



AGENDA
REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 26, 2018
6:00 P.M. and 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

6:00 P.M. – Closed Session:

The Board of Supervisors will convene in closed session pursuant to Section 2.2-3711 A (5) for discussion concerning a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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

Invocation

Pledge of Allegiance

Adoption of Agenda

Citizen Comments – Agenda Items that are not the subject of a Public Hearing

Consent Agenda

Attachment

1. Minutes----- **A**
 Work Session of September 11, 2018

 Regular Meeting of September 12, 2018
2. Committee Reports

 Finance Committee ----- **B**

 Parks and Recreation Commission Report ----- **C**
3. Resolution to Comment on the Interstate 81 Corridor Study – Round 2 ----- **D**

Board of Supervisors Comments

County Officials

1. Update on Communication Activities by Public Information Officer Karen Vacchio
2. Committee Appointments ----- **E**
 - a. Extension Leadership Council
Red Bud District Representative, Unexpired 4-year term ending 9/9/19
 - b. Planning Commission
Member-At-Large, Unexpired 4-year term ending 11/14/21
 - c. Winchