



AGENDA
REGULAR MEETING * FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, FEBRUARY 28, 2018 * 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

Call To Order

Invocation

Pledge of Allegiance

Adoption of Agenda

Attachment

Consent Agenda

- Minutes-----A
 Budget Work Session of February 14, 2018
 Regular Meeting of February 14, 2018
 Joint Work Session with School Board of February 21, 2018
 Budget Work Session of February 21, 2018
- Committee Reports
- Finance Committee-----B
- Parks and Recreation Committee-----C
- Resolution Honoring David W. Ganse-----D
- Resolution Honoring Jim Wilson-----E
- Request from Frederick County Schools-----F
 *FCPS wishes to participate in the Spring 2018 VPSA Bond Sale
 and requests a public hearing by the Board of Supervisors be
 scheduled for March 14, 2018*

Citizen Comments

Board of Supervisors Comments

County Officials

Committee Appointments-----G

Lord Fairfax Community College Board (LFCC)

One unexpired four-year term ending 06/30/19, **One application received**

Handley Regional Library Board

One unexpired four-year term ending 11/30/21, **No applications received**

Social Services Board

Red Bud District Representative -

One unexpired four-year term ending 06/30/20

Board of Building Appeals

One unexpired five-year term ending 11/10/2018, **No applications received**

Conservation Easement Authority

Term of Bryan J. Green ending 03/14/18, **willing to be reappointed**

GFOA Award-----H

*Recognition of the Frederick County Finance Department for
Receiving the Government Finance Officers Association
Distinguished Budget Presentation Award*

Request from the Commissioner of the Revenue for Refund-----I

Integrity Staffing Solutions Inc. - \$5228.76

Discussion: Supplemental Appropriation-----J

*Request for \$52,000,000 to the FY2018 Construction Fund for the
acquisition of land and construction of a new Aylor Middle School*

Committee Business

Finance Committee

1. General Fund supplemental appropriations as requested
*Approval of items 1 through 3 on the Finance Committee Report
recommended by consent agenda at the Finance Committee meeting.
(See Tab B for additional information)*
2. The VJCCCA requests a General Fund budget transfer in the amount of \$25,000
from salaries to client services. No local funds required.
*The committee recommends approval.
(See Tab B for additional information)*

Public Hearing (s)

Conditional Use Permit #01-18 for Bryan M. Henry-----K
*Submitted for Establishment of a Landscaping Contracting Business in
the RA (Rural Areas) Zoning District. The Property is Located at 639
Reliance Road, Middletown, Virginia and is Identified with Property
Identification Number 91-A-77 in the Opequon Magisterial District.*

Planning Commission Business

Board Liaison Reports

Citizen Comments

Board of Supervisors Comments

Adjourn

A

MINUTES

BUDGET WORK SESSION

FREDERICK COUNTY BOARD OF SUPERVISORS

February 14, 2018

MINUTES
Frederick County Board of Supervisors
Budget Work Session
Wednesday, February 14, 2018
5:30 p.m.
Board 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; 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; 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 5:30 p.m.

DISCUSSION

Vehicle Replacement Policy

Mr. Tierney and Mr. Tibbs explained the proposed scoring system model which if approved will assist in the budgeting process by determining specific vehicles needing replacement. Mr. Tibbs noted that the Public Works Committee will review the model before the Board is asked to take action on approving its use.

Scenario Discussion

Mr. Tierney and Ms. Shiffler reviewed the various budget scenarios as presented by staff. The Board members discussed the scenarios and the possibility of setting aside less than the \$4.3 million per year which has been the recent practice. By consensus, the Board eliminated Scenarios A, E, and F. It was agreed that staff will prepare further detail for the remaining three scenarios to be presented at the next work session on February 21.

ADJOURN

There being no further business, the meeting was adjourned at 6:28 p.m.

MINUTES

CLOSED SESSION AND REGULAR MEETING

FREDERICK COUNTY BOARD OF SUPERVISORS

Febraury 14, 2018

MINUTES
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, FEBRUARY 14, 2018
6:30 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; Candice Perkins, Assistant Planning Director; Tyler Klein, Planner; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors were present.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 6:34 p.m.

CLOSED SESSION

Vice Chairman Lofton moved that the Board of Supervisors 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. Supervisor Wells seconded the motion which carried on a voice vote.

At 6:53 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 Vice Chairman Lofton, seconded by Supervisor McCarthy. Vice Chairman Lofton moved that the Board of Supervisors of Frederick County certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board. Supervisor Trout seconded the motion which carried as follows on a roll call vote:

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

At 6:54 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

Supervisor Wells delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Lofton led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor McCarthy, the agenda was adopted on a voice vote.

ADOPTION OF CONSENT AGENDA – APPROVED

Supervisor Slaughter moved that the Consent Agenda be approved. Supervisor McCarthy seconded the motion. Regarding the Consent Agenda item on General Assembly legislation referencing transparency and a locality's financial data appearing on the internet, Supervisor Dunn said that he is opposed unless residents request the option. The Consent Agenda was approved on a voice vote.

-Minutes: Regular Meeting of January 10, 2018 -CONSENT AGENDA APPROVAL

-Minutes: School Board Joint Work Session of January 16, 2018 -CONSENT AGENDA APPROVAL

-Minutes: Budget Work Session of January 17, 2018 -CONSENT AGENDA APPROVAL

-Minutes: Budget Work Session of February 7, 2018 -CONSENT AGENDA APPROVAL

-Finance Committee Report (Appendix 1) - CONSENT AGENDA APPROVAL

-Human Resources Committee Report (Appendix 2) - CONSENT AGENDA APPROVAL

-Parks and Recreation Committee Report (Appendix 3) - CONSENT AGENDA APPROVAL

-Public Works Committee Report (Appendix 4) - CONSENT AGENDA APPROVAL

-Transportation Committee Report (Appendix 5) - CONSENT AGENDA APPROVAL

-Amendment of Rules of Procedure - CONSENT AGENDA APPROVAL

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] [Amended 02/14/18]

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 [Amended 02/14/18]

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.fcva.us, and outside the main entrance to the Board of Supervisors' meeting room.

Section 3-4. Copies [Amended 02/14/18]

Individuals desiring complete copies of agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

ARTICLE IV - CONDUCT OF BUSINESS

Section 4-1. Order of Business [Amended 06/11/03]; [Amended 01/14/04]; [Amended 02/14/18]

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 contain Minutes and Committee Reports)
- Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)
- Board of Supervisors Comments
- County Officials
- Committee Business
- 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]; [Amended 02/14/18]

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 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 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 Magisterial District of Residence [Amended 02/14/18]

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and 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 [Amended 02/14/18]

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

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]; [Amended 02/14/18]

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.

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)
- (Amended: 02/14/18)

-Resolution adding Lynnehaven Dr. to Secondary Road System - CONSENT AGENDA APPROVAL

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.

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-Resolution honoring Tom Baker - CONSENT AGENDA APPROVAL

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.

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-Resolution of appreciation for retiree Joseph G. Dove - CONSENT AGENDA APPROVAL

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.

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-Resolution of appreciation for retiree Linda Gail Baker - CONSENT AGENDA APPROVAL

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 her dedication and dependability and wishes her all of the best in her future endeavors. BE IT FURTHER RESOLVED, that this resolution be spread across the minutes of the Frederick County Board of Supervisors for all citizens to reflect upon the accomplishments of this public servant.

ADOPTED this 14th day of February 2018.

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-Resolution on Proffer Legislation Reform- CONSENT AGENDA APPROVAL

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

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-Resolutions regarding General Assembly Legislation - CONSENT AGENDA APPROVAL

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. Kern) and House Bill 787 (Mark L. Kern) 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. Kern, 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

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**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 1471.
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

*

**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

*

**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

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CITIZEN COMMENTS

Joy Kirk, Back Creek District, noted that tax relief for the elderly is available through the Commissioner of the Revenue, and she asked the Board to help make the public aware of this option. She also suggested that the Board consider adjusting the criteria for eligibility for such relief.

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn reiterated the comments made by Ms. Kirk.

COUNTY OFFICIALS:

EMPLOYEE OF THE MONTH – CHARLES L. SIMPSON - APPROVED

Chairman DeHaven recognized Charles Simpson as Employee of the Month and read the following resolution:

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.

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COMMITTEE APPOINTMENTS

APPOINTMENT OF CHARLES DEHAVEN TO DEVELOPMENT IMPACT MODEL OVERSIGHT COMMITTEE - APPROVED

Chairman DeHaven said without objection, he planned to serve out the unexpired term ending June 28, 2018.

APPOINTMENT OF DAWN ROBBINS TO THE COMMUNITY POLICY AND MANAGEMENT TEAM - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor McCarthy, Dawn Robbins was appointed on a voice vote to the Community Policy and Management Team to serve an unexpired two-year term ending June 30, 2018.

APPOINTMENT OF ALAN MORRISON TO THE SOCIAL SERVICES BOARD AS GAINESBORO DISTRICT REPRESENTATIVE - APPROVED

Upon motion of Supervisor McCarthy, seconded by, Vice Chairman Lofton, Alan Morrison was appointed on a voice vote to the Social Services Board representing the Gainesboro District to serve an unexpired four-year term ending June 30, 2021.

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUNDS – APPROVED

Mr. Tierney explained the requests saying the refunds are for personal property taxes paid when the vehicles in question were not located in the County.

Upon motion of Supervisor Slaughter, seconded by Supervisor Wells, the request for a supplemental appropriation and refund to Northeastern Supply, Inc. of \$3680.34 was approved on a roll call vote as follows:

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

Upon motion of Supervisor Slaughter, seconded by Supervisor Wells, the request for a supplemental appropriation and refund to Lease Plan U.S.A., Inc. of \$2756.19 was approved on a roll call vote as follows:

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

APPOINTMENT OF GARY LOFTON TO PRESCHOOL COMMUNITY TASK FORCE

- APPROVED

Upon motion of Supervisor Dunn, seconded by Supervisor Slaughter, Vice Chairman Lofton was appointed on a voice vote to the Preschool Community Task Force.

EXTENSION OF SEWER SERVICE OUTSIDE OF SEWER AND WATER SERVICE

AREA – APPROVED

Mr. Tierney said the business owner’s property is located just south of the service area near Middletown. Supervisor Dunn asked if there were costs to the County associated with extending service outside the service area and Mr. Tierney said there were no costs. Vice Chairman Lofton said he had been approached by the business owner who had health department approvals but was unable to expand his onsite septic system and has requested water and sewer service be extended. Vice Chairman Lofton moved for approval of the following resolution authorizing extension of water and sewer service. Supervisor Dunn seconded the motion which carried on a roll call vote as follows:

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

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 14th day of February, 2018.

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COMMITTEE BUSINESS

FINANCE COMMITTEE: GENERAL FUND ADJUSTMENT - APPROVED

Supervisor Slaughter explained that following the failure to win a grant, the Fire and Rescue Department requested that the County appropriate an additional \$1 million during the FY 19 budget year to replace aging SCBA units. She said the department recently learned that it can save money by purchasing all 327 units at one time. Supervisor Slaughter moved that the Board of Supervisors approve a General Fund adjustment in the amount of \$607,880.50 to allow the Fire and Rescue Department to purchase the units before the July deadline. Supervisor Wells seconded the motion. Vice Chairman Lofton noted that the purchase before July 1 means

a savings compared to the higher costs after that date and said it is prudent to move forward with the purchase. Supervisor Dunn noted that much of the equipment is 20 years old. The motion carried on a roll call vote as follows:

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

Supervisor Slaughter said the Audit Committee met and received a clean audit opinion from Robinson Farmer Cox. She added that RFC complimented the staff on the budget documents, and she thanked the Finance Dept. staff for a job well done.

HUMAN RESOURCES COMMITTEE: THREE NEW POSITIONS - APPROVED

Supervisor Dunn moved for approval of three new positions: Assessor I and Account Clerk I in the office of the Commissioner of the Revenue, and GIS Technician in the Information Technology Department. Supervisor Wells seconded the motion. Chairman DeHaven noted the action authorizes but does not fund the positions. The motion carried on a roll call vote as follows:

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

TRANSPORTATION COMMITTEE: AMENDMENT OF COMMITTEE

CHARTER - APPROVED

Vice Chairman Lofton said following Chairman DeHaven requested a review of the Committee Charter regarding membership to ensure consistency with other Board of Supervisor Committees. He said 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. Vice Chairman Lofton moved that the Board of Supervisors amend the Committee Charter to increase the Committee membership to three (3) citizens and three (3) Board of Supervisor members. Supervisor Wells seconded the motion which carried on a roll call vote as follows:

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

PUBLIC HEARING

REZONING #06-17 FOR K & J INVESTMENT, LLC - APPROVED

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.

Senior Planner Candice Perkins said the request is to rezone a total of 3.9 acres of land to the B2 (General Business) District with Proffers. She said the current zoning of the properties are RA, RP, and M1, the site is located within the Sewer and Water Service Area (SWSA). Ms. Perkins said the site is located within the limits of the Northeast Land Use Plan of the 2035 Comprehensive Plan which identifies these properties with a commercial land use designation, and in general, the proposed commercial zoning is consistent with the current land use supported by the Comprehensive Plan. She said with this rezoning, the Applicant has proffered to limit the number of and to restrict entrances on Martinsburg Pike and Snowden Bridge Boulevard and provide internal access via Ezra Lane and Nulton Lane, a 20' right-of-way dedication for Martinsburg Pike, corridor enhancements, and a monetary contribution of \$0.10 per building square foot for Fire and Rescue. She concluded saying the Planning Commission did not identify any concerns with the request and recommended approval of the application at their January 17, 2018 meeting.

Vice Chairman Lofton asked why Ezra Lane is shown as a public road.

Tim Stowe of Stowe Engineering said he represents the applicant. He said Ezra Lane is shown as public because there are other users on the Lane, and it is hoped that VDOT will maintain the road as it extends to other users.

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

Supervisor Slaughter moved that the Board of Supervisors approve the Ordinance titled Rezoning #06-17 K & J Investments, LC, amending the Zoning District Map. Supervisor McCarthy seconded the motion adopting the following ordinance which carried on a roll call vote as follows:

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

**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

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PLANNING COMMISSION BUSINESS:

SETTING CIP PUBLIC HEARING FOR MARCH 14, 2018 - APPROVED

Senior Planner Candice Perkins provided an overview of the Capital Improvements Plan (CIP). She said it 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 and is intended to assist the Board of Supervisors in preparation of the County budget. She noted that the inclusion of projects on the CIP is in no way an indication that Frederick County will be undertaking these projects, that it is strictly advisory; it is intended for use as a capital facilities planning document, not for requesting funding allocations. Ms. Perkins said once adopted, project priorities and cost estimates may change throughout the year based on changing circumstances. She concluded saying that this updated CIP format was endorsed by the Board of Supervisors with the approval of the 2017-2022 CIP, and staff is requesting that the Board set a public hearing for March 14.

Chairman DeHaven praised the staff on the hard work in refining the improved CIP document. Supervisor Slaughter moved that the Board of Supervisors approve the resolution setting a public hearing on the CIP for March 14, 2018. Supervisor Dunn seconded the motion which carried on a roll call vote as follows:

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

DISCUSSION: PROPOSED ORDINANCE AMENDMENT – SOLAR (PHOTOVOLTAIC) ENERGY FACILITY–REFERRED BACK TO STAFF

Planner Tyler Klein said 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. He said currently, public utility generating facilities are allowed as a by right use in the RA district under the definition of “public utility” and solar generating energy facilities are typically privately-owned and thus do not fall under the definition of a “public utility.” Mr. Klein said this item was discussed by the Development Review and Regulations Committee (DRRC) at their July 27, August 24, and September 28, 2017 regular meetings, and the DRRC agreed with the proposed changes. He said the Planning Commission discussed this item on November 15, 2017 and agreed with the proposed changes.

Mr. Klein said the Board of Supervisors discussed this item on January 10th and advised staff to make revisions which are reflected in the new proposed text amendment. He said the changes include: clarifying the differentiation between the utility scale of a solar energy facility and the smaller facility for personal use; further revision of 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; and adding a provision to the supplementary use regulations that “solar energy facilities” be located on a minimum of six acres as consistent with the definition. He clarified the definition of a solar energy photovoltaic facility (i.e. solar farm) as primarily generating energy to be sold to a utility. He noted that a facility intended to offset the personal energy consumption of a user does not constitute a solar energy facility (i.e. solar farm).

Supervisor Slaughter said she had concerns about the facilities being a by right use. She said she would prefer that the interested landowners apply for a Conditional Use Permit, adding that the use could later be changed to by right if the Board chose to do so.

Supervisor Dunn said he had concerns about the use in rural areas and such facilities are better suited to an industrial area.

Vice Chairman Lofton asked if the matter could go as is to public hearing, with the Board having the ability later to change the language to by right. County Attorney Williams said as a practical matter, staff would have to prepare two versions of the amendment.

The Board discussed the solar farm use in various zoning districts. Supervisor Slaughter said the option does assist farmers by providing an alternative use for their land. Supervisor Wells said the parcels that could be used for this purpose are limited by several factors such as proximity to power transmission lines.

The Board discussed whether solar panels could be placed on buildings in industrial areas.

Vice Chairman Lofton moved that the issue be sent back to staff with the recommendation that it be resubmitted to the Board with solar farm use requiring a Conditional Use Permit. Supervisor Slaughter seconded the motion which carried unanimously on a voice vote.

BOARD LIAISON REPORTS

Vice Chairman Lofton, liaison to the Social Services Board, noted the impact of the opioid crisis on foster care.

CITIZEN COMMENTS

Alison Behan, Stonewall District, said she was upset by some earlier comments referencing saving money on fire and rescue equipment by purchasing now, because the Board has not used this process when funding school needs. She said the schools need repairs now and she does not like the children being put aside when they are the future of the community.

Walter Hoots, Shawnee District, spoke in favor of the proposed Aylor school replacement project. He said fire and rescue funding is important, but so are supporting the teachers and students and they should have a nice environment in which to work and learn. He said the costs to address the issue will not go down, they will only rise.

Brandi Hammond, Shawnee District, said she is concerned that the County is not keeping

up with growth. She said emergency response times in the County are long, and she is concerned about the decreasing number of volunteers. Ms. Hammond said last year there were some areas of the County where response times were 20 minutes. She said the schools have not kept up either, adding that the Board of Supervisors has underfunded the school budget. She urged to Board use proffers, tap into reserve funds, and raise taxes since the County rates are low even though incomes are higher than the state average.

Cary Ann Kite, Shawnee District, said the Board has a hard job balancing the needs of the growing population. She said the increase in retirees means fire and rescue services will need to increase. She said the school age population growth also means more teachers are needed. She asked if meals taxes could be increased and said that raising property taxes should be reconsidered to bring in more revenue.

Cary Carmichael, Shawnee District, reiterated the comments from the previous speakers about fully funding the schools and the fire and rescue needs.

Brandi Hammond, Shawnee District, continued her earlier remarks about the tax rates being lower than the state average while the incomes are higher. She said the County is in a reactive state and she would like the Board to start planning and being more proactive about funding the needs of the community.

BOARD OF SUPERVISORS COMMENTS

Supervisor Dunn announced a February 17 Town Hall Meeting he is hosting and invited all to attend.

Supervisor McCarthy, Chairman of the Public Works Committee, noted the death of Committee member David Ganse. He offered condolences to the Ganse family and requested that staff draft a resolution honoring the service of Mr. Ganse.

Supervisor Wells also extended condolences on the passing of Mr. Ganse, calling him a good friend and servant to Frederick County who will be greatly missed. He added thanks to those who spoke about funding issues and urged the Board and School Board to apply similar thoughtful logic to funding capital needs.

Supervisor Trout thanked the citizens who attended and addressed the Board.

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor Trout, the meeting was adjourned at 8:11 P.M.



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

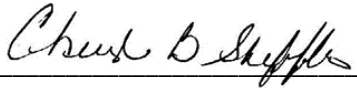
Judith McCann-Slaughter, Chairman

Charles DeHaven

Gary Lofton

Angela Rudolph

Jeffrey Boppe

By 

Cheryl B. Shiffler, Finance Director



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: 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,

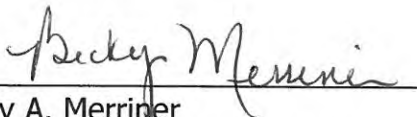
J. Douglas McCarthy

Don Butler

Beth Lewin

Dorrie Greene

BY:



Becky A. Merriner

Director of Human Resources

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



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

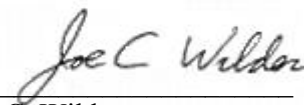
10. Update on the Stormwater Program Annual Maintenance Fees:

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: 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

MINUTES

JOINT WORK SESSION

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

February 21, 2018

MINUTES
Frederick County Board of Supervisors
Joint Work Session with Frederick County School Board
Wednesday, February 21, 2018
4:00 p.m.
Board Meeting Room, 107 North Kent 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; and Shannon G. Trout were present. Robert W. Wells was absent. 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 Orndoff, Jr., Treasurer; Jennifer Place, Budget Analyst; Ellen Murphy, Commissioner of the Revenue; Sharon Kibler, Assistant Finance Director; Scott Varner, Director of Information Technology; Becky Merriner, Director of Human Resources; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors

School Board: Dr. John Lamanna; Michael Lake; Frank Wright; Seth Thatcher; Jay Foreman; 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; and Kristen Anderson, FCPS Budget Supervisor.

Frederick Co. Finance Committee Members present: Jeffrey Boppe and Angela Rudolph

CALL TO ORDER

Chair Lamanna called the School Board to order at 4:05 p.m.

Chairman DeHaven called the Board of Supervisors to order at 4:05p.m.

PRESENTATION – HIGHLIGHTS OF THE SUPERINTENDENT’S PROPOSED 2018-2019 BUDGET

Dr. Sovine discussed his proposed budget using a PowerPoint presentation. He illustrated his current proposed budget request and noted that the School Board had cut their requests by \$8.2 million prior to submitting the current proposal.

DISCUSSION

Dr. Lamanna noted the budget calendar and said after several work sessions, the current proposal is the best option the School Board has generated.

Supervisor McCarthy asked for clarification on the salary numbers in the presentation. He asked about the salary gap between the County and surrounding jurisdictions, particularly Loudoun County. Dr. Sovine said the gap in starting salaries is about \$8000 and for experienced teachers can range up to \$30,000.

Chairman DeHaven discussed the increase in operational costs in relation to insurance costs.

Supervisor McCarthy inquired about the costs to re-implement ninth grade sports and Dr. Sovine said the cost would be \$53,000.

Dr. Sovine and Supervisor McCarthy further discussed salaries in the 30-mile radius of the County. Dr. Sovine said that to be competitive, the School Board attempts to be within \$6000 to \$8000 of other localities’ salaries. In reference to Supervisor McCarthy’s question about closing the gap, Dr. Sovine said his current budget proposal allows for salaries to stand still, not close the gap.

Regarding Supervisor Dunn's question about the salaries in the City of Winchester, Dr. Sovine said there are no significant differences. Supervisor Dunn discussed bus driver salaries and the need for bus replacement. He clarified that the proposed budget does not include funding for the 12th elementary school or the replacement of Aylor Middle School.

Supervisor Trout noted the salary gap between secretaries and custodians at the schools versus the County Administration offices.

Supervisor Slaughter asked for clarification on the number of busses needing replacement and the number of vacant teacher positions. Dr. Sovine said there are typically 10 to 18 long term substitutes in the system each year.

Chairman Dehaven asked about the length of time to replace the fleet and Dr. Sovine said that replacing 13 buses per year rotates the fleet in 15 years.

Supervisor McCarthy asked about the projects that had been delayed because of funding shortages. Dr. Sovine listed several projects including a cooling tower, roof replacements, and fire alarm systems. Supervisor McCarthy asked about keeping up with maintenance. Dr. Sovine said the system is doing the best it can and noted that the state average for the number of students per one maintenance technician is 467, while FCPS averages 893 students to one technician. Supervisor Dunn asked if having more maintenance staff would increase the life of school buildings. Dr. Sovine said the lifespan of a school is about 30 years and with age and less maintenance renovations are more costly than replacement. The Boards discussed the balance between renovation and replacement.

Supervisor Dunn requested that the Boards meet again within the next month or so to discuss the 5-year CIP.

Dr. Lamanna asked the help of the Board of Supervisors in clarifying with constituents that two statements recently circulating are not true. He said it is false that the School Board is influenced by OWPR, adding that OWPR was not involved in the last three school construction projects. Dr. Lamanna said that the air quality control study at Aylor is being done by an independent contractor, and not by a firm hoping to profit from constructing the Aylor replacement.

Supervisor Dunn discussed revenue generation and the possibility of raising the meals tax rate in Frederick County.

ADJOURN

There being no further business, the meeting was adjourned at 5:04 p.m.

MINUTES

BUDGET WORK SESSION

FREDERICK COUNTY BOARD OF SUPERVISORS

February 21, 2018

MINUTES
Frederick County Board of Supervisors
Budget Work Session
Wednesday, February 21, 2018
5:15 p.m.
Board 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; and Shannon G. Trout were present. J. Douglas McCarthy and Robert W. Wells were absent. Staff present: Kris C. Tierney, County Administrator; C. William Orndoff, Jr., Treasurer; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Ellen Murphy, Commissioner of the Revenue; Cheryl B. Shiffler, Finance Director; Jennifer Place, Budget Analyst; Sharon Kibler, Assistant Finance Director; 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

CALL TO ORDER

Chairman DeHaven called the meeting to order at 5:15 p.m.

DISCUSSION

Budget Scenarios

Mr. Tierney explained the revised budget scenario spreadsheet. He noted that the County had received good news regarding the cost of employee health insurance for the coming year.

Supervisor Trout said the only choice to fund the schools' request is Scenario D which calls for a 5-cent tax increase.

Chairman DeHaven offered a modification to Scenario B which adds 14 firefighter positions for a total of 20. He said the last thing he wants is a tax increase, but there are needs that have to be addressed.

The Board discussed the scenarios.

Supervisor Dunn said he is sympathetic to the needs but would like to stick to no tax increase this year while he seeks changes in the General Assembly regarding other sources of revenue.

The Board discussed the Chairman's scenario revision proposal and handouts from the Finance Committee.

Supervisor Lofton requested documentation on the dollar amounts in the fire and rescue audit. Ms. Shiffler said she would provide that information.

ADJOURN

There being no further business, the meeting was adjourned at 5:55 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: February 21, 2018
SUBJECT: Finance Committee & Budget Work Session Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, February 21, 2018 at 3:45 p.m. All members were present. Items 1, 2, and 3 were approved under consent agenda. A budget work session followed at 4:00 p.m.

FINANCE COMMITTEE

- The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,000. This amount represents a DARE donation. No local funds required. See attached memo, p. 3.
- The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,051.12. This amount represents an auto claim reimbursement. No local funds required. See attached memo, p. 4.
- The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$6,996. This amount represents a property claim reimbursement for water damage at Millwood Fire Station. No local funds required. See attached memo, p. 5.
- The VJCCA requests a General Fund budget transfer in the amount of \$25,000 from salaries to client services. No local funds required. See attached memo, p. 6. The committee recommends approval.

BUDGET WORK SESSION

- Discussions were held on the FY 2019 budget. The Frederick County Public Schools Superintendent presented the school's proposed FY2019 budget.

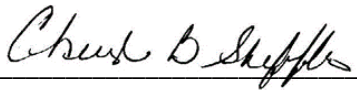
INFORMATION ONLY

1. The Deputy County Administrator provides information regarding the Triennial Applications for Real Property Tax Exemptions. See attached information, p. 7 – 52.
2. The Finance Director provides a Fund 10 Transfer Report for January 2018. See attached, p. 53.
3. The Finance Director provides financial statements ending January 31, 2018. See attached, p. 54 – 64.
4. The Finance Director provides an FY 2018 Fund Balance Report ending February 15, 2018. See attached, p. 65.
5. Frederick County has received the Distinguished Budget Presentation Award for the fiscal year 2018 budget from the Government Finance Officers Association of the United States and Canada (GFOA) for the 31st consecutive year. See the attached award letter, p. 66 – 67.

Respectfully submitted,

FINANCE COMMITTEE

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

By 

Cheryl B. Shiffler, Finance Director

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400



TO : Angela Whitacre, – Treasurer's Office
FROM : Sheriff Lenny Millholland
SUBJECT : Donation to DARE
DATE : January 30, 2018

Attached please find a check in the amount of \$1000.00 from Puppy City. This check represents a donation to our DARE program from the Just Say No Club.

This amount can be posted to: 3-010-018990-0015 (100J).

A copy of the memo will be sent to Finance for appropriation in our operating budget line of 3102-5413-000-001.

Thank you.

LWM/ad

Cc: Finance

PUPPY CITY, LLC
3343 Valley Pike Ste 400
Winchester, VA 22602-2577

1798
68-54/514 9743

Date: 1-26-18

Pay to the Order of: DARE Program \$ 1,000.00

one thousand dollars no/cents Dollars

For: Donation

MP

C.S.
4/31/18

FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540-662-6168
FAX 540-504-6400

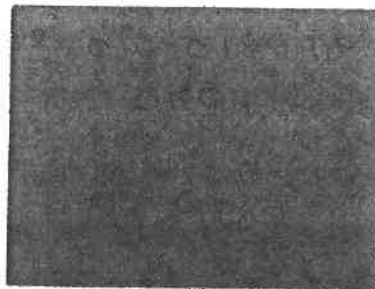


TO : Cheryl Shiffler Director of Finance
FROM : Sheriff Lenny Millholland
DATE : January 30, 2018
SUBJECT : Insurance Reimbursement

We are requesting the insurance check received in the amount of \$5,051.12 for the auto claim dated October 3, 2017 be appropriated into our budget line of 3102-3004-000-002.

| Description | From Date | To Date | Invoice # | Invoice Amt | Amount |
|--------------------|-----------|-----------|-----------|-------------|------------|
| Auto Comprehensive | 10/3/2017 | 10/3/2017 | | \$5,551.12 | \$5,551.12 |
| Auto Comprehensive | 10/3/2017 | 10/3/2017 | | (\$500.00) | (\$500.00) |

Claim Number: 0342017196475 Claimant: Frederick County Payee: Frederick County
Check Number: 279161 Total Check Amt: \$5,051.12 Event Date: 10/3/2017 Department: 034 Frederick Date of Check: 10/18/2017
Memo: Claim# 196475
Enclosure



C.S.
10/24/17
3-010-018990-0001



COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-6382
Fax: 540/667-0370
E-mail: jtibbs@fcva.us

MEMORANDUM

TO: Finance Committee
FROM: Jay E. Tibbs, Deputy County Administrator *JET*
RE: Request from Supplemental Appropriation - Insurance Payment for Property Damage
DATE: February 1, 2018

The County has received an insurance payment in the amount of \$6,996.00 as payment for repair costs resulting from water damage to the Millwood Fire Station on December 1, 2017. The payment reflects the cost of repairs, minus the \$1,000 deductible. Attachments document the transaction.

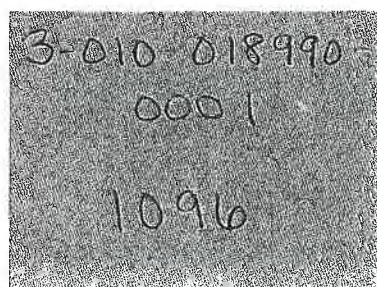
We are requesting the funds be placed back in the Millwood Fire Station's 010-043040-3004-000-021 line item.

Please let me know if I can answer any questions.



| Description | From Date | To Date | Invoice # | Invoice Amt | Amount |
|----------------|-----------|---------|------------|--------------|--------------|
| Property Other | | | RCV | \$7,996.00 | \$7,996.00 |
| Property Other | | | deductible | (\$1,000.00) | (\$1,000.00) |

Claim Number: 0342017200259 Claimant: Frederick County Payee: Frederick County
Check Number: 291527 Total Check Amt: \$6,996.00 Event Date: 12/1/2017 Department: 034 Frederick Date of Check: 1/15/2018
Memo: LETTER



*C.S. 1/25/18
3-010-018990-0001*



Peter Roussos
COURT SERVICES DIRECTOR

Andrew K. Block, Jr.
Director

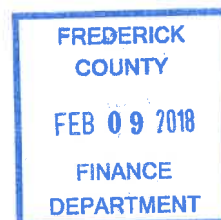
26TH DISTRICT COURT
SERVICE UNIT
26 Rouss Ave., Suite 100
Winchester, VA 22601
(540) 722-7960
Fax: (540) 667-4818

COMMONWEALTH of VIRGINIA

Department of Juvenile Justice
Twenty-Sixth Judicial District Court Service Unit

SERVING:
Winchester City
Harrisonburg City
Clarke County
Frederick County
Page County
Rockingham County
Shenandoah County
Warren County

January 31, 2018



Ms. Cheryl Shiffler, Finance Director
107 North Kent Street
Winchester, Virginia 22601

RE: Transfer of Funds

Dear Cheryl,

Please be advised that due to vacancies in our two VJCCA funded positions with Frederick County, we would like to move \$25,000.00 from salaries (\$10,000.00 from Line Item 033030-1001-000-001 and \$15,000.00 from Line Item 033030-1001-000-002) to Supervision Plan Services (Line Item 033030-3002-000-004) to be utilized for services for our clients. No local funds will be needed as this money is solely from the VJCCA grant.

Please feel free to contact me should you have any questions.

Respectfully,

Peter Roussos, Director
26th District Court Service Unit

1001-001 bal 28,913
last pay 10/16
1001-002 bal 35,700
no pay this FY
3002-004 bal 2,499

VJCCA

AS of 2/12/18




COUNTY of FREDERICK

Jay E. Tibbs
Deputy County Administrator

540/665-5666
Fax 540/667-0370

E-mail:
jtibbs@fcva.us

| | |
|-----------------|---|
| TO: | Finance Committee |
| FROM: | Jay E. Tibbs, Deputy County Administrator  |
| SUBJECT: | Triennial Applications for Real Property Tax Exemptions |
| DATE: | February 13, 2018 |

Pursuant to Frederick County Code, Chapter 155 Taxation, § 155-153 B, please find attached the Triennial Applications for Real Property Tax Exemptions. This triennial filing is required by each organization which owns real property exempt from taxation as designated by the Board of Supervisors or the Virginia General Assembly.

By way of background, in 2015 the Board of Supervisors amended the Frederick County Code to designate those organizations whose property is exempted from taxation.

Attached for your reference are the applications and a listing of the organizations that have filed their application which also shows if their exemption is designated in the County Code. You will note there are three organizations which have a Board of Supervisors tax exempt designation per the County Code; however, those organizations have either sold the respective exempt parcel or the property was foreclosed. If the Committee so desires, it would be appropriate to recommend to the Board of Supervisors that the County Code be amended to remove those parcels from the designation. A public hearing before the Board of Supervisors would be required.

The forms are being presented to the Finance Committee for information only. There is no action required unless the Board desires to revoke a board-granted exemption or wishes to amend the Code to address those parcels that are no longer in the possession of the exempt organization.

Attachment

Tax Exempt Organizations - Requests filed as of 12/18/17

Designated exempt in Code

| | | |
|--|----|--|
| The Arc of the Northern Shenandoah Valley | X | |
| Belle Grove Inc. | X | |
| Blue Ridge Hospice | X | |
| Cedar Creek Battlefield Foundation | X | |
| Civil War Preservation Trust | NO | *Properties were acquired in intervening period. |
| The Fort Collier Civil War Center Inc. | X | |
| Frederick United Methodist Housing Development Corp. | X | |
| Kernstown Battlefield Association | X | |
| Leary Educational Foundation dba Timber Ridge School | X | |
| The Nature Conservancy | X | |
| The Salvation Army | X | |
| Potomac Appalachian Trail Club | X | |
| Shenandoah Valley Battlefield Foundation | X | |
| Shenandoah Valley Community Residences Inc. | X | |
| Stone House Foundation | X | |
| Westminster Canterbury of Winchester Inc. | NO | |
| Winchester Isaac Walton Club | X | |
| Winchester Frederick Co Conservation Club Inc. | X | |
| Woodmen of the World | X | |
| Youth Development Center | X | |

Tax Exempt per Code but not yet filed:

NW Works (SOLD)
People to People - Project HOPE (SOLD)
Wayside Foundation for the Arts (FORECLOSED)

-



DATE: 2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

Organization's Name: The Arc of Northern Shenandoah Valley

Organization's Federal Employer Identification No. (EIN): 23-7175475

Contact Name: ~~Kevin~~ Kevin LeVan Phone Number: 571-247-5245

Contact Title: Board President Email: Kevin.levan@me.com

Mailing Address: PO Box 369, Stephens City, VA 22655

Frederick County Location Address: 115, 117 Forrest drive, Winchester, VA

Date Organization Began or Will Begin Operating in Frederick County: 1967

1. What is the organization's purpose?
to work through education, advocacy & collaboration to serve individuals with developmental disabilities

2. What is the organization's federal tax designation (select one):
 501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]: pending 501c3

3. How is the organization funded?
fundraisers & contact with community services board

4. What activities or services does the organization provide that enhances Frederick County and its citizens?
housing for people w/disabilities, social activities, inclusive events, training, advocacy for community inclusion

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|--|------------------------------------|-------------------|--------------------------------|
| <u>54J-2-3-60
29482^{NP}</u> | <u>115 Forrest dr, Winc. 22603</u> | <u>appx. 1988</u> | <u>housing for people w/DD</u> |
| <u>54J-2-3-61
29483^{NP}</u> | <u>117 Forrest dr, Winc. 22603</u> | <u>appx. 1988</u> | <u>housing for people w/DD</u> |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization [provide supporting documentation]
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning pending solc3 status
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization [specify]: _____
- College Foundation or Alumni Association
- Recognized Farming Association [specify]: _____
- Veterans Association or Auxilliary of same [specify]: _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|---------------|----------------|-----------------|---------------|---------------|
| Kevin Levan | President | | | |
| Ridge White | Past President | | | |
| Shane Rose | Treasurer | | | |
| Renee Waymire | Vice President | | | |

DECLARATION AND SIGNATURE

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

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

unpangse
 nichole pangse
 Owner OR
 executive director
 11-15-17
 Signature Print Name If Business, Title: (e.g., President, VP etc.) Date

***** FOR OFFICE USE ONLY *****

| | | | |
|---|---|-----------------|---|
| Date Received: 11/16/17 | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---|---|-----------------|---|

[Rev. 10/2014]



DATE: 2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

Organization's Name: Belle Grove, Inc.

Organization's Federal Employer Identification No. (EIN): 54-1047175

Contact Name: Kristen Laise Phone Number: 540 869 2028

Contact Title: Executive Director Email: klaise@bellegrove.org

Mailing Address: PO Box 537 Middletown, VA 22645

Frederick County Location Address: 336 Belle Grove Road

Date Organization Began or Will Begin Operating in Frederick County:

1. What is the organization's purpose?

Belle Grove Inc. preserves Belle Grove Plantation and Bowman's Fort (Shenandoah County) through stewardship & education.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Donations, selling memberships, Museum Shop sales, special events, endowment

4. What activities or services does the organization provide that enhances Frederick County and its citizens? investments

TOURIST Attraction (economic development), Special Events (quality of life), School

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|--|---------------|---|
| 90 A 33A | 283 Belle Grove Rd
Middletown VA 22645 | 07/2012 | Historic structure,
interpretation & temporary |
| 90 A 37 | 3.3 Acres along Rte 11
and Water Plant Rd | 05/2004 | residence
vacant land under
easement |
| | | | |
| | | | |

Drs & adult education, historical research, historic preservation

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* _____
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxillary of same *[specify]:* _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|--------------|-------|-----------------|---------------|---------------|
| See attached | | | | |
| | | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Kristen Laise Kristen Laise Owner OR If Business, Title: Executive Director 7/31/17
 Signature Print Name (e.g., President, VP etc.) Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>8/3/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

| | | | |
|--|--|---------------|------------------------------|
| Organization's Name: | Blue Ridge Hospice, Inc. | | |
| Organization's Federal Employer Identification No. (EIN): | | | |
| Contact Name: | Cheryl S. Ringer | Phone Number: | 540-313-9200 |
| Contact Title: | CFO | Email: | cringer@blueridgehospice.org |
| Mailing Address: | 160 Wincrest Drive, Winchester, VA 22602 | | |
| Frederick County Location Address: | 160 Wincrest Drive, Winchester, VA 22602 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | April 2009 | | |

1. What is the organization's purpose?

Provide quality end of life care to patients and their families regardless of their ability to pay.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Medicare, Medicaid, Insurance, Donations, Special Events, Thrift Shops

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Provides quality end of life care to patients and their families regardless of their ability to pay. Provides no cost grief and loss counseling to the entire community (no hospice affiliation required). Helps families affected by fires/other events by giving donated items from thrift shops.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|--------------------|---------------|--|
| 64-(1)-A1 | 160 Wincrest Drive | 3/13/2013 | Receive and process donations along with providing support to our staff, thrift shops, and patients. |
| | | | |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|--------------|-------|-----------------|---------------|---------------|
| See Attached | | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Cheryl S Ringer
 Owner OR
 If Business, Title: CFO

Date

Signature
Print Name
(e.g., President, VP etc.)

***** FOR OFFICE USE ONLY *****

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>9/7/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



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

| |
|--|
| DATE: _____ |
| FILE APPLICATION
TRIENNIALY |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|---|---------------------------------------|----------------------|--------------|
| Organization's Name: | Cedar Creek Battlefield Foundation | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1474233 | | |
| Contact Name: | Joseph D'Arezzo | Phone Number: | 540-869-2064 |
| Contact Title: | President | Email: | info@ccbf.us |
| Mailing Address: | P.O. Box 229 Middletown, VA 22645 | | |
| Frederick County Location Address: | 8437 Valley Pike Middletown, VA 22645 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1988 | | |

1. What is the organization's purpose?

To acquire, protect and preserve lands and physical objects relating to the Battle of Cedar Creek, and to interpret them for the educational benefit of scholars and the general public.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Public contributions and proceeds from special events.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Protects historic property and artifacts, as well as educates the public.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|------------------------|-----------------------|------------------------|---|
| 91 A 28C
90 A 32A | 8340 Valley Pike | 1/3/1990 | Battlefield property, Heater House |
| 90 A 55
90 A 59 A | 8437 Valley Pike | 3/27/1996
8/10/2000 | Headquarters
Lot behind Headquarters |
| 90 A 23 A
90 A 23 B | Off Meadow Mills Road | 7/25/2008
7/31/2012 | Carmeuse gifts |
| 90 A 34 | Off Valley Pike | 9/5/2000 | Bayless/ Trenches |

[continues on page 2]

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-----------------|-----------|-----------------|---------------|---------------|
| Joseph D'Arezzo | President | | | |
| | | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Joseph D'Arezzo
 Owner *OR*
Joseph D'Arezzo
 If Business, Title: President
 12/13/2017
Signature *Print Name* (e.g., President, VP etc.) *Date*

***** FOR OFFICE USE ONLY *****

| | | | |
|---|---|-----------------|---|
| Date Received: 12/18/17 | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---|---|-----------------|---|



DATE: 2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|---|---------------|-------------------------|
| Organization's Name: | Civil War Preservation Trust | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1426643 | | |
| Contact Name: | Kathy Robertson | Phone Number: | 202-367-1861 x7209 |
| Contact Title: | Deputy Director of Real Estate | Email: | KROBERTSON@civilwar.org |
| Mailing Address: | 1156 15 th St NW, Suite 900, Washington DC 20005 | | |
| Frederick County Location Address: | N/A | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1995 | | |

1. What is the organization's purpose?

The preservation of America's battlefields, Civil War, War of 1812 and Revolutionary War

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

member donations

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Education through interpretation and trails, preservation of open space and natural resource/historic resources

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|---------------------------------|---------------|-----------------|
| 90-A-12 | 555 Veterans Road
Middletown | 11/30/15 | Preservation; |
| 90-A-12h | Veterans Road
Middletown | 11/12/15 | Preservation; |
| 63-A-17 | Apple Valley Road
Winchester | 6/10/15 | Preservation; |
| 91-1-E | Veterans Road
Middletown | 8/8/17 | Preservation; |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* _____
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxillary of same *[specify]:* _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|------------------|---------------------|-----------------|---------------|---------------|
| James Lighthizer | President | | | |
| Steve Wyngarden | Assistant Secretary | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Steve Wyngarden
 Steve Wyngarden
 Owner OR
 If Business, Title: Assistant Secretary
 11-14-17
 Signature Print Name (e.g., President, VP etc.) Date

***** FOR OFFICE USE ONLY *****

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>11/15/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

Far Preservation Trust-Revised List

| Map No. | | Property Address | Date Acquired | Use of Property |
|--------------|--------------------|----------------------------|---------------|-----------------|
| 62-6-1 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-2 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-3 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-4 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-5 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-6 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 62-6-7 | | Ramsuer Lane, Winchester | 05/29/15 | Preservation |
| 63-A-17A | | Apple Valley Road | 06/12/15 | Preservation |
| 63-A-17B | | Apple Valley Road | 06/12/15 | Preservation |
| 91A03 145 1 | Section 45, Lot 1 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 2 | Section 45, Lot 2 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 3 | Section 45, Lot 3 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 4 | Section 45, Lot 4 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 5 | Section 45, Lot 5 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 6 | Section 45, Lot 6 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 7 | Section 45, Lot 7 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 8 | Section 45, Lot 8 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 9 | Section 45, Lot 9 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 10 | Section 45, Lot 10 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 11 | Section 45, Lot 11 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 12 | Section 45, Lot 12 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 25 | Section 45, Lot 25 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 26 | Section 45, Lot 26 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 27 | Section 45, Lot 27 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 28 | Section 45, Lot 28 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 29 | Section 45, Lot 29 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 31 | Section 45, Lot 31 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 32 | Section 45, Lot 32 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 33 | Section 45, Lot 33 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 35 | Section 45, Lot 35 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 36 | Section 45, Lot 36 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 37 | Section 45, Lot 37 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 38 | Section 45, Lot 38 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 39 | Section 45, Lot 39 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 40 | Section 45, Lot 40 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 42 | Section 45, Lot 42 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 46 | Section 45, Lot 46 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 145 48 | Section 45, Lot 48 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 1A | Section 46, Lot 1A | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 2 | Section 46, Lot 2 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 3 | Section 46, Lot 3 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 4 | Section 46, Lot 4 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 5 | Section 46, Lot 5 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 7 | Section 46, Lot 7 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 8 | Section 46, Lot 8 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 9 | Section 46, Lot 9 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 10 | Section 46, Lot 10 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 11 | Section 46, Lot 11 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 12 | Section 46, Lot 12 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 13 | Section 46, Lot 13 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 14 | Section 46, Lot 14 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 15 | Section 46, Lot 15 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 16 | Section 46, Lot 16 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 17 | Section 46, Lot 17 | New Middletown Subdivision | 07/31/14 | Preservation |
| 91A03 146 18 | Section 46, Lot 18 | New Middletown Subdivision | 07/31/14 | Preservation |



DATE: 2017
 FILE APPLICATION
 TRIENNIALY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

| | | | |
|--|--|---------------|-------------------------|
| Organization's Name: | The Fort Collier Civil War Center, Inc. | | |
| Organization's Federal Employer Identification No. (EIN): | 54-2028981 | | |
| Contact Name: | Katherine Sdenberger | Phone Number: | 540 323-0221 |
| Contact Title: | President | Email: | ksdenberger17@gmail.com |
| Mailing Address: | 1454 Apple Pie Ridge Rd, Winchester VA 22603 | | |
| Frederick County Location Address: | 922 Martinsburg Pike Winchester VA 22601 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 2001 | | |

1. What is the organization's purpose?

To preserve and maintain valuable Civil War sites in Winchester and Frederick County and provide visitor access.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Private donations / rental income from tenant

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

We have Civil War Trails markers and tours of our site. Public access always.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|----------------------|---------------|---|
| 54 A 81 G | 922 Martinsburg Pike | 3/25/2002 | Civil War Education/Preservation |
| 56 A 18 A | Rt 7, millbank House | 11/6/2013 | Preservation of Valuable Civil War Site |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|----------------------------------|-----------------------|-------------------------------------|---------------|---------------|
| Katherine Solenberger, President | | [REDACTED ADDRESS AND CONTACT INFO] | | |
| John Stevens | Chairman of the Board | | | |
| Peter LaBrecque | Treasurer | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Owner OR
 If Business, Title: President (e.g., President, VP etc.)

Signature: [Handwritten Signature] Print Name: Katherine Solenberger Date: 8/2/17

***** FOR OFFICE USE ONLY *****

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>8/4/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|



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

DATE: 2019
 FILE APPLICATION
 TRIENNIALY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

| | | | |
|--|--|---------------|----------------------|
| Organization's Name: | Frederick United Methodist Housing Development Corp. | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1505538 | | |
| Contact Name: | LARRY DICKENSON | Phone Number: | 540-344-6861 |
| Contact Title: | President | Email: | lbickenson@gmail.com |
| Mailing Address: | 1706 Grandin Road SW, Roanoke, VA 24015 | | |
| Frederick County Location Address: | 107 Lakeridge Drive, Stephens City, VA 22655 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 06/30/1991 | | |

1. What is the organization's purpose?
 Developer and Owner of Affordable Housing

2. What is the organization's federal tax designation (select one):
 501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?
 Cash Flow from management/operation of the property.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?
 Maintains forty eight (48) units of Affordable Housing apartments.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|--|---------------|---|
| 75-A-808 | 107 LAKERIDGE DRIVE
STEPHENS CITY, VA 22655 | 12/14/1989 | AFFORDABLE HOUSING APARTMENTS
FOR LOW INCOME ELDERLY TENANTS |
| | | | |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

6. Select the category of exemption under which your organization qualifies: 501(c)(3) corporation

- Church or Religious Body or Religious Organization [provide supporting documentation] - OWNER IS AFFILIATED WITH THE VIRGINIA ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH AND RECEIVED A TAX EXEMPT DESIGNATION FROM FREDERICK COUNTY BOARD OF SUPERVISORS IN APPROXIMATELY 1990 FOR OPERATION AS LOW INCOME HOUSING FOR ELDERLY. IT HAS BEEN CONTINUALLY USED FOR SUCH PURPOSES SINCE THAT TIME.
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization [specify]: _____
- College Foundation or Alumni Association
- Recognized Farming Association [specify]: _____
- Veterans Association or Auxiliary of same [specify]: _____

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


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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|------------------------|----------------|-----------------|---------------|---------------|
| Lawrence B. Dickenson | President | | | |
| Rev. Ernest T. Herndon | Secretary | | | |
| Jim Quinn | Vice President | | | |
| Jim Branscome | Treasurer | | | |

DECLARATION AND SIGNATURE

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

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


Lawrence B. Dickenson
 Owner OR
 If Business, Title: President
8-04-2017
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>9/7/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



DATE: 2011
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

| | | | |
|--|--|--|-----------------------|
| Organization's Name: | KERNSTOWN BATTLEFIELD ASSOCIATION | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1813325 | | |
| Contact Name: | Stephen R. Vaughn | Phone Number: | 757-593-8227 |
| Contact Title: | PRESIDENT | Email: | esrvaughn@comcast.net |
| Mailing Address: | P.O. BOX 1327
WINCHESTER, VA 22604 | | |
| Frederick County Location Address: | 410 BARKEBARK DR
WINCHESTER, VA 22602 | 2877 MIDDLE ROAD
WINCHESTER, VA 22602 | |
| Date Organization Began or Will Begin Operating in Frederick County: | 01 SEP, 1996 | | |

1. What is the organization's purpose?
 1. THE ACQUISITION OF THE HISTORIC KERNSTOWN BATTLEFIELD PROPERTIES.
 2. THE MANAGEMENT AND MAINTENANCE OF THE KERNSTOWN BATTLEFIELD AS A HISTORIC RESOURCE.
 3. IMPLEMENTATION OF A MANAGEMENT PLAN TO DEVELOP THE K. BATTLEFIELD AS PART OF THE FREDERICK COUNTY - WINCHESTER BATTLEFIELD NETWORK.

2. What is the organization's federal tax designation (select one):
 501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?
 DONATIONS, SALES FROM GIFT SHOP, FUND RAISING EVENTS AND MEMBERSHIP DUES.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?
 1. VENUE FOR SHENANDOAH UNIVERSITY, HAUDLEY HIGH SCHOOL CROSS COUNTRY EVENTS.
 2. VENUE FOR FREDERICK COUNTY HALF MARATHON.
 3. CIVIL WAR STUNGE HISTORY EVENTS.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|----------------------------|---------------|-----------------------|
| 63 A 6A | 2877 MIDDLE RD., WINCH. VA | 2000 | HISTORIC PRESERVATION |
| 63 A 7A | " " " | 2000 | CATTLE GRAZING, HAY |
| 63 A 18 | " " " | 2000 | " " " |
| 63 A 18A | " " " | 2000 | " " " |
| 63 A 18B | " " " | 2000 | " " " |
| 63 A 18C | " " " | 2000 | " " " |
| 63 A 18D | " " " | 2000 | " " " |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* _____
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxilliary of same *[specify]:* _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-------------------|----------------|-----------------|---------------|---------------|
| STEPHEN VAUGHN | PRESIDENT | [REDACTED] | | |
| DR. DAVID POWERS | VICE PRESIDENT | | | |
| DR. CHARLIE HAGAN | SECRETARY | | | |
| STEVE CAUTU | TREASURER | | | |

DECLARATION AND SIGNATURE

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

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

Owner *OR*
 If Business, Title: PRESIDENT 26 OCT 2017
(e.g., President, VP etc.) Date

Stephen Vaughn Stephen Vaughn
Signature Print Name

***** FOR OFFICE USE ONLY *****

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>10/30/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



DATE: 2017

FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|--|---------------|----------------------|
| Organization's Name: | Leary Educational Foundation dba Timber Ridge School | | |
| Organization's Federal Employer Identification No. (EIN): | 54-0885291 | | |
| Contact Name: | Robbie Marchant | Phone Number: | 540 888 3456 |
| Contact Title: | Director of Financial Services | Email: | marchant@trschoo.org |
| Mailing Address: | POB 3160 Winchester VA 22604 | | |
| Frederick County Location Address: | 1463 New Hope Rd Cross Junction, VA 22625 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1969 | | |

1. What is the organization's purpose?

Residential school serving 11-21 year olds with - history of serious emotional, learning and behavioral difficulties.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Virginia CSA, Virginia Public Schools, West Virginia DHHH, Medicaid, Donations

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

mental health and education for troubled youth

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|---------|---|---------------|-----------------------------|
| 06 A 18 | 1463 New Hope Rd
Cross Junction VA 22625 | 7/6/94 | campus - residential school |
| 11 A 36 | " | 4/17/00 | " |
| 06 A 17 | 1340 New Hope Rd
Cross Junction VA 22625 | 1/25/2005 | " |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-----------------------|------------------------------|-----------------|---------------|---------------|
| Dr. Troy Glembo | Chairman of the Board | [REDACTED] | | |
| Ms. Patty Taylor | Vice-chair of the board | | | |
| Mr. Dennis McLaughlin | Secretary/Treasurer of Board | | | |
| Mr. John Lamanna | Executive Director | | | |

DECLARATION AND SIGNATURE

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

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

John Lamanna John LAMANNA Owner OR _____ 9/31/17
 Signature Print Name If Business, Title: (e.g., President, VP etc.) Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>8/3/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



DATE: 8/10/2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|--|---------------|------------------|
| Organization's Name: | The Nature Conservancy | | |
| Organization's Federal Employer Identification No. (EIN): | | | |
| Contact Name: | SAM TRUSLOW | Phone Number: | 434-295-6106 |
| Contact Title: | LAND Steward | Email: | STRUSLOW@TNC.ORG |
| Mailing Address: | 490 Westfield Road Charlottesville, VA 22901 | | |
| Frederick County Location Address: | OFF 23/11 IN GORE, near VA/WV state line. | | |
| Date Organization Began or Will Begin Operating in Frederick County: | June 1964 | | |

1. What is the organization's purpose?

Natural resource conservation

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

private Donations

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Property is leased to Potomac Appalachian Trail Club - A portion of the TUSCARORA TRAIL runs through the property. There are also campsites maintained

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|---------|------------------|---------------|------------------|
| 48 A 45 | N/A | June 1964 | Public access to |
| 48 A 47 | N/A | " " | TUSCARORA TRAIL |
| | | | |
| | | | |

by PATC. All of these are open to the public.

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|----------------|--------------------------------|-----------------|---------------|---------------|
| Locke W. Ogens | Virginia State Director | | | |
| Bill Killwell | Virginia Deputy State Director | | | |
| George Barlow | Senior Attorney | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Locke W. Ogens Owner **OR** **VIRGINIA STATE DIRECTOR** **8/11/2017**
 _____ If Business, Title: (e.g., President, VP etc.) Date
 Signature Print Name

***** FOR OFFICE USE ONLY *****

| | | | |
|---------------------------------|---|-----------------|---|
| Date Received: <u>8/16/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---------------------------------|---|-----------------|---|

[Rev. 10/2014]



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

DATE: 8/23/17
 FILE APPLICATION
 TRIENNIALY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

Organization's Name: The Salvation Army

Organization's Federal Employer Identification No. (EIN): 58-0660607

Contact Name: Kelly Durant **Phone Number:** 540-662-4777 ext 12

Contact Title: Captain **Email:** Kelly.durant@uss.salvationarmy.org

Mailing Address: PO Box 2745 Winchester, VA 22604

Frederick County Location Address: 300 Fort Collier Rd Winchester VA 22603

Date Organization Began or Will Begin Operating in Frederick County: 10/1991

1. What is the organization's purpose?

To meet human needs without discrimination

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Donations, awards & grants (including United Way), Salvation Army Thrift Store

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

We operate a homeless shelter, host a feeding program that is open to the public, provide social services including a food pantry & Christmas programs, and operate a Thrift Store that provides low cost goods

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|---|---------------|---|
| 54A 30F | 300 Fort Collier Road Winchester, VA 22603 | 10/14/1991 | Homeless Shelter Corps Community Center |
| 54C 24 44 | 116 Cherry Hill Circle Winchester, VA 22602 | 1969 | Housing for the Salvation Army Officers |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

6. Select the category or categories under which your organization qualifies:

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* _____
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxilliary of same *[specify]:* _____

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

List the following individuals (all officers who have the legal authority to represent the organization)

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-------------------|---------|-----------------|---------------|---------------|
| Cap. Kelly Durant | Captain | | | |
| Cap. Lesie Durant | Captain | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Kelly Durant Kelly Durant Owner OR Captain 8-21-17
 Signature Print Name If Business, Title: (e.g., President, VP etc.) Date

FOR OFFICE USE ONLY

| | | | |
|---------------------------------|---|-----------------|---|
| Date Received: <u>8/22/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---------------------------------|---|-----------------|---|

[Rev. 10/2014]



DATE: 9/13/17
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|-----------------------------------|---------------|-------------------|
| Organization's Name: | Potomac Appalachian Trail Club | | |
| Organization's Federal Employer Identification No. (EIN): | 53-0187508 | | |
| Contact Name: | Nicolas Hayner | Phone Number: | 703 242 0315 x106 |
| Contact Title: | Finance Coordinator | Email: | finance@pate.net |
| Mailing Address: | 118 Park St SE Vienna, VA 22180 | | |
| Frederick County Location Address: | 804 Adams Rd Winchester, VA 22603 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1930 | | |

1. What is the organization's purpose?

Maintain over 1,000 miles of trails in PA, MD, WV, VA, including 240 miles of the Appalachian trail.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Contributions, sale of maps and publications, cabin rentals

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Maintenance of Tuscarora Trail and trail shelters

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|------------------|---------------|---|
| 49 1 2 48 | N/A | 8/22/03 | Trail Access and compensation of trail land |
| 48 A 37 | N/A | 12/14/92 | " |
| 48 A 37A | N/A | 12/14/92 | " |
| 48 A 49B | N/A | 12/14/92 | " |

See attached

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* PATC, Fuscaro Trail Maintenance
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxiliary of same *[specify]:* _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|--------------------|----------------|-----------------|---------------|---------------|
| Brewster Thackeray | Staff Director | | | |
| | See attached | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

James F. Tomlin
Signature
James F. Tomlin
Print Name
 Owner OR
 If Business, Title: President
(e.g., President, VP etc.)
9/12/17
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|-------------------------------|---|-----------------|---|
| Date Received: <u>9/15/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|-------------------------------|---|-----------------|---|

[Rev. 10/2014]

| Map No | Property Address | Date Acquired | Use of Property |
|---------------|------------------------------|----------------------|--|
| 19 A 41D | 804 Adams Rd. Winchester, VA | 5/20/2008 | Trail and trail shelter access |
| 48 A 33A | NA | 12/13/1988 | Trail access and conservation of trail land |
| 48 A 37I | NA | 8/13/1991 | Trail access and conservation of trail land |
| 48 A 37R | NA | 8/13/1991 | Trail access and conservation of trail land |
| 28 A 119A | NA | 5/6/1982 | Trail and maintenance access to Tuscarora Trail |
| 48 A 29C | NA | 10/24/1984 | Pinnacle shelter site for hikers, maintained by PATC |



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

DATE: 2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

Organization's Name: Shenandoah Valley Battlefields Foundation

Organization's Federal Employer Identification No. (EIN): _____

Contact Name: Dan Reinhardt Phone Number: 540-740-4545

Contact Title: Director of Operations Email: dreinhardt@srbf.net

Mailing Address: PO Box 897 New Market, VA 22844

Frederick County Location Address: 541 Redbud Road, Winchester, VA

Date Organization Began or Will Begin Operating in Frederick County: _____

1. What is the organization's purpose?

Preserving Civil War Battlefields

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other (specify):

3. How is the organization funded?

Through the National Park Service Heritage Area Program

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Interpretive programs and walking trails

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|------------------|---------------|------------------|
| 54 A 99F | _____ | 4 / 16 | Battlefield Park |
| 54 A 99S | _____ | 4 / 16 | Battlefield Park |
| 54 A 99Q | _____ | 4 / 16 | Battlefield Park |
| 54 A 99R | _____ | 4 / 16 | Battlefield Park |

54 A 99P
 54 A 99M

4 / 16
 [continues on page 2]
 364 / 11

Battlefield Park
 Battlefield Access & Parking

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|--------------------|---------------|-----------------|---------------|---------------|
| Nicholas Picerno | Chairman | | | |
| Hugh Sprout III | Vice Chairman | | | |
| Craig Stevens | Treasurer | | | |
| Robert Mitchell Jr | Secretary | | | |

DECLARATION AND SIGNATURE

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

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



 Owner OR
 If Business Title: Director of Operation

11/15/17
Date

Signature Daniel Reinhart Print Name (e.g., President, VP etc.)

***** FOR OFFICE USE ONLY *****

| | | | |
|----------------------------------|---|-----------------|---|
| Date Received: <u>11/28/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|----------------------------------|---|-----------------|---|

[Rev. 10/2014]



| |
|--|
| DATE: <u>2017</u> |
| FILE APPLICATION
TRIENNIALY |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|---|---|----------------------|-------------------------|
| Organization's Name: | Shenandoah Valley Community Residences, Inc. | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1147961 | | |
| Contact Name: | Stacey M. Umbenour | Phone Number: | (540) 536-0337 |
| Contact Title: | Executive Director | Email: | staceyumbenour@svcr.org |
| Mailing Address: | 310 N. Cameron Street, Suite 103, Winchester VA 22601 | | |
| Frederick County Location Address: | 113 Forrest Drive, Winchester VA 22603 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1989 | | |

1. What is the organization's purpose?

To provide education, training and services to intellectually disabled citizens of the Commonwealth by operating community-integrated residential settings and associated support services.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

82% Medicaid, 13% Client Fees, 3% State, 2% contributions and investment income

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

The organization enables adults with intellectual disabilities to live in the most community-integrated settings consistent with their needs and choice, to work, shop, dine, and enjoy recreational activities locally.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-------------|--|---------------|---|
| 54J-2-3-59 | 113 Forrest Drive
Winchester VA 22603 | 8-7-2017 | Supervised Apartment licensed by Va DBHDS for 6 adults with intellectual disabilities |
| 65H-12A-108 | 123 Wickham Terrace
Winchester VA 22602 | 3-15-2010 | Virginia DBHDS licensed Group Home for 7 adult women with intellectual disabilities |
| 54N 22 32 | 100 Fortress Drive
Winchester VA 22603 | 7-28-2004 | Virginia DBHDS licensed Group Home for 6 adult men with intellectual disabilities |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization *[provide supporting documentation]*
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- OTHER 1996 Session General Assembly of Virginia
##58.1-3650.650 through 58.1-3650.684
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization *[specify]:* _____
- College Foundation or Alumni Association
- Recognized Farming Association *[specify]:* _____
- Veterans Association or Auxiliary of same *[specify]:* _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|--------------------|--------------------------|-----------------|---------------|---------------|
| Matthew Bradley | President | | | |
| Ellen E. Murphy | Immediate Past-President | | | |
| Stacey M. Umbenour | Executive Director | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Stacey M. Umbenour
 Owner OR
 If Business, Title: Executive Director
8/16/17

Signature
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|---------------------------------|---|-----------------|---|
| Date Received: <u>8/17/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---------------------------------|---|-----------------|---|

[Rev. 10/2014]



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

Organization's Name: Stone House Foundation

Organization's Federal Employer Identification No. (EIN): 54-1546923

Contact Name: Byron C. Smith Phone Number: 540-869-7102

Contact Title: Executive Director & Curator Email: bcsmith@newtownhistorycenter.org

Mailing Address: P.O. Box 143, Stephens City, VA 22655-0143

Frederick County Location Address: 5408 Main Street, Stephens City, VA 22655

Date Organization Began or Will Begin Operating in Frederick County: 2 May 1990

1. What is the organization's purpose?
With Stephens City as our focus we serve as a resource for historical information to residents, visitors, scholars, and younger students. We also strive to promote the preservation of the buildings, artifacts, and landscapes associated with the history of the town of Stephens City.

2. What is the organization's federal tax designation (select one):
 501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?
Interest from our endowment, monetary contributions, and earned income.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?
We preserve historic buildings, other material culture, historical narratives/information, and present exhibits and educational programs to the public.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|------------|--|---------------|---|
| 74A03A 142 | 5408 Main Street
Stephens City, VA 22655 | 15 June 2001 | Museum and Staff offices/
Foundation headquarters |
| 74A03A 144 | 5420 (25414) Main Street
Stephens City VA 22655 | 11 June 1992 | 5420 is an exhibition building in the process of being restored to 1830 appearance
<small>5414 - collections storage</small> |
| 74A03A 146 | 5428 Main Street
Stephens City, VA 22655 | 6 Nov. 1990 | Exhibition building in the process of being restored to 1830 appearance |
| 74A03A 77 | 5353 & 5357 Main Street
Stephens City, VA 22655 | 12 Dec. 1998 | 5353 - Exhibition building & collections storage
5357 - Leased to Virginia Dept. of Historic Resources |

Detailed List of All Real Property Owned by the Stone House Foundation for which it is Seeking a Frederick County Tax Exemption (Continued)

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-------------|---|---------------|--|
| 74 A03A 185 | 5310 Mulberry Street
Stephens City, VA 22655 | 31 Oct. 1993 | Leased to Blessed Hope Church of God in Christ |
| 74 A03A 141 | 805 Fairfax St.
Stephens City, VA 22655 | 22 June 1998 | Collections Storage and Meeting Space for ASV* |

* ASV = Archeological Society of Virginia

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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


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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-----------------------|---|-----------------|---------------|---------------|
| Linden A. Fravel, Jr. | President | | | |
| Vickie S. Hollis | 1 st Vice President | | | |
| Mary S. Dyke | Treasurer | | | |
| Linda C. Simmons | 2 nd Vice President
& Secretary | | | |

DECLARATION AND SIGNATURE

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

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


LINDEN A. FRAVEL, JR.
 Owner OR
 If Business, Title: President
10/13/17
Signature
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>10/16/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



| |
|---|
| DATE: _____ |
| FILE APPLICATION
TRIENNIALLY |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|--|---------------|-------------------|
| Organization's Name: | Westminster Canterbury of Winchester, Inc. | | |
| Organization's Federal Employer Identification No. (EIN): | 52-1266582 | | |
| Contact Name: | Duane A. Wernecke | Phone Number: | (540) 665-5917 |
| Contact Title: | CFO | Email: | DWernecke@swc.org |
| Mailing Address: | 300 Westminster-Canterbury Dr. Winchester VA 22603 | | |
| Frederick County Location Address: | 300 Westminster-Canterbury Dr. Winchester VA 22603 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1987 | | |

1. What is the organization's purpose?

Please see attached

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Entrance fees and monthly maintenance service fees paid directly by the residents.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Please see attached.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|---|---------------|---|
| S3 A 63A | 300 Westminster Canterbury Drive Winchester, VA 22603 | 7/18/1985 | Senior resident life care community offering independent living, assisted living and health care. |
| S3 B 5 8 | 114 Westbury Commons Winchester, VA 22602 | 9/30/2016 | Skilled living services and support. - same - |
| S3 B 5 2 | 102 Westbury Commons Winchester, VA 22602 | 4/19/2017 | - same - |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-----------------------|---------------|-----------------|---------------|---------------|
| Gloria Jeannie Shiley | CEO | [REDACTED] | | |
| Duane Wernecke | CFO | | | |
| Michael Williams | Administrator | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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

Owner *OR* If Business, Title: CFO 11/15/2017
Signature: Duane A. Wernecke Date
Print Name: Duane A. Wernecke (e.g., President, VP etc.)

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>11/15/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|--|---------------|-------------------------------|
| Organization's Name: | WINCHESTER ISAAK WALTON CLUBS | | |
| Organization's Federal Employer Identification No. (EIN): | 51-0139273 | | |
| Contact Name: | CHRIS BARTROP | Phone Number: | 202-368-1086 |
| Contact Title: | TREASURER | Email: | TREASURER@WINCHESTER-IWLA.ORG |
| Mailing Address: | P.O. BOX 2955, WINCHESTER, VA 22604 | | |
| Frederick County Location Address: | 2863 MILLWOOD PIKE, WINCHESTER, VA 22602 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1955 ? | | |

1. What is the organization's purpose?

WINCHESTER CHAPTER OF THE ISAAK WALTON LEAGUE OF AMERICA, OPERATES AND MAINTAINS INDOOR AND OUTDOOR FACILITIES FOR ITS OVER 600 MEMBERS AND OPENS TO YOUTH GROUPS INCLUDING BSA, 4H AND SASP TO PROMOTE NATURAL RESOURCE PROTECTION AND OUTDOOR RECREATION.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

MEMBERSHIP DUES, DONATIONS, GRANTS (IWLA ENDOWMENT & NRA) AND FUNDRAISING ACTIVITIES

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

MAINTAINS THE ISAAK WALTON PARK & LAKE, PROVIDES CAMPING FACILITIES TO BSA TROOPS, TEACHES RESPONSIBLE FIREARMS HANDLING.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|--|---------------|---------------------|
| 77-A-72 | 2863 MILLWOOD PIKE
WINCHESTER, VA 22602 | 1955 | NATURE CONSERVATION |
| 77-A-76-A | 2863 MILLWOOD PIKE
WINCHESTER, VA 22602 | 3/20/2003 | - " - |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization [provide supporting documentation]
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground
- Club, Scouts, or nationally-known helpful organization [specify]: IZAAK WALTON LEAGUE OF AMERICA
- College Foundation or Alumni Association
- Recognized Farming Association [specify]: _____
- Veterans Association or Auxiliary of same [specify]: _____

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


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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|----------------------|-----------|-----------------|---------------|---------------|
| BRIAN CALLAHAN | PRESIDENT | | | |
| MICHAEL MERCER | SECRETARY | | | |
| CHRISTOPHER BARLTROP | TREASURER | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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


CHRIS BARLTROP
 Owner OR
 If Business, Title: TREASURER
11/10/17
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>11/13/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



DATE: 2017
 FILE APPLICATION
 TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

Organization's Name: WINCHESTER-FREDERICK CO. CONSERVATION CLUB, INC.
 Organization's Federal Employer Identification No. (EIN): 31-171702602
 Contact Name: H.M. (MAC) TLUIMACH Phone Number: 540-664-2350
 Contact Title: TREASURER Email: TLUIMACH3@gmail.com
 Mailing Address: 733 Old BETHEL CH. RD., WINC., VA 22603
 Frederick County Location Address: 600 SILVER ROAD, WINC., VA 22603
 Date Organization Began or Will Begin Operating in Frederick County: 9 MAY 1968

1. What is the organization's purpose? *Protect the Game + Fish by Law Enforcement. Promote the dissemination of sound principles of conservation to the public. Cooperation with all public officials, organizations & individuals in the protection, conservation and development of our natural resources. Building game food plots.*

2. What is the organization's federal tax designation (select one):
 501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?
Primarily by Annual membership dues.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?
Provide Annual scholarships (College), Rifle + Pistol Ranges open to state & local law enforcements. Annual picnic for MBRs and guests.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|----------------------------|---------------|----------------------|
| 19 A 49 | 600 SILVER Rd
WINC., VA | 22 FEB 1971 | Forestry / OPEN LAND |
| 19 A 52E | ↓ | 14 NOV 1980 | ↓ |
| 19 A 50 | | 24 JUL 1984 | |
| 29 A 38 | | 22 OCT 1984 | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|-----------------|-----------|-----------------|---------------|---------------|
| ERIC HETLIN | PRESIDENT | [REDACTED] | | |
| MARSHALL SHILEY | V. P. | | | |
| MAC TUMACH | TREASURER | | | |
| RICH | | | | |
| STANKOVICH | SECRETARY | | | |

DECLARATION AND SIGNATURE

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

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

Owner, OR
 If Business, Inc., Partnership, etc. (e.g., VP etc.)

Signature: Harmon N.M. Tumach Print Name: Harmon N.M. Tumach Date: 8/15/17

Title: Mac Tumach Treas.
733 Old Bull Church Road
Winchester, VA 21803

*** FOR OFFICE USE ONLY ***

| | | | |
|---------------------------------|---|-----------------|---|
| Date Received: <u>8/15/2017</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|---------------------------------|---|-----------------|---|

[Rev. 10/2014]



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

DATE: _____
FILE APPLICATION TRIENNIALY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):

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

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

| | | | |
|--|---------------------------------------|---------------|-----------------------|
| Organization's Name: | Woodmen of the World | | |
| Organization's Federal Employer Identification No. (EIN): | 23-7630428 | | |
| Contact Name: | Ashley Simpson | Phone Number: | 540-327-6629 |
| Contact Title: | Jurisdictional | Email: | asimpson@woodmark.com |
| Mailing Address: | 109 Boundary Ave. Winchester VA 22602 | | |
| Frederick County Location Address: | 109 Boundary Ave Winchester VA 22602 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | 1901 | | |

1. What is the organization's purpose?

Fraternal Benefits Society - protect communitae members from financial hardship, promote community involvement, provide services to neighbors

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

member dues

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

donates ^{class} funds to non-profit / civic organizations in our community

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|-----------|--|---------------|-----------------|
| 54 E 8 33 | 109 Boundary Ave.
Winchester VA 22602 | 8/6/1974 | chapter hall |
| | | | |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

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

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


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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|----------------|-----------|-----------------|---------------|---------------|
| Robert Nichols | President | | | |
| Ashley Simpson | Treasurer | | | |
| | | | | |
| | | | | |

DECLARATION AND SIGNATURE

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

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


Ashley Simpson
 Owner OR
10/16/17

Signature
Print Name
 Business, Title: Treasurer
(e.g., President, VP etc.)
Date

***** FOR OFFICE USE ONLY *****

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>10/17/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]



| |
|-------------------------------------|
| DATE: _____ |
| FILE APPLICATION TRIENNIALLY |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

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

Frederick County Code Section 155-153(B):
 Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

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

| | | | |
|--|---------------------------------------|---------------|-------------------|
| Organization's Name: | Youth Development Center, Inc. | | |
| Organization's Federal Employer Identification No. (EIN): | 54-1571811 | | |
| Contact Name: | Regina M. O'Brien | Phone Number: | 540-662-4564 |
| Contact Title: | Executive Director | Email: | robrien@myydc.org |
| Mailing Address: | 3 Battaille Drive Winchester VA 22601 | | |
| Frederick County Location Address: | P.O. Box 3243 Winchester VA 22604 | | |
| Date Organization Began or Will Begin Operating in Frederick County: | October 1992 | | |

1. What is the organization's purpose?

This part of the YDC campus is dedicated to providing rent-free office space to 6 youth organizations.

2. What is the organization's federal tax designation (select one):

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:

3. How is the organization funded?

Mainly through donations & fund raising. Also contributions from Frederick County, grants, program revenue, leasing & corporate generosity.

4. What activities or services does the organization provide that enhances Frederick County and its citizens?

Over \$100,000 annually in rent-free office space. Youth and family programming through use of the activity building. Special needs programs.

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

| MAP NO. | PROPERTY ADDRESS | DATE ACQUIRED | USE OF PROPERTY |
|----------|---|---------------|---------------------------------------|
| 63A 110B | YDC
PO Box 3243
Winchester VA 22604 | 1992 | Youth organization offices & programs |
| | | | |
| | | | |
| | | | |

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

PAGE 2

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

- Church or Religious Body or Religious Organization [provide supporting documentation]
- Non-Profit Cemetery
- Library or Non-Profit Institution of Learning
- Museum
- Historic Preservation
- Park
- Playground

Club, Scouts, or nationally-known helpful organization [specify]: Youth Development Ctr.

- College Foundation or Alumni Association
- Recognized Farming Association [specify]: _____
- Veterans Association or Auxiliary of same [specify]: _____

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

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

| NAME | TITLE | MAILING ADDRESS | TELEPHONE NO. | EMAIL ADDRESS |
|----------------|----------------|-----------------|---------------|---------------|
| Ann Burkholder | President | [REDACTED] | | |
| Les Taylor | Vice President | | | |
| Jeff Barbour | Treasurer | | | |
| Katrina Meade | Secretary | | | |

DECLARATION AND SIGNATURE

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

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

Jeffrey L. Barbour
 Owner **OR**
 If Business, Title: TREASURER
10/11/2017
Signature
Print Name
(e.g., President, VP etc.)
Date

*** FOR OFFICE USE ONLY ***

| | | | |
|--------------------------------|---|-----------------|---|
| Date Received: <u>10/16/17</u> | <input type="checkbox"/> Copy sent to Rod Williams on _____ | Initials: _____ | Disposition: <input type="checkbox"/> APPROVED
<input type="checkbox"/> DENIED |
|--------------------------------|---|-----------------|---|

[Rev. 10/2014]

| DATE | DEPARTMENT/GENERAL FUND | REASON FOR TRANSFER | FROM | TO | ACCT | CODE | AMOUNT |
|-----------|-------------------------------------|--|------|------|------|------|-------------|
| 1/10/2018 | SHERIFF | SPECIALTY RESPONSE VEHICLE | 3102 | 5413 | 000 | 007 | (1,500.00) |
| | SHERIFF | | 3102 | 8005 | 000 | 000 | 1,500.00 |
| 1/11/2018 | SHERIFF | EQUIPMENT FOR PATROL SUPERVISOR RESPONSE VEHICLE | 3102 | 8005 | 000 | 000 | (13,855.00) |
| | SHERIFF | | 3102 | 5408 | 000 | 000 | 13,855.00 |
| 1/16/2018 | FIRE AND RESCUE | COVER APPROVED TUITION REIMBURSEMENT | 3505 | 3004 | 000 | 001 | (602.00) |
| | FIRE AND RESCUE | | 3505 | 2013 | 000 | 000 | 602.00 |
| 1/16/2018 | ELECTORAL BOARD AND OFFICIALS | COPIER LEASE | 1301 | 9001 | 000 | 000 | (270.00) |
| | REGISTRAR | | 1302 | 9001 | 000 | 000 | 270.00 |
| 1/16/2018 | PARKS AND RECREATION ADMINISTRATION | REGISTRATION SOFTWARE MAINTENANCE | 7101 | 5204 | 000 | 002 | (686.00) |
| | PARKS AND RECREATION ADMINISTRATION | | 7101 | 3005 | 000 | 000 | 686.00 |
| 1/18/2018 | COMMISSIONER OF THE REVENUE | GASOLINE - COR BUDGET | 1209 | 4003 | 000 | 002 | 800.00 |
| | REASSESSMENT/BOARD OF ASSESSORS | | 1210 | 4003 | 000 | 002 | (800.00) |
| 1/18/2018 | ELECTORAL BOARD AND OFFICIALS | RECOUNT OFFICIALS LUNCH | 1301 | 3010 | 000 | 000 | (123.50) |
| | ELECTORAL BOARD AND OFFICIALS | | 1301 | 5413 | 000 | 000 | 123.50 |
| 1/18/2018 | MAINTENANCE ADMINISTRATION | TIME INADVERTENTLY ENTERED AS OT VERSUS COMP | 4301 | 1003 | 000 | 000 | (21.86) |
| | MAINTENANCE ADMINISTRATION | | 4301 | 1005 | 000 | 000 | 21.86 |
| 1/25/2018 | INFORMATION TECHNOLOGY | FIRE AND RESCUE LEASE PAYMENT #1 - laptops | 1220 | 5401 | 000 | 004 | (11,877.87) |
| | INFORMATION TECHNOLOGY | | 1220 | 9001 | 000 | 000 | 11,877.87 |
| 1/25/2018 | COMMONWEALTH'S ATTORNEY | 2018 DODGE FORFEITED ASSETS | 2201 | 5413 | 000 | 008 | (13,531.91) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 8005 | 000 | 000 | 13,531.91 |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 5413 | 000 | 007 | (17,247.09) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 8005 | 000 | 000 | 17,247.09 |
| 1/26/2018 | AGRICULTURE | ADDITIONAL DUES/SUBSCRIPTIONS | 8301 | 5401 | 000 | 000 | (480.90) |
| | AGRICULTURE | | 8301 | 5411 | 000 | 000 | 480.90 |
| 1/29/2018 | COUNTY OFFICE BUILDINGS/COURTHOUSE | FLOOD INSURANCE COURTHOUSE | 4304 | 5302 | 000 | 005 | (496.80) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5302 | 000 | 000 | 496.80 |
| 1/30/2018 | REFUSE COLLECTION | COMPACTOR INSTALL/HOPPER | 4203 | 8900 | 000 | 000 | (75,300.00) |
| | REFUSE COLLECTION | | 4203 | 8006 | 000 | 000 | 75,300.00 |
| 1/30/2018 | COUNTY OFFICE BUILDINGS/COURTHOUSE | REPAIRS TO FIRE STATION DUE TO WATER LEAK | 4304 | 5302 | 000 | 021 | (564.24) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 021 | 564.24 |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5408 | 000 | 021 | (500.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 021 | 500.00 |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5403 | 000 | 021 | (800.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 021 | 800.00 |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3005 | 000 | 021 | (861.03) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 021 | 861.03 |
| 1/30/2018 | COUNTY ADMINISTRATOR | SALARY INCREASES 1/18 | 1201 | 1001 | 000 | 021 | (1,106.50) |
| | COUNTY ADMINISTRATOR | | 1201 | 1001 | 000 | 031 | 1,106.50 |
| | HUMAN RESOURCES | | 1203 | 1001 | 000 | 042 | (10,685.08) |
| | HUMAN RESOURCES | | 1203 | 1001 | 000 | 043 | 10,685.08 |
| | INFORMATION TECHNOLOGY | | 1220 | 1001 | 000 | 021 | (8,109.37) |
| | INFORMATION TECHNOLOGY | | 1220 | 1001 | 000 | 025 | 8,109.37 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,001.45) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 028 | 3,001.45 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,009.30) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 098 | 3,009.30 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,016.39) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 004 | 3,016.39 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,007.03) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 025 | 3,007.03 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,836.12) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 095 | 2,836.12 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,604.55) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 002 | 2,604.55 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,838.03) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 009 | 2,838.03 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,434.49) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 105 | 2,434.49 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,427.29) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 026 | 2,427.29 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,011.21) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 044 | 3,011.21 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (3,048.42) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 042 | 3,048.42 |
| | FIRE AND RESCUE | | 3505 | 1007 | 000 | 001 | (2,616.24) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 023 | 2,616.24 |
| | REFUSE COLLECTION | | 4203 | 3002 | 000 | 000 | (2,126.94) |
| | REFUSE COLLECTION | | 4203 | 1001 | 000 | 001 | 2,126.94 |
| 1/30/2018 | COMMONWEALTH'S ATTORNEY | DUES AND MEMBERSHIP | 2201 | 5401 | 000 | 000 | (200.00) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 5801 | 000 | 000 | 200.00 |
| 2/6/2018 | PARKS AND RECREATION | NEWSPAPER SUBSCRIPTION | 7101 | 5204 | 000 | 001 | (20.20) |
| | PARKS AND RECREATION | | 7101 | 5411 | 000 | 000 | 20.20 |
| 2/6/2018 | SHERANDO PARK | RENTAL LIFT SHED ADDITION | 7110 | 3010 | 000 | 000 | (721.97) |
| | SHERANDO PARK | | 7110 | 9001 | 000 | 000 | 721.97 |
| 2/6/2018 | INSPECTIONS | DUES & ASSOCIATION MEMBERSHIPS | 3401 | 5506 | 000 | 000 | (100.00) |
| | INSPECTIONS | | 3401 | 5801 | 000 | 000 | 100.00 |

County of Frederick
General Fund
January 31, 2018

| ASSETS | FY18
<u>1/31/18</u> | FY17
<u>1/31/17</u> | Increase
<u>(Decrease)</u> |
|------------------------------------|-----------------------------|-----------------------------|------------------------------------|
| Cash and Cash Equivalents | 46,706,419.18 | 45,763,625.13 | 942,794.05 *A |
| Petty Cash | 1,555.00 | 1,555.00 | 0.00 |
| Receivables: | | | |
| Taxes, Commonwealth, Reimb. P/P | 3,542,391.13 | 3,363,834.52 | 178,556.61 |
| Streetlights | 999.21 | 1,355.98 | (356.77) |
| Miscellaneous Charges | 20,458.56 | 25,462.58 | (5,004.02) |
| Due from Fred. Co. San. Auth. | 657,083.23 | 734,939.23 | (77,856.00) |
| Prepaid Postage | 4,214.74 | 3,760.38 | 454.36 |
| GL controls (est.rev / est. exp) | <u>(13,796,143.43)</u> | <u>(9,344,974.97)</u> | <u>(4,451,168.46)</u> (1) Attached |
| TOTAL ASSETS | <u>37,136,977.62</u> | <u>40,549,557.85</u> | <u>(3,412,580.23)</u> |
| LIABILITIES | | | |
| Performance Bonds Payable | 1,190,927.87 | 859,596.67 | 331,331.20 |
| Taxes Collected in Advance | 558,064.43 | 193,783.39 | 364,281.04 *B |
| Deferred Revenue | <u>3,561,579.41</u> | <u>3,391,871.17</u> | <u>169,708.24</u> *C |
| TOTAL LIABILITIES | 5,310,571.71 | 4,445,251.23 | 865,320.48 |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrance General Fund | 3,349,904.97 | 207,489.09 | 3,142,415.88 (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 | 17,542.19 | 17,403.11 | 139.08 |
| 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>21,326,902.02</u> | <u>30,405,559.14</u> | <u>(9,078,657.12)</u> (4) Attached |
| TOTAL EQUITY | <u>31,826,405.91</u> | <u>36,104,306.62</u> | <u>(4,277,900.71)</u> |
| TOTAL LIAB. & EQUITY | <u>37,136,977.62</u> | <u>40,549,557.85</u> | <u>(3,412,580.23)</u> |

NOTES:

*A Cash increase 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 Increase in prepayment of real estate taxes at year end to prepay because of the new tax law.

*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 | 172,285,651 | 160,235,018 | 12,050,633 |
| Appropriations | (84,675,657) | (71,198,603) | (13,477,055) |
| Est.Tr.to Other fds | (104,756,042) | (98,588,879) | (6,167,162) |
| Encumbrances | 3,349,905 | 207,489 | 3,142,416 |
| | (13,796,143) | (9,344,975) | (4,451,168) |

(2) General Fund Purchase Orders @1/31/18

| DEPARTMENT | Amount | |
|-------------------------------|---------------------|--|
| Fire & Rescue | 50,286.57 | Uniforms |
| | 11,100.00 | Radio Prevention Maintenance |
| | 6,300.00 | Digital Dispatch License Fee |
| | 5,276.95 | Brackets, Clamps, & Holders for Fire Fighting Equipment |
| | 2,589,725.50 | Scott Self Contained Breathing Apparatus/Cylinders/Other Equipment |
| Information Technology | 2,030.61 | (100) Sprint IPADS With Lighting Adapters for F&R |
| Inspectionations | 27,404.60 | 2018 Chevrolet Colorado |
| MIS | 2,800.00 | (8) IBM Query Licenses |
| Parks | 6,251.72 | Frederick Heights Park Design |
| | 7,166.96 | Event Shirts |
| | 6,510.46 | Supplies/ Arts & Crafts |
| | 80,710.30 | Outdoor Gym & Installation Sherando |
| Public Safety | 330,000.00 | Radio Console Upgrade |
| | 40,438.46 | Carousel Installation Project Management |
| | 30,375.00 | ITS Equipment& Emergency Notification Software & Service |
| 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 |
| | 10,267.32 | 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 |
| | 4,329.00 | (3) Raptor Dual K-Bank Radar |
| Total | 3,349,904.97 | |

| (3)Proffer Information | SCHOOLS | PARKS | FIRE & RESCUE | Designated Other Projects | TOTAL |
|------------------------|--------------|-----------|---------------|---------------------------|--------------|
| Balance 1/31/18 | 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 1/31/18

| | |
|----------------------------|-----------------|
| (4) Fund Balance Adjusted | |
| Ending Balance 1/31/18 | 37,886,218.28 |
| Revenue 1/18 | 84,002,048.78 |
| Expenditures 1/18 | (45,639,778.37) |
| Transfers 1/18 | (54,921,586.67) |
| 1/18 Adjusted Fund Balance | 21,326,902.02 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 January 31, 2018

| REVENUES: | <u>Appropriated</u> | FY18
1/31/2018
<u>Actual</u> | FY17
1/31/2017
<u>Actual</u> | YTD
Actual
<u>Variance</u> |
|--|-----------------------|------------------------------------|------------------------------------|----------------------------------|
| General Property Taxes | 117,080,093.00 | 52,192,035.54 | 47,540,596.13 | 4,651,439.41 (1) |
| Other local taxes | 35,717,875.00 | 13,861,163.21 | 13,686,088.72 | 175,074.49 (2) |
| Permits & Privilege fees | 2,004,806.00 | 1,291,431.66 | 1,231,229.88 | 60,201.78 (3) |
| Revenue from use of money
and property | 203,241.40 | 374,716.89 | 163,000.08 | 211,716.81 (4) |
| Charges for Services | 3,076,558.00 | 1,617,708.86 | 1,638,302.93 | (20,594.07) |
| Miscellaneous | 595,335.01 | 409,178.78 | 962,886.63 | (553,707.85) |
| Recovered Costs | 1,559,454.00 | 935,178.29 | 986,472.74 | (51,294.45) (5) |
| Proffers | | 731,168.34 | 976,751.31 | (245,582.97) (5) |
| Intergovernmental: | | | | |
| Commonwealth | 11,006,617.09 | 12,492,394.07 | 12,021,922.42 | 470,471.65 (6) |
| Federal | 1,041,671.46 | 97,073.14 | 31,722.06 | 65,351.08 (7) |
| Transfers | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 172,285,650.96 | 84,002,048.78 | 79,238,972.90 | 4,763,075.88 |
|
 | | | | |
| EXPENDITURES: | | | | |
| General Administration | 12,141,228.80 | 7,815,967.22 | 6,763,904.91 | 1,052,062.31 |
| Judicial Administration | 2,720,767.56 | 1,478,339.91 | 1,478,060.21 | 279.70 |
| Public Safety | 40,748,318.31 | 22,400,509.85 | 20,016,262.74 | 2,384,247.11 |
| Public Works | 6,794,105.80 | 2,628,459.72 | 2,717,273.03 | (88,813.31) |
| Health and Welfare | 9,520,883.00 | 4,750,815.91 | 4,484,365.40 | 266,450.51 |
| Education | 76,320.00 | 38,160.00 | 39,409.50 | (1,249.50) |
| Parks, Recreation, Culture | 7,707,012.04 | 3,735,201.66 | 3,526,875.72 | 208,325.94 |
| Community Development | 4,028,049.03 | 2,792,324.10 | 760,094.72 | 2,032,229.38 |
| TOTAL EXPENDITURES | 83,736,684.54 | 45,639,778.37 | 39,786,246.23 | 5,853,532.14 (8) |
|
 | | | | |
| OTHER FINANCING SOURCES (USES): | | | | |
| Operating transfers from / to | 105,695,014.82 | 54,921,586.67 | 48,633,522.98 | 6,288,063.69 (9) |
| Excess (deficiency)of revenues & other
sources over expenditures
& other uses | (17,146,048.40) | (16,559,316.26) | (9,180,796.31) | 7,378,519.95 |
|
 | | | | |
| Fund Balance per General Ledger | | 37,886,218.28 | 39,586,355.45 | (1,700,137.17) |
| Fund Balance Adjusted to reflect
Income Statement 1/31/18 | | 21,326,902.02 | 30,405,559.14 | (9,078,657.12) |

| (1)General Property Taxes | FY18 | FY17 | Increase/Decrease |
|--------------------------------------|-------------|-------------|--------------------------|
| Real Estate Taxes | 28,098,291 | 25,497,060 | 2,601,231 |
| Public Service Current Taxes | 1,402,899 | 1,194,760 | 208,139 |
| Personal Property | 21,901,486 | 20,110,869 | 1,790,617 |
| Penalties and Interest | 641,366 | 615,956 | 25,410 |
| Credit Card Chgs./Delinq.Advertising | (56,688) | (43,980) | (12,708) |
| Adm.Fees For Liens&Distress | 204,682 | 165,932 | 38,750 |
| | 52,192,036 | 47,540,596 | 4,651,439 |

(2) Other Local Taxes

| | | | |
|-----------------------------|----------------------|----------------------|-------------------|
| Local Sales and Use Tax | 5,802,559.42 | 5,736,683.87 | 65,875.55 |
| Communications Sales Tax | 521,412.31 | 535,951.47 | (14,539.16) |
| Utility Taxes | 1,653,673.97 | 1,677,447.98 | (23,774.01) |
| Business Licenses | 1,472,333.91 | 1,430,097.79 | 42,236.12 |
| Auto Rental Tax | 52,727.86 | 61,045.19 | (8,317.33) |
| Motor Vehicle Licenses Fees | 502,549.57 | 439,831.36 | 62,718.21 |
| Recordation Taxes | 1,027,024.78 | 1,014,832.18 | 12,192.60 |
| Meals Tax | 2,472,972.43 | 2,429,498.21 | 43,474.22 |
| Lodging Tax | 336,225.94 | 340,175.59 | (3,949.65) |
| Street Lights | 15,573.02 | 16,415.08 | (842.06) |
| Star Fort Fees | 4,110.00 | 4,110.00 | - |
| Total | 13,861,163.21 | 13,686,088.72 | 175,074.49 |

(3)Permits&Privileges

| | | | |
|-------------------------------|---------------------|---------------------|------------------|
| Dog Licenses | 20,679.00 | 24,102.00 | (3,423.00) |
| Land Use Application Fees | 6,300.00 | 5,500.00 | 800.00 |
| Transfer Fees | 1,980.67 | 2,030.17 | (49.50) |
| Development Review Fees | 258,907.00 | 221,669.60 | 37,237.40 |
| Building Permits | 749,714.54 | 759,734.27 | (10,019.73) |
| 2% State Fees | 5,002.45 | 8,430.44 | (3,427.99) |
| Electrical Permits | 68,374.00 | 57,171.00 | 11,203.00 |
| Plumbing Permits | 11,448.00 | 13,000.40 | (1,552.40) |
| Mechanical Permits | 60,678.00 | 51,585.00 | 9,093.00 |
| Sign Permits | 5,425.00 | 3,725.00 | 1,700.00 |
| Permits Commercial Burning | 125.00 | 125.00 | - |
| Blasting Permits | 195.00 | 135.00 | 60.00 |
| Land Disturbance Permits | 101,903.00 | 83,472.00 | 18,431.00 |
| 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 | 1,291,431.66 | 1,231,229.88 | 60,201.78 |

(4) Revenue from use of

| | | | |
|--------------|-------------------|-------------------|-------------------|
| Money | 343,485.89 | 138,532.03 | 204,953.86 |
| Property | 31,231.00 | 24,468.05 | 6,762.95 |
| Total | 374,716.89 | 163,000.08 | 211,716.81 |

| (5) Recovered Costs | FY18 | FY17 | Increase/Decrease |
|--------------------------------------|--------------|--------------|-------------------|
| | 1/31/2018 | 1/31/2017 | |
| Recovered Costs Treasurer's Office | 32,772.00 | 33,861.00 | (1,089.00) |
| Recovered Costs Social Services | 6,490.64 | - | 6,490.64 |
| Worker's Comp | - | 700.00 | (700.00) |
| 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 | 28,250.00 | - | 28,250.00 |
| Reimbursement Circuit Court | 6,082.79 | 5,523.73 | 559.06 |
| Reimb.Public Works/Planning Clean Up | 1,283.68 | 2,590.00 | (1,306.32) |
| Clarke County Container Fees | 34,710.04 | 40,899.04 | (6,189.00) |
| City of Winchester Container Fees | 25,729.73 | 34,692.81 | (8,963.08) |
| Refuse Disposal Fees | 64,327.78 | 65,556.55 | (1,228.77) |
| Recycling Revenue | 49,140.25 | 42,587.11 | 6,553.14 |
| Container Fees Bowman Library | 1,081.82 | 1,088.58 | (6.76) |
| Litter-Thon/Keep VA Beautiful Grant | - | 750.00 | (750.00) |
| Restitution Victim Witness | - | 9,229.79 | (9,229.79) |
| Reimb.of Expenses Gen.District Court | 17,027.97 | 20,346.25 | (3,318.28) |
| Reimb.Task Force | 37,673.82 | 32,206.05 | 5,467.77 |
| 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 | 65,163.00 | 62,810.50 | 2,352.50 |
| Fire School Programs | 11,438.00 | 17,435.00 | (5,997.00) |
| Clerks Reimbursement to County | 5,626.33 | 5,304.07 | 322.26 |
| Reimb. Sheriff | 8,155.03 | 8,193.07 | (38.04) |
| Subtotal Recovered Costs | 935,178.29 | 986,472.74 | (51,294.45) |
| Proffer Lynnehaven | 3,378.31 | 50,674.65 | (47,296.34) |
| Proffer Redbud Run | 38,724.00 | 83,902.00 | (45,178.00) |
| Proffer Canter Estates | 57,231.58 | 53,143.61 | 4,087.97 |
| Proffer Village at Harvest Ridge | - | 13,851.00 | (13,851.00) |
| Proffer Southern Hills | 142,390.00 | 44,190.00 | 98,200.00 |
| Proffer Snowden Bridge | 430,872.45 | 450,214.05 | (19,341.60) |
| Proffer Meadows Edge Racey Tract | - | 241,728.00 | (241,728.00) |
| Proffer Cedar Meadows | 58,572.00 | 39,048.00 | 19,524.00 |
| Subtotal Proffers | 731,168.34 | 976,751.31 | (245,582.97) |
| Grand Total | 1,666,346.63 | 1,963,224.05 | (296,877.42) |

*1 Delayed payments from Medicare received February 2018. County portion will be recognized with the third quarter disbursements.

*2 Timing of the receipt of payments.

| (6) Commonwealth Revenue | 1/31/18 | 1/31/17 | |
|------------------------------------|---------------|---------------|-------------------|
| | FY18 | FY17 | Increase/Decrease |
| Motor Vehicle Carriers Tax | 22,886.25 | 26,854.52 | (3,968.27) |
| Mobile Home Titling Tax | 54,528.49 | 104,845.41 | (50,316.92) |
| Recordation Taxes | 302,051.73 | 299,794.03 | 2,257.70 |
| P/P State Reimbursement | 6,526,528.18 | 6,526,528.18 | - |
| Shared Expenses Comm.Atty. | 274,500.77 | 268,682.87 | 5,817.90 |
| Shared Expenses Sheriff | 1,251,464.46 | 1,183,704.31 | 67,760.15 |
| Shared Expenses Comm.of Rev. | 110,440.30 | 107,162.53 | 3,277.77 |
| Shared Expenses Treasurer | 68,076.11 | 81,068.49 | (12,992.38) |
| Shared Expenses Clerk | 232,400.16 | 241,364.00 | (8,963.84) |
| Public Assistance Grants | 2,852,951.60 | 2,646,803.42 | 206,148.18 |
| 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 | - | 17,381.86 | (17,381.86) |
| State Grant Emergency Services | 15,925.00 | - | 15,925.00 |
| Sheriff State Grants | 36,207.35 | - | 36,207.35 |
| JJC Grant Juvenile Justice | 96,269.00 | 64,180.00 | 32,089.00 |
| Rent/Lease Payments | 157,417.71 | 156,578.17 | 839.54 |
| Spay/Neuter Assistance State | 134.90 | 187.78 | (52.88) |
| Wireless 911 Grant | 34,971.85 | 35,054.68 | (82.83) |
| State Forfeited Asset Funds | 18,338.58 | 13,177.82 | 5,160.76 |
| Victim Witness-Commonwealth Office | 71,475.96 | - | 71,475.96 |
| F&R OEMS Reimbursement | 127.50 | 289.80 | (162.30) |
| Total | 12,492,394.07 | 12,021,922.42 | 470,471.65 |

*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

January 31, 2018

| (7) Federal Revenue | FY18 | FY17 | Increase/Decrease |
|-----------------------------------|------------------|------------------|-------------------|
| Federal Forfeited Assets DOJ | 1,549.17 | - | 1,549.17 |
| Housing Illegal Aliens-Federal | - | 9,803.00 | (9,803.00) |
| Federal Funds Sheriff | 6,423.36 | 15,444.06 | (9,020.70) |
| Emergency Services Grant Federal | 87,278.14 | 6,475.00 | 80,803.14 |
| Federal Forfeited Assets Treasury | 1,822.47 | - | 1,822.47 |
| Total | 97,073.14 | 31,722.06 | 65,351.08 |

(8) Expenditures

Expenditures increased \$5,853,532.14. **General Administration** increased \$1,052,062.31 and includes an increase of \$428,491 for the Children’s Services transfer due to increased expenses. **Public Safety** increased \$2,384,247.11 and reflects the year to date increase of \$1,323,292.10 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 \$258,418.42 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 \$90,910.25 over the previous year. Community Development reflects the \$2 million increase in transfers to the Economic Development Authority for EDA incentives. The Transfers increased \$6,288,063.69. See chart below:

| (9) Transfers Increased \$6,288,063.69 | 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 | 1,682,728.18 | 1,679,466.80 | 3,261.38 *2 |
| Operational Transfers | (22,337.88) | (125,700.20) | 103,362.32 *3 |
| Debt Contingency | 4,323,620.00 | - | 4,323,620.00 *4 |
| Total | 54,921,586.67 | 48,633,522.98 | 6,288,063.69 |

*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
 January 31, 2018

| ASSETS | FY2018
<u>1/31/18</u> | FY2017
<u>42,766.00</u> | Increase
<u>(Decrease)</u> |
|-------------------------------------|----------------------------|----------------------------|-------------------------------|
| Cash | 9,458,856.64 | 8,084,038.12 | 1,374,818.52 *1 |
| GL controls(est.rev/est.exp) | <u>(1,003,200.50)</u> | <u>(808,205.92)</u> | <u>(194,994.58)</u> |
| TOTAL ASSETS | <u>8,455,656.14</u> | <u>7,275,832.20</u> | <u>1,179,823.94</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 | 15,961.60 | 73,398.50 | (57,436.90) |
| Fund Balance | <u>5,932,447.54</u> | <u>4,807,428.70</u> | <u>1,125,018.84 *2</u> |
| TOTAL EQUITY | <u>5,948,409.14</u> | <u>4,880,827.20</u> | <u>1,067,581.94</u> |
| TOTAL LIABILITY & EQUITY | <u>8,455,656.14</u> | <u>7,275,832.20</u> | <u>1,179,823.94</u> |

NOTES:

*1 Cash increased \$1,374,818.52. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance increased \$1,125,018.84. 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 \$2,328,813.77.

| Current Unrecorded Accounts Receivable- | <u>FY18</u> |
|--|-------------------|
| Prisoner Billing: | 27,375.28 |
| Compensation Board Reimbursement 1/18 | <u>481,293.89</u> |
| Total | 508,669.17 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 1/31/2018

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

| REVENUES: | <u>Appropriated</u> | FY2018
1/31/18
<u>Actual</u> | FY2017
1/31/17
<u>Actual</u> | YTD Actual
<u>Variance</u> |
|--|-----------------------|------------------------------------|------------------------------------|-------------------------------|
| Credit Card Probation | - | 57.12 | 80.15 | (23.03) |
| Interest | | 40,908.15 | 14,740.00 | 26,168.15 |
| Supervision Fees | 72,435.00 | 17,038.00 | 17,574.62 | (536.62) |
| Drug Testing Fees | 1,000.00 | 150.00 | 200.00 | (50.00) |
| Work Release Fees | 379,828.00 | 168,343.73 | 181,579.18 | (13,235.45) |
| Federal Bureau Of Prisons | 0.00 | 110.00 | 1,263.28 | (1,153.28) |
| Local Contributions | 7,730,746.00 | 5,798,062.50 | 5,241,235.50 | 556,827.00 |
| Miscellaneous | 7,500.00 | 1,912.41 | 21,761.11 | (19,848.70) |
| Phone Commissions | 336,000.00 | 121,580.76 | 139,909.53 | (18,328.77) |
| Food & Staff Reimbursement | 75,000.00 | 37,027.57 | 33,528.14 | 3,499.43 |
| Elec.Monitoring Part.Fees | 110,000.00 | 42,283.00 | 51,675.38 | (9,392.38) |
| Share of Jail Cost Commonwealth | 1,400,000.00 | 635,672.60 | 348,291.51 | 287,381.09 |
| Medical & Health Reimb. | 75,000.00 | 37,039.65 | 41,864.28 | (4,824.63) |
| Shared Expenses CFW Jail | 5,250,000.00 | 2,565,049.35 | 2,692,698.50 | (127,649.15) |
| State Grants | 276,233.00 | 64,092.00 | 136,060.00 | (71,968.00) |
| Local Offender Probation | 247,636.00 | 69,832.00 | 139,079.00 | (69,247.00) |
| 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 | 13,645,003.09 | 13,038,671.62 | 606,331.47 |
| EXPENDITURES: | 22,374,999.10 | 11,316,189.32 | 11,240,145.95 | 76,043.37 |
| Excess(Deficiency)of revenues over expenditures | (1,019,162.10) | 2,328,813.77 | 1,798,525.67 | 530,288.10 |
| 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 1/31/18 | | 5,932,447.54 | 4,807,428.70 | 1,125,018.84 |

County of Frederick
Fund 12 Landfill
January 31, 2018

| ASSETS | FY2018
1/31/2018 | FY2017
1/31/2017 | Increase
(Decrease) |
|-----------------------------------|----------------------|----------------------|------------------------|
| Cash | 37,539,260.24 | 34,463,799.20 | 3,075,461.04 |
| Receivables: | | | |
| Accounts Receivable | | | |
| Fees | 543,466.56 | 516,707.83 | 26,758.73 *1 |
| Accounts Receivable Other | 0.00 | 1,988.93 | (1,988.93) |
| 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) | (1,720,280.21) | (1,151,481.79) |
| TOTAL ASSETS | 53,053,072.17 | 50,852,106.42 | 2,200,965.75 |
| 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 | 0.00 | 1,988.93 | (1,988.93) |
| TOTAL LIABILITIES | 12,966,566.40 | 12,727,651.38 | 238,915.02 |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrances | 386,396.00 | 769,924.19 | (383,528.19) *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 | 29,841,667.77 | 27,496,088.85 | 2,345,578.92 *4 |
| TOTAL EQUITY | 40,086,505.77 | 38,124,455.04 | 1,962,050.73 |
| TOTAL LIABILITY AND EQUITY | 53,053,072.17 | 50,852,106.42 | 2,200,965.75 |

NOTES:

*1 Landfill receivables increased \$26,758.73. Landfill fees at 1/18 were 506,761.61 compared to \$464,764.18 at 1/17 for an increase of 41,997.43. Delinquent fees at 1/17 were \$36,704.95 compared to \$49,535.31 at 1/7 for a decrease of \$12,830.36.

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

*3 The encumbrance balance at 1/31/18 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 \$2,345,578.92. 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 \$2,523,585.32 for year to date revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 January 31, 2018

| FUND 12 LANDFILL REVENUES | <u>Appropriated</u> | FY2018
1/31/18
<u>Actual</u> | FY2017
1/31/17
<u>Actual</u> | YTD
Actual
<u>Variance</u> |
|---|---------------------|------------------------------------|------------------------------------|----------------------------------|
| Credit Card Charges | 0.00 | 2,348.78 | 2,090.83 | 257.95 |
| Interest on Bank Deposits | 75,000.00 | 131,089.50 | 57,713.64 | 73,375.86 |
| Salvage and Surplus | 0.00 | 89,718.71 | 63,997.70 | 25,721.01 |
| Sanitary Landfill Fees | 5,920,000.00 | 3,394,394.17 | 3,176,499.84 | 217,894.33 |
| Charges to County | 0.00 | 305,966.39 | 292,296.75 | 13,669.64 |
| Charges to Winchester | 0.00 | 79,481.36 | 121,292.88 | (41,811.52) |
| Tire Recycling | 110,000.00 | 141,397.53 | 80,129.85 | 61,267.68 |
| Reg. Recycling Electronics | 66,000.00 | 30,161.16 | 31,187.00 | (1,025.84) |
| Greenhouse Gas Credit Sales | 10,000.00 | 4,918.95 | 0.00 | 4,918.95 |
| Miscellaneous | 48,000.00 | 255.00 | 3,315.96 | (3,060.96) |
| 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 | 104,979.06 | 123,331.78 | (18,352.72) |
| Landfill Gas To Electricity | 287,293.00 | 227,591.05 | 212,031.48 | 15,559.57 |
| Waste Oil Recycling | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | <u>6,734,695.00</u> | <u>4,512,301.66</u> | <u>4,163,887.71</u> | <u>348,413.95</u> |
| Operating Expenditures | 4,951,853.00 | 1,891,501.96 | 1,904,916.94 | (13,414.98) |
| Capital Expenditures | 5,041,000.00 | 97,214.38 | 1,580,634.16 | (1,483,419.78) |
| TOTAL Expenditures | <u>9,992,853.00</u> | <u>1,988,716.34</u> | <u>3,485,551.10</u> | <u>(1,496,834.76)</u> |
| Excess(deficiency)of revenue over expenditures | (3,258,158.00) | 2,523,585.32 | 678,336.61 | 1,845,248.71 |
| Fund Balance Per General Ledger | | <u>27,318,082.45</u> | <u>26,817,752.24</u> | <u>500,330.21</u> |
| FUND BALANCE ADJUSTED | | 29,841,667.77 | 27,496,088.85 | 2,345,578.92 |

County of Frederick, VA
Report on Unreserved Fund Balance
February 15, 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 & Rescue 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 VJCCA 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) | |
| COR refund - J. Tagnesi | (5,703) | |
| COR refund - Northeastern Supply | (3,680) | |
| COR refund - Lease Plan USA | (2,756) | |
| SCBA replacement - not awarded grant | (607,881) | |
| | | (4,499,974) |

Fund Balance, February 15, 2018 **37,271,901**



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

January 8, 2018

Cheryl B. Shiffler
Finance Director
Frederick County
107 North Kent Street
Winchester, VA 22601

Dear Ms. Shiffler:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

Cheryl B. Shiffler

January 8, 2018

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Frederick County, Virginia**, for its Annual Budget for the fiscal year beginning **July 1, 2017**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

GFOA encourages you to make arrangements for a formal presentation of the award. If you would like the award to be presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Technical Services Center

Enclosure

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

www.gfoa.org

C



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: February 21, 2018

The Parks and Recreation Commission met on February 20, 2018. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Amy Strosnider, and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Guss Morrison, Charles Sandy, Jr.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Buildings & Grounds Committee – Frederick Heights Plan – The Buildings and Grounds Committee recommended submitting the Frederick Heights Plan with the Preserved Open-Space option, then once bids are received, consider moving to the BMP filtration option if project budget allows, second by Mr. Fordney, motion carried unanimously (6-0).
2. Youth Sports Committee – Youth Sports Partners Agreements – The Youth Sports Committee recommended to accept the YSP Agreements with Blue Ridge Youth Soccer, Frederick County National Little League and Frederick County American Little League, second by Mr. Longerbeam motion carried unanimously (6-0).

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

D

RESOLUTION OF APPRECIATION

HONORING THE LIFE OF

DAVID "DAVE" W. GANSE

WHEREAS, David "Dave" W. Ganse was born in 1954 in Lancaster, Pennsylvania, to Marjorie A. Ganse and the late Robert G. Ganse, and

WHEREAS, Dave graduated from James Wood High School as a member of the Class of 1972 before attending Virginia Tech, and

WHEREAS, Dave was a respected architect in the Winchester and Frederick County community and established his own firm, David W. Ganse, AIA Architect, which he maintained until his retirement in 2017, and

WHEREAS, Dave was inducted into the James Wood Hall of Fame in 2012 for his high school prowess in football, wrestling and track, and was also an avid guitarist and performed with several bluegrass bands throughout his life and

WHEREAS, Dave unselfishly gave back to his community by offering to share his time and expertise serving as a member of the Frederick County Board of Building Appeals from November 1993 through January 2018 and the Frederick County Public Works Committee from May 2013 through January 2018, and

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks and appreciation for David Ganse and honors his life of leadership, dedication, and contribution to the community.

ADOPTED this 28th 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

E

RESOLUTION OF APPRECIATION

HONORING THE LIFE OF

JAMES THOMAS “JIM” WILSON

WHEREAS, James Thomas “Jim” Wilson was born on July 30, 1933 in Clarke County, Virginia, son of the late Raymond Thomas Wilson, Sr. and Virginia Dora Hughes Wilson, and

WHEREAS, Jim served in the U. S. Army, was a lifetime member 33 Degree Mason and attended Fairview United Methodist Church in Stephens City, and

WHEREAS, Jim was the original owner and operator of Valley Redi-Mix in Stephens City, Virginia, and

WHEREAS, Jim unselfishly gave back to his community by offering to share his time and expertise serving as a member of the Frederick County Public Works Committee from January 1992 through December 2017 and the Frederick County Landfill Oversight Committee from September 1997 through April 2006, and

WHEREAS, Jim provided valuable insight when the Committees discussed projects involving solid waste and recycling issues and offered the businessman’s perspective,

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks and appreciation for James Wilson and honors his life of leadership, dedication, and contribution to the community.

ADOPTED this 28th 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

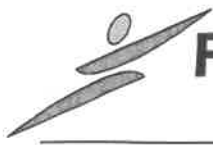
Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Shannon G. Trout
Shawnee District Supervisor

Kris C. Tierney
Clerk

F



Frederick County Public Schools

... to ensure all students an excellent education

Patty D. Camery, Executive Director of Finance

cameryp@fcpsk12.net

DATE: February 21, 2018
TO: Jay Tibbs, Deputy County Administrator
FROM: Patty D. Camery, Executive Director of Finance
SUBJECT: 2018 Spring VPSA Bond Sale

The School Board requests, by way of the attached resolution, participation in the Virginia Public Authority (VPSA) bond sale program for the 12th elementary school located at Snowden Bridge. The resolution for \$27 million will cover participation in the spring 2018 sale in the amount of \$6,750,000 as well as participation in the fall 2018 for a projected \$10,800,000, spring 2019 for a projected \$8,100,000 and fall 2019 for a projected \$1,350,000 bond sale.

To begin the governing body approval process, a public hearing is required and is requested to be set for March 14, 2018 after which an approving resolution can be considered by the Board of Supervisors. The approving resolution is being prepared by bond counsel and will be provided in advance of the March 14 agenda packet deadline.

Please do not hesitate to contact me should you have any questions. Thank you.

Attachment (1)

cc: David T. Sovine, Ed.D., Superintendent
Kris C. Tierney, County Administrator
Cheryl Shiffler, Frederick County Finance Director
Bond Counsel

**RESOLUTION REQUESTING THE BOARD OF SUPERVISORS
TO ISSUE GENERAL OBLIGATION SCHOOL BONDS FOR
SCHOOL PURPOSES AND CONSENTING TO
THE ISSUANCE THEREOF**

BE IT RESOLVED:

1. The School Board of the County of Frederick (the "School Board") hereby (i) requests, pursuant to Section 15.2-2640 of the Code of Virginia, 1950, as amended (the "Code"), that the Board of Supervisors of the County of Frederick (the "County") cause the County to issue one or more series of its general obligation school bonds (the "Bonds") in an aggregate principal amount not in excess of \$27,000,000 to finance the construction of the 12th elementary school located at Snowden Bridge which constitutes a capital project for public school purposes and (ii) consents, pursuant to Section 15.2-2638.B(iii) of the Code and Article VII, Section 10(b) of the Constitution of Virginia, to the issuance of the Bonds.

2. Further, the School Board consents to and authorizes an application to the Virginia Public School Authority (the "VPSA") for the purchase of the Bonds by the VPSA as part of its 2018 Spring Pooled Bond Sale or as part of a future VPSA pooled bond sale. The Chairman of the School Board, the Superintendent of the schools of Frederick County School Division (the "Schools"), and such other officer or officers of the School Board or the Schools as either may designate (the "Authorized Officers") are hereby authorized to decrease the amount of proceeds requested to the extent the County and such Authorized Officers deem it necessary to issue the Bonds in an amount less than provided in paragraph 1 above.


3. The Authorized Officers are hereby authorized and directed to execute and deliver on behalf of the School Board a Use of Proceeds Certificate and Tax Compliance Agreement (the

"Tax Compliance Agreement") setting forth the expected use and investment of the proceeds of the Bonds and containing such covenants as may be necessary for the bonds issued by VPSA in the Spring of 2018 (the "VPSA Bonds") to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Tax Code"), and the applicable regulations. The School Board covenants on behalf of itself and the Schools under its governance that the School Board and the Schools shall comply with the provisions of the Tax Compliance Agreement and the Tax Code so that the interest on the VPSA Bonds is excludable from gross income under the Tax Code.

4. This resolution shall take effect immediately.

**ADOPTED BY THE FREDERICK COUNTY SCHOOL BOARD THIS 20TH DAY OF
FEBRUARY, 2018**

| Member | Vote | Member | Vote |
|--------------------|----------|-----------------------|----------|
| John J. Lamanna | <u>Y</u> | Frank E. Wright | <u>Y</u> |
| Michael A. Lake | <u>Y</u> | Jay W. Foreman | <u>Y</u> |
| Seth T. Thatcher | <u>Y</u> | Shontyá C. Washington | <u>Y</u> |
| Kali C. Klubertanz | <u>Y</u> | | |



 Chairman
 Frederick County School Board



 Clerk
 Frederick County School Board

G



COUNTY of FREDERICK


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 22, 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

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

(See Attached Application of Jeffrey Boppe.) *(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.)

Board of Building Appeals

David W. Ganse – Frederick County Representative
231 Soldiers Rest Lane
Winchester, VA 22602
Term Expires: 11/10/18
Five year term.

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

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 and has advised staff he is willing to continue serving if it is the desire of the Board.) *(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

Attachment

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

Judith McCann Slaughter, Stonewall Magisterial District Supervisor, would like to nominate you to serve on the Lord Fairfax Community College Board.
As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. **(Please Print Clearly. Thank You.)**

Name: Jeffrey S. Boppe **Home Phone:** 540-888-3134
Address: 998 Chestnut Grove Rd **Office Phone:** 540-665-8882
Winchester, Va, 22603 **Cell/Mobile:** 540-409-8286
Fax:
Employer: Virginia National Bank **Email:** jeff.boppe@vnb.com

Occupation: Market President/Executive Vice-President

Civic/Community Activities: Gainesboro Ruritan Club member & previous Board Member. Frederick County-Finance Committee member. First Baptist Church-HRR Board Member. Winc/Fred Co. Chamber of Commerce. Habitat for Humanity. Other associations: WFCYFL, BRYSA & other Youth sports leagues.

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting On:

Yes: No:

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

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

Applicant's Signature:  **Date:** 2/13/18

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

H



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806



January 8, 2018

Kris Tierney
Interim County Administrator
Frederick County
107 North Kent Street
Winchester, VA 22601

Dear Mr. Tierney:

We are pleased to notify you that Frederick County, Virginia, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Finance Department

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

Enclosure

18 2ed 10. BOS members

I



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: February 13, 2018

RE: Exoneration – Integrity Staffing Solutions Inc.

I am in receipt of the Commissioner's request, dated January 29, 2018, to authorize the Treasurer to refund Integrity Staffing Solutions Inc. the amount of \$5,228.76, for exoneration of overpayment of business license fees for 2017. This refund resulted from overestimation of taxes in connection with applications for staffing at a particular facility.

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

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

January 29, 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 – Integrity Staffing Solutions

Please approve a refund of \$5,228.76 for exoneration of overpayment of business license for 2017. This refund results from an overestimation of business license taxes for 2017 in connection with applications for staffing at a particular new facility.

To comply with the 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.

The exoneration is \$5,228.76.

Cashier: _____ Act# 26131 Customer Transactions:
Trans. Type: PAY Dept/Bill#: BL2018 / 00064740001 P/I Date: 2/07/2018
Name: INTEGRITY STAFFING SOLUTIONS I Due Date: 4/02/2018
Name 2: NC
Address: 700 PRIDES CROSSING Sts Codes: _____
NEWARK DE

Zip Code: 19713 - 0000

Trd Name: _____
Trd Nam2: _____
Address: _____ Fed ID#/SSN# _____

165 BUSINESS BLVD
CLEARBROOK VA Zip Code: 22624

Original Bill: \$5,228.76- Payments: \$.00 Setoff Claim #: 00000000
Penalty Paid: \$.00 Int Paid: \$.00 Last Date: 1/26/2018
Amount Owed: \$5,228.76- Other: \$.00
Total Owed: \$5,228.76- Penalty: \$.00 Interest: \$.00
Prin. being Paid: 5228.76- Pen Rate % Int Fact Dept Code
Penalty being Paid: _____ Interest being Paid: _____
Total Amount Paid: 5228.76- Aging: _____

Promise to Pay Date: _____ Supplement No: 01
F1=Amt Tender F2=Next Ticket F3=Exit F10=Func Menu F20=Attach

Needs Board Approval

J

RESOLUTION
(Replacement of Robert E. Aylor Middle School)

Of the County School Board of Frederick County, Virginia, declaring its intention to request a supplemental appropriation to the FY2018 School Construction Fund subject to Frederick County Board of Supervisors' approval.

WHEREAS, Frederick County Public Schools (the "Division") is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the County School Board of Frederick County, Virginia (the "Board") is charged by law to manage and control the property of the school division and provide for the erecting, furnishing, and equipping of necessary school buildings (§22.1-79); and

WHEREAS, the Frederick County Board of Supervisors, Virginia (the Supervisors") approved the Robert E. Aylor Middle School (Aylor School) Addition & Renovation through annual adoptions of the Capital Improvements Plan since 2004; and

WHEREAS, the Board has conducted extensive condition study and evaluation of major building systems, building finishes, and site amenities in December of 2013, amended July 2017 in preparation for preliminary design detail; and

WHEREAS, the configuration of Aylor School, the extensive use of masonry load bearing walls, low ceiling heights, and undersized classrooms and science laboratories, make renovation and addition to the existing structure difficult and overly expensive; and

WHEREAS, Aylor School transitioned from a 1960's era junior high school facility lacking grade level teaming arrangements, adequate power and technology systems support; and

WHEREAS, the cost comparison of like size facilities between renovation/addition to replacement exceeds 75% of the cost of a new facility.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD as follows:

The Board requests a supplemental appropriation to the FY2018 Construction Fund in the amount of \$52,000,000.00 for the acquisition of land and the construction of a new Aylor School;

Section I – The Board shall construct the new Aylor School in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code (§22.1-140);

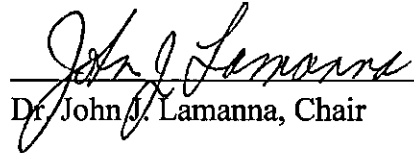
Section II - The school design shall be approved in writing by the Division's Superintendent in accordance with State Law (§22.1-140);

Section III – The school plans shall be reviewed and approved according to Frederick County Ordinance by the Chief Building Official and appropriate State or Federal Agencies with jurisdiction such as the Virginia Department of Transportation;

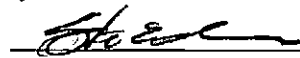
Section IV – The school shall be sized to accommodate a program capacity of 900 students in accordance to the Virginia Board of Education Regulations and Virginia Department of Education Guidelines for School Facilities.

Section V - Should the appropriation be reduced from the amount requested, the school shall be reduced in size and program capacity accordingly without affecting the instructional space/layout and integrity of the school to accommodate current instructional pedagogy and integration of technology.

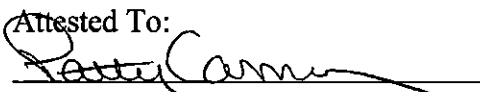
BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its passage.



Dr. John J. Lamanna, Chair



Clerk, Frederick County School Board

Attested To:


(Name)
Executive Director of Finance and Deputy Clerk (Title)

Recorded Vote

Moved By: MR. LAKE

Seconded By: MR. WRIGHT

Yeas: 7

Nays: 0

К



CONDITIONAL USE PERMIT #01-18
BRYAN M. HENRY
Staff Report for the Board of Supervisors
Prepared: February 16, 2018
Staff Contact: Mark R. Cheran, Zoning Administrator

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 request. It may also be useful to others interested in this zoning matter.

| | <u>Reviewed</u> | <u>Action</u> |
|-----------------------|-----------------|----------------------|
| Planning Commission: | 02/07/18 | Recommended Approval |
| Board of Supervisors: | 02/28/18 | Pending |

EXECUTIVE SUMMARY & CONCLUSION FOR THE 02/28/18 BOARD OF SUPERVISORS MEETING: This is a request for a Conditional Use Permit (CUP) for a landscaping contracting business. Should the Board of Supervisors find this application for a landscaping contracting business to be appropriate, the Planning Commission recommends that the following conditions be attached to the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. An illustrative sketch plan shall be submitted to and approved by Frederick County and all improvements completed prior to the establishment of the use.
3. One, non-illuminated, freestanding monument business sign is allowed with this Conditional Use Permit that is no more than five (5) feet in height and no more than fifty (50) square feet in area.
4. Hours of operation shall be Monday-Saturday 7:00 a.m. to 7:00 p.m.
5. The Tub Grinder to operate Monday-Friday 9:00 a.m. to 5:00 p.m.
6. The commercial entrance must be constructed prior to operation.
7. The site should have no more than four (4) employees with Winchester-Frederick County Health Department approval.
8. Any expansion or change of use shall require a new Conditional Use Permit.

Following this public hearing, a decision regarding this Conditional Use Permit 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.

LOCATION: This property is located 639 Reliance Road, Middletown, Virginia.

MAGISTERIAL DISTRICT: Opequon

PROPERTY ID NUMBER: 91-A-77

PROPERTY ZONING & PRESENT USE:

Zoned: RA (Rural Areas)
Land Use: Residential

ADJOINING PROPERTY ZONING & PRESENT USE:

| | |
|-------------------------|------------------|
| North: RA (Rural Areas) | Use: Residential |
| South: RA (Rural Areas) | Use: Residential |
| East: RA (Rural Areas) | Use: Residential |
| West: RA (Rural Areas) | Use: Residential |

PROPOSED USE: Landscaping Contracting Business

REVIEW EVALUATIONS:

Virginia Department of Transportation: The application for a Conditional Use Permit for this property appears to have little measurable impact on Route 627, the VDOT facility which would provide access to the property. The existing entrance is inadequate for the proposed use. Due to the proposed use, a “low volume” commercial entrance will be required. If the site generates more than 50 trips per day, the entrance will need to be upgraded to a full commercial entrance. If the required entrance is installed, VDOT could support the Conditional Use Permit. This office has no objection to the proposed conditional use.

Frederick County Inspections: No comments at this time.

Frederick County Fire Marshall: Approved

Winchester-Frederick County Health Department: The Health Department has reviewed the request for comments for a Conditional Use Permit to operate a proposed Wood Waste Recycling and Landscape Business at 639 Reliance Road, Middletown, Virginia. Based on information provided by the Applicant, Mr. Bryan M. Henry, the proposed business will operate Monday-Friday 7:00 a.m. - 5:00 p.m. and Saturday 8:00 a.m. - 12:00 p.m. The business will employ one full-time employee, and possibly one part-time employee. The proposed business will utilize one building as an office, with a bathroom. The bathroom will be plumbed to an existing sewage disposal system (drain field), which serves an existing three (3) bedroom house.

The Applicant is the only full-time occupant of the house. All business transaction will take place at the grinder station; therefore, the Applicant does not anticipate any visits from the public at the office. Therefore, this Health Department has no objections to the proposed wood waste recycling business. In the event that the business should expand to the point that additional staff will be employed, the Applicant is encouraged to consult with this Health Department to determine if additional sewage disposal capacity will be required to accommodate the increase in water usage. The dwelling and the office is currently served by a private water supply (well).

Planning and Zoning: This proposed Conditional Use Permit is for the making and selling of mulch on site to the public and is classified as a landscape contracting business. This proposed use will take place on a 73+/- acre tract of land located in the RA (Rural Areas) Zoning District. A landscape contracting business is allowed use within the RA Zoning District with an approved Conditional Use Permit (CUP).

This proposed business will use a tub grinder to make, store, and sell mulch to the public. Based on the description of the use provided by the Applicant, the hours of operation for the business will be Monday-Saturday from 7:00 a.m. to 7:00 p.m. Two (2) storage bays will be used to store mulch, there will be no more than four (4) employees on-site, with Winchester-Frederick County Health Department approval. The site will not have more than four (4) business vehicles on the premises. The business office for this proposed use will be within an accessory structure with customer and employee parking. There will be one (1) monument sign to be five (5) foot in height and no more than fifty (50) square foot sign at the site entrance facing Route 627 (Reliance Road). The ultimate configuration of the site, including customer/employee parking, storage bays, and business sign will be determined at time of submission of an illustrative sketch plan. The Applicant has agreed to the conditions assigned to the CUP.

The 2035 Comprehensive Policy Plan of Frederick County (“Comprehensive Plan”) provides guidance when considering land use actions. The location of this proposed landscape contracting business is not in an area where a small area land use study has been adopted by the County. Nevertheless, the proposed use is consistent with the goals of the Comprehensive Plan. Specifically, land use goals for the rural areas of the County identify the importance of maintaining a rural character in areas outside of the Urban Development Area (UDA). A mix of agricultural, commercial and residential uses is envisioned.

STAFF CONCLUSIONS FOR THE 02/07/18 PLANNING COMMISSION MEETING:

Should the Planning Commission find this use appropriate, Staff would recommend the following conditions:

1. All review agency comments and requirements shall be complied with at all times.
2. An illustrative sketch plan shall be submitted to and approved by Frederick County and all improvements completed prior to the establishment of the use.

3. One, non-illuminated, freestanding monument business sign is allowed with this Conditional Use Permit that is no more than five (5) feet in height and no more than fifty (50) square feet in area.
4. Hours of operation shall be Monday-Saturday 7:00 a.m. to 7:00 p.m.
5. The site shall have no more than four (4) employees with Winchester-Frederick County Health Department approval.
6. Any expansion or change of use shall require a new Conditional Use Permit.

PLANNING COMMISSION SUMMARY AND ACTION OF THE 02/07/18 MEETING:

Staff reported this application is for the establishment of a landscaping contracting business; the current land use is Residential, and it is zoned RA (Rural Areas). Mr. Cheran presented a location map of the property. Staff continued, the proposed CUP is for the making and selling of mulch on site to the public. Staff explained, a landscape contracting business is an allowed use within the RA Zoning District with an approved CUP. Staff noted this proposed use will take place on a 73 +/- acre tract of land located in the RA Zoning District. Staff reported this proposed business will use a tub grinder at times. Mr. Cheran continued, based on the description of the use provided by the Applicant, the hours of operation for the business will be Monday – Saturday from 7:00 a.m. to 7:00 p.m. Staff explained two (2) storage bays will be used to store the mulch, there will be no more than four (4) employees on site with Winchester-Frederick County Health Department approval, and the site will not have more than four (4) business vehicles on the premises. Staff continued, the business office for this proposed use will be within an accessory structure with customer and employee parking. Staff reported there will be one (1) monument sign to be 5' in height and no more than 50 square feet at the site entrance facing Route 627 (Reliance Road). Staff noted, the ultimate configuration of the site, including customer/employee parking, storage bays, and business sign will be determined at the time of submission of an illustrative sketch plan. Staff shared a brief sketch provided by the Applicant. Staff reviewed the conditions for this CUP as recommended:

1. All review agency comments shall be complied with at all times.
2. An illustrative sketch plan shall be submitted to and approved by Frederick County and all improvements completed prior to the establishment of the use.
3. One, non-illuminated, free standing monument business sign is allowed with this CUP that is no more than five (5) feet in height and no more than fifty (50) square feet in area.

4. Hours of operation shall be Monday – Saturday, 7:00 a.m. to 7:00 p.m.
5. The site shall have no more than four (4) employees with Winchester-Frederick County Health Department approval.
6. Any expansion or change of use shall require a new CUP.

A Commissioner requested clarification on the hours of operation. Staff stated they are to be Monday – Saturday, 7:00 a.m. to 7:00 p.m. Mr. Bryan Henry, the Applicant came forward and presented a brief overview of his business plan. He explained he has been clearing the land for farm use; starting the mulch grinding and landscape business is to help offset the costs associated with farming of the land. A Commissioner asked the Applicant if contractors would be bringing items to the site for grinding. Mr. Henry explained that is correct; eventually he wants to have contractors and the public be able to bring things to grind or he will go to a site and pick the items up and bring back for grinding. A Commissioner noted there is a through truck traffic ordinance on Reliance Road. Mr. Henry responded that is correct and VDOT has given their permission for this application.

A Commissioner inquired what time of day will the tub grinder be in operation. Mr. Henry explained the grinder will not be running all day; the 7:00 a.m. to 7:00 p.m. timeframe is to allow the public to bring items early in the morning or after they get off work in the evening. The Commissioner asked the Applicant if he would be willing to run the tub grinder during the hours of 9:00 a.m. to 5:00 p.m. Mr. Henry stated he would agree to that timeframe.

Mr. John Pike, property owner of 511 Reliance Road came forward and shared his concerns that machinery will be very noisy, air pollution from the equipment, ground runoff with potential watershed contamination and mulch piles being unsightly and a fire hazard.

Ms. Nadeem Helfer of 439 Reliance Road came forward to share her concerns. She asked how large the mulch piles will be at this site. Ms. Helfer mentioned her concerns of the odor this will create, the large piles being an eye sore, and the possible fire hazard.

Mr. Bryan Henry the Applicant came forward to address the concerns and comments. He commented, the mulch piles will not be visible from the road and will be surrounded on four (4) sides by woods. Regarding the noise, Mr. Henry noted it will not be any louder than the equipment being operated today.

