the 2035 Comprehensive Plan; and,

WHEREAS, the Frederick County Board of Supervisors discussed the CIP at their regular meeting on February 14, 2018; and,

WHEREAS, the Frederick County Board of Supervisors supports the priorities shown in the 2018-2023 Capital Improvements Plan (CIP) and has affirmed the determination of the Planning Commission that the projects contained in the Capital Improvements Plan (CIP) conform to the 2035 Comprehensive Plan;

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the 2018-2023 Capital Improvements Plan be scheduled for public hearing at the Board of Supervisors meeting on March 14, 2018.

Passed this 14th day of February 2018 by the following recorded vote:

| | | | |
|-----------------------------------|-------|-------------------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Judith McCann-Slaughter | _____ |
| Shannon G. Trout | _____ | Blaine P. Dunn | _____ |
| Robert W. Wells | _____ | | |

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

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MEMORANDUM

TO: Frederick County Board of Supervisors
FROM: M. Tyler Klein, AICP, Planner *MTK*
SUBJECT: Ordinance Amendment – Solar (Photovoltaic) Energy Facility – Discussion
DATE: February 6, 2018

This is a proposed amendment to Chapter 165 – Zoning Ordinance to add solar (photovoltaic) power generating facilities (i.e. solar farms) to the permitted use list for the RA (Rural Areas) Zoning District. Currently, public utility generating facilities are allowed as a “public utility.” Solar generating energy facilities are typically privately-owned and thus do not fall under the definition of a “public utility.” Staff has drafted a revision to the Zoning Ordinance to include a definition for a “solar (photovoltaic) energy facility” provided supplementary use regulations, and revised the permitted uses use list for the RA Zoning District to allow solar energy facilities. The intent of this modification is to provide additional opportunities for uses in the County’s Rural Areas, that preserve the rural and agricultural integrity of these areas and are consistent with the goals and strategies outlined in the 2035 Comprehensive Policy Plan.

This item was proposed through a request from a private developer and discussed by the Development Review and Regulations Committee (DRRC) at their July 27, August 24, and September 28, 2017 regular meetings. The DRRC agreed with the proposed changes. The Planning Commission discussed this item on November 15, 2017 and agreed with the proposed changes. The Board of Supervisors discussed this item on January 10th.

Following the Board of Supervisors discussion on January 10th, Staff was directed to amend the definition and supplementary use regulations included with the text amendment to:

- Further specify what constitutes a utility scale solar energy facility and the continued right of individual property owners in the RA Zoning District to install solar equipment on their property for personal use; and
- Further clarify the discontinuance/abandonment provisions including requiring a 30-day notice in writing by the owner to the Zoning Administrator, and the removal of all equipment within a two (2) year timeframe. Staff is proposing two (2) years which is consistent with the County’s nonconforming use requirements.

Staff has also added a provision to the supplementary use regulations for “solar energy facilities” be located on property consisting of 6 or more acres as consistent with the definition.

The attached document shows the existing ordinance with the proposed changes. **Staff is seeking direction from the Board of Supervisors on this Zoning Ordinance text amendment.** Attached is a resolution directing the item to a public hearing should the Board of Supervisors deem it to be appropriate.

**Attachments: 1. Revised ordinance with additions shown in bold underlined italics.
2. Resolution**

MTK/pd

ARTICLE I
GENERAL PROVISIONS; AMENDMENTS; AND CONDITIONAL USE PERMITS

Part 101 – General Provisions

§ 165-101.02 Definitions and word usage.

Solar (Photovoltaic) Energy Facility

An energy conversion system consisting of photovoltaic panels, support structures, and associated, control, conversion, and transmission hardware for the primary purpose of generating electrical power to be sold to a public utility or in the electricity market. Such a facility may also be termed a “solar farm.” Photovoltaic panels, support structures, and associated, control, conversion, and wiring and hardware primarily designed to offset personal energy consumption by the owner of the facility does not constitute a solar (photovoltaic) energy facility.

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

Part 204 – Additional Regulations for Specific Uses

§ 165-204.32. **Solar (Photovoltaic) Energy Facility**

Solar (Photovoltaic) Energy Facilities in the RA (Rural Areas) District shall be subject to the following requirements:

- A. **An engineered site plan, in accordance with the requirements of Article VIII, shall be submitted to and approved by Frederick County.**
- B. **The facility shall be located a property consisting of six (6) or more acres.**
- C. **The facility shall, at a minimum, meet the setback requirement for primary structures in the RA District.**
- D. **Buffers and screening (including distance, opaque elements, and landscaping) shall be determined by the Zoning Administrator at time of site plan.**
- E. **All wiring not on the solar arrays shall be underground except where necessary to connect to the electricity transmission grid.**
- F. **Within 30 days of abandonment, the owner of the property shall notify the Zoning Administrator of cessation of use. Within two (2) years of the date of letter notifying the Zoning Administrator of abandonment, the owner of the property shall physically remove all components of the facility. If not removed within the allotted time, the County may have it removed at the expense of the owner of the property.**

ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS

Part 401 – RA Rural Areas District

§ 165-401.02 Permitted Uses.

Structures and land shall be used for one of the following uses:

Q. Public utility generating **(including solar (photo voltaic) energy facilities regardless of whether owned or operated by a public utility)**, booster or relay stations, transformer substations, transmission lines and towers, pipes, meters and other facilities, railroad facilities and sewer and water facilities and lines owned by public utilities, railroad companies or public agencies.



Action:

BOARD OF SUPERVISORS: February 14, 2018 APPROVED DENIED

RESOLUTION

**DIRECTING THE PLANNING COMMISSION TO HOLD A PUBLIC HEARING
REGARDING 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

§165-204.32. SOLAR (PHOTOVOLTAIC) ENERGY FACILITY

ARTICLE IV

AGRICULTURAL AND RESIDENTIAL DISTRICTS

PART 401 – RA RURAL AREAS DISTRICT

§165-401.02 PERMITTED USES

WHEREAS, an ordinance to amend Chapter 165, Zoning to allow Solar Energy Facilities in the RA (Rural Areas) Zoning District was considered; and

WHEREAS, The Development Review and Regulations Committee (DRRC) reviewed the change at their July 27, August 24 and September 28, 2017, regular meetings to allow Solar Energy Facilities in the RA (Rural Areas) Zoning District; and

WHEREAS, the Planning Commission discussed the proposed change at their regularly scheduled meeting on November 15, 2017 and agreed with the proposed change; and

WHEREAS, the Board of Supervisors discussed the proposed change at their regularly scheduled meeting on January 10, 2018, and directed Staff to amend the definition and supplementary use regulations included with the text amendment; and

WHEREAS, the Board of Supervisors discussed the changes they had directed Staff to make at their regularly scheduled meeting on February 14, 2018; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to allow Solar Energy Facilities in the RA (Rural Areas) Zoning District

Passed this 14th day of February 2018 by the following recorded vote:

| | | | |
|-----------------------------------|-------|-----------------|-------|
| Charles S. DeHaven, Jr., Chairman | _____ | Gary A. Lofton | _____ |
| J. Douglas McCarthy | _____ | Blaine P. Dunn | _____ |
| Shannon G. Trout | _____ | Robert W. Wells | _____ |
| Judith McCann-Slaughter | _____ | | |

A COPY ATTEST

Kris C. Tiereny
Frederick County Administrator