A Commissioner inquired if there will be multiple piles of mulch on the property. Mr. Henry explained there will be a few piles and the plan is to grind and get rid of quickly. A Commissioner asked if there is a way to muffle the sound of the tub grinder. Mr. Henry elaborated the noise of the tub grinder will not be any louder than the equipment being used now to clear the land. A Commissioner inquired who monitors the 50 trips per day and what is the

possibility of having a commercial entrance. Mr. Henry explained, the commercial entrance is going to be put in place prior to operation. A Commissioner asked if the tub grinder is being used now. Mr. Henry noted the grinder is not in use. He explained he has been working to clear this land for years and decided to make use of the mulch to help offset the costs of farming. Staff reported the illustrative sketch plan that the Applicant will provide goes through the review agencies. He noted the through truck traffic will not be affected by this business.

A Commissioner commented he would like two (2) additional conditions to be added to this CUP, the tub grinder to operate 9:00 a.m. – 5:00 p.m. and the commercial entrance be constructed now.

A motion was made and seconded with the addition of: tub grinder to operate Monday – Friday 9:00 a.m. to 5:00 p.m. only and a commercial entrance be completed prior to operation and ultimately passed.

The vote was as follows:

YES: Kenney, Unger, Marston, Ambrogi, Cline, Oates, Thomas, Wilmot, Triplett, Dawson, Mohn

NO: Molden

(Note: Commissioner Manuel was absent from the meeting)

CONCLUSION FOR THE 02/28/18 BOARD OF SUPERVISORS MEETING;

This is a request for a Conditional Use Permit (CUP) for a landscaping contracting business. Should the Board of Supervisors find this application for a landscaping contracting business to be appropriate, the Planning Commission recommends that the following conditions be attached to the CUP:

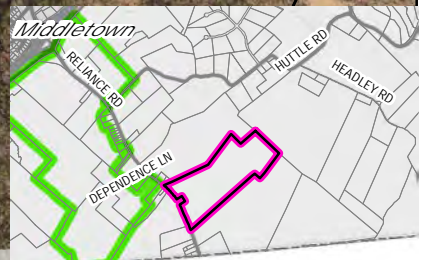
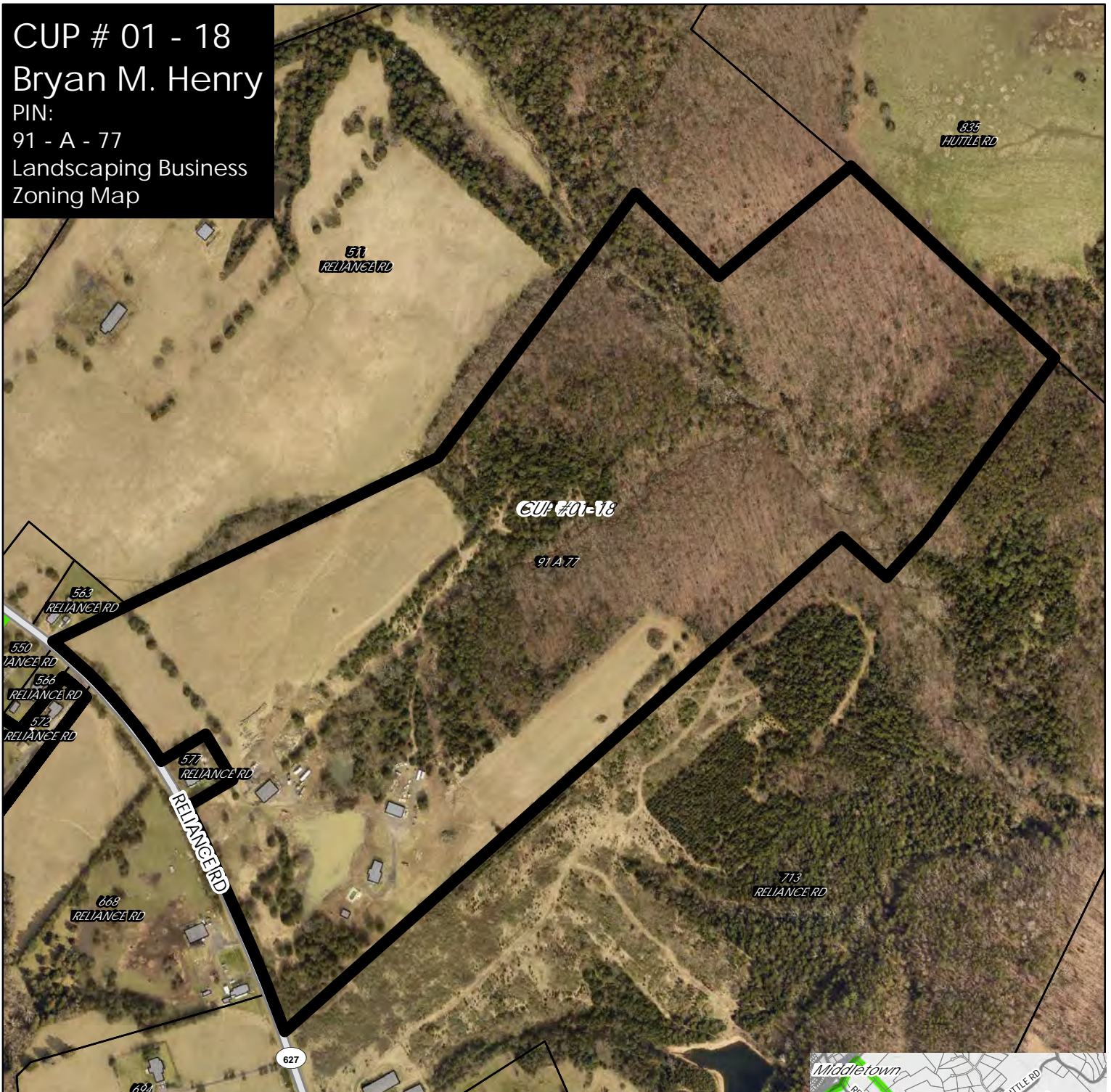
1. All review agency comments and requirements shall be complied with at all times.
2. An illustrative sketch plan shall be submitted to and approved by Frederick County and all improvements completed prior to the establishment of the use.
3. One, non-illuminated, freestanding monument business sign is allowed with this Conditional Use Permit that is no more than five (5) feet in height and no more than fifty (50) square feet in area.
4. Hours of operation shall be Monday-Saturday 7:00 a.m. to 7:00 p.m.
5. The Tub Grinder to operate Monday-Friday 9:00 a.m. to 5:00 p.m.

Page 7
CUP #01-18, Bryan M. Henry
February 16, 2018

6. The commercial entrance must be constructed prior to operation.
7. The site should have no more than four (4) employees with Winchester-Frederick County Health Department approval.
8. Any expansion or change of use shall require a new Conditional Use Permit.

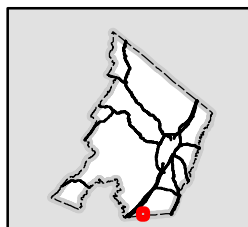
Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

CUP # 01 - 18
Bryan M. Henry
 PIN:
 91 - A - 77
 Landscaping Business
 Zoning Map



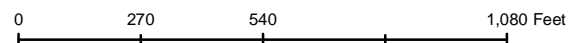
WARREN COUNTY

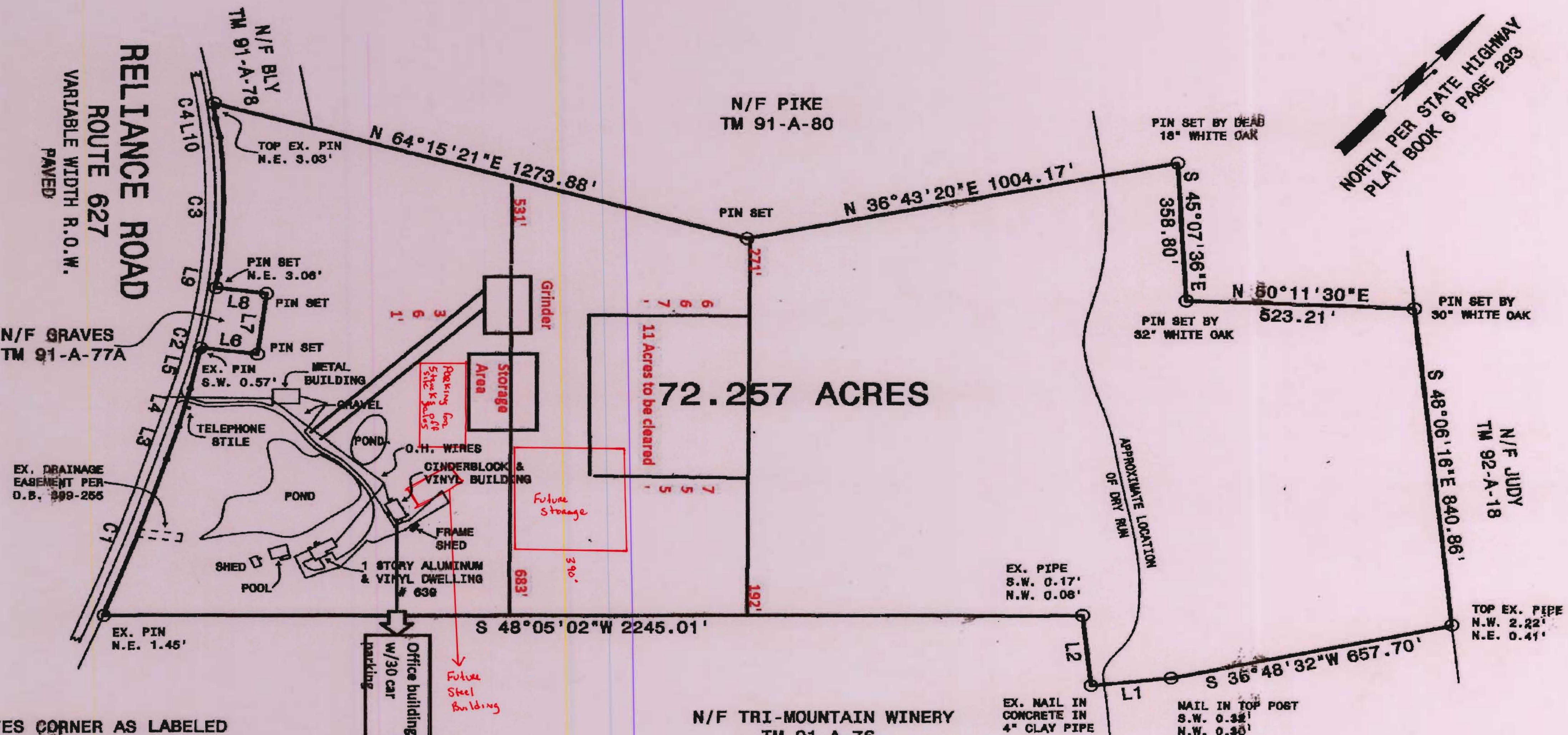
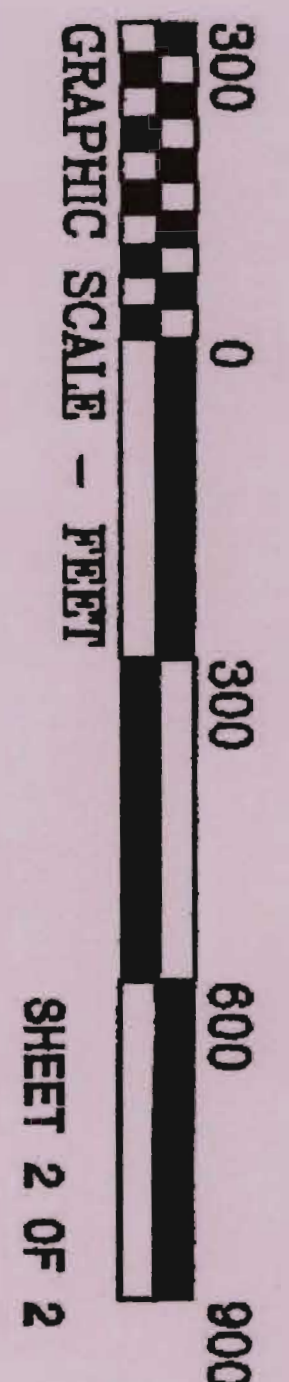
-  Applications
-  Parcels
-  Building Footprints
-  B1 (Neighborhood Business District)
-  B2 (General Business District)
-  B3 (Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Light Industrial District)
-  M2 (Industrial General District)
-  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)



CUP # 01 - 18
Bryan M. Henry
 PIN:
 91 - A - 77
 Landscaping Business
 Zoning Map

Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: January 3, 2018
 Staff: mcheran





NORTH PER STATE HIGHWAY
PLAT BOOK 6 PAGE 293

○ - DENOTES CORNER AS LABELED
 ● - DENOTES POINT
 NOTE - FENCES OF VARIABLE CONDITIONS +/- ALONG ALL LINES
 NOTE - UNDERGROUND TELEPHONE EXACT LOCATION UNKNOWN
 NOTE - IMPROVEMENTS LOCATED IN FLOOD ZONE X PER HUD MAPS

72.257 ACRES

N/F TRI-MOUNTAIN WINERY
TM 91-A-76

N/F JUDY
TM 92-A-18

N/F PIKE
TM 91-A-80

RELIANCE ROAD
ROUTE 627
VARIABLE WIDTH R.O.W.
PAVED

N/F GRAVES
TM 91-A-77A

N/F BLY
TM 91-A-78

PIN SET BY DEAD
18" WHITE OAK

PIN SET BY
32" WHITE OAK

PIN SET BY
30" WHITE OAK

EX. PIPE
S.W. 0.17'
N.W. 0.08'

TOP EX. PIPE
N.W. 2.22'
N.E. 0.41'

EX. MAIL IN
CONCRETE IN
4" CLAY PIPE

MAIL IN TOP POST
S.W. 0.36'
N.W. 0.36'

TOP EX. PIN
N.E. 3.03'

PIN SET
N.E. 3.06'

PIN SET
S.W. 0.57'

EX. PIN
N.E. 1.45'

PIN SET

L2

L1

531'

683'

271'

192'

358.80'

523.21'

S 48°06'16"E 840.86'

S 35°48'32"W 657.70'

N 64°15'21"E 1273.88'

N 36°43'20"E 1004.17'

N 50°11'30"E

S 48°05'02"W 2245.01'

3

6

11

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|--------------------|---------|
| Submittal Deadline | 1/12/18 |
| P/C Meeting | 2/07/18 |
| BOS Meeting | 2/28/18 |

**APPLICATION FOR CONDITIONAL USE PERMIT
FREDERICK COUNTY, VIRGINIA**

1. Applicant (check one): Property Owner Other

NAME: Bryan M Henry

ADDRESS: 639 Reliance Rd Middletown

TELEPHONE: 703-928-8906

2. Please list all owners, occupants, or parties in interest of the property:

Bryan M Henry

3. The property is located at: (please give exact directions and include the route number of your road or street)

From Winchester take 81 South to the Middletown exit. At the top of ramp take a left go approx. 1 mile driveway will be on the left

639 Reliance rd.

4. The property has a road frontage of 1227.68 feet and a depth of 3087.70 feet and consists of 72.26 acres. (Please be exact)

5. The property is owned by Bryan M Henry as evidenced by deed from Robert J Blackwell and William J Lonstein (previous owner) recorded in deed book no. 701 on page 417, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 91-A-77
Magisterial District Opequon
Current Zoning Agricultural

7. Adjoining Property:

| | <u>USE</u> | <u>ZONING</u> |
|-------|------------|---------------|
| North | _____ | _____ |
| East | _____ | _____ |
| South | _____ | _____ |
| West | _____ | _____ |

8. The type of use proposed is (consult with the Planning Dept. before completing):

Landscape contracting business

9. It is proposed that the following buildings will be constructed:

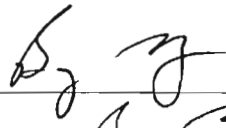
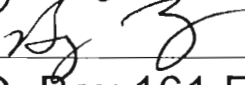
N/A

10. The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear and in front of (across street from) the property where the requested use will be conducted. (Continue on back if necessary.)
These people will be notified by mail of this application:

| Name and Property Identification Number | Address |
|---|--------------------------------------|
| Name Judy James W JR | 835 Huttle Rd |
| Property # 92-A-18 | Middletown Va, 22645 |
| Name Tri-Mountain Winery | 115 Massie Ln |
| Property # 91-A-76 | Steven City Va, 22655 |
| Name Graves Danny R | 577 Reliance Rd |
| Property # 91-A-77A | Middletown Va, 22645 |
| Name Bly Richard Wayne | 563 Reliance Rd |
| Property # 91-A-78 | Middletown Va, 22645 |
| Name Pike Helen S Trustee | 1614 Rotary Dr |
| Property # 91-A-80 | Los Angeles Ca, 90026 |
| Name Madagan Charles | 668 Reliance Rd Middletown Va, 22645 |
| Property # 91-A-71 | |
| Name | |
| Property # | |

12. Additional comments, if any: _____

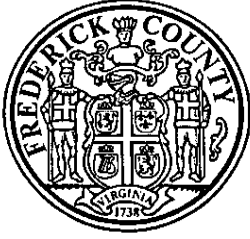
I (we), the undersigned, do hereby respectfully make application and petition the governing body of Frederick County, Virginia to allow the use described in this application. I understand that the sign issued to me when this application is submitted must be placed at the front property line at least seven (7) days prior to the first public hearing and maintained so as to be visible until after the Board of Supervisors' public hearing. Your application for a Conditional Use Permit authorizes any member of the Frederick County Planning Commission, Board of Supervisors or Planning and Development Department to inspect your property where the proposed use will be conducted.

Signature of Applicant 
Signature of Owner 
Owners' Mailing Address P.O. Box 161 Front Royal Va, 22630
Owners' Telephone No. 703-928-8906

TO BE COMPLETED BY THE ZONING ADMINISTRATOR:

USE CODE: _____

RENEWAL DATE: _____



ORDINANCE

Action:

PLANNING COMMISSION: February 7, 2018 Recommended Approval

BOARD OF SUPERVISORS: February 28, 2018 APPROVED DENIED

ORDINANCE

CONDITIONAL USE PERMIT #01-18 FOR A LANDSCAPING CONTRACTING BUSINESS

WHEREAS, Conditional Use Permit #01-18 for a Landscaping Contracting Business, submitted by Bryan M. Henry was considered. The property is located at 639 Reliance Road, Middletown, Virginia, and is further identified with Property Identification Number 91-A-77 in the Opequon Magisterial District, and

WHEREAS, the Frederick County Planning Commission held a public hearing on the Conditional Use Permit on February 7, 2018 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 February 28, 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 #01-18 for a Landscaping Contracting Business on the parcel identified by Property Identification Numbers 91-A-77 with the following conditions:

1. All review agency comments shall be complied with at all times.

2. An illustrative sketch plan shall be submitted to and approved by Frederick County and all improvements completed prior to the establishment of the use.
3. One, non-illuminated, freestanding monument business sign is allowed with this Conditional Use Permit that is no more than five (5) feet in height and no more than fifty (50) square feet in area.
4. Hours of operation shall be Monday-Saturday 7:00 a.m. to 7:00 p.m.
5. The Tub Grinder to operate Monday–Friday 9:00 a.m. to 5:00 p.m.
6. The commercial entrance must be constructed prior to operation.
7. The site should have no more than four (4) employees with Winchester-Frederick County Health Department approval.
8. Any expansion or change of use shall require a new Conditional Use Permit.

Passed this 28th 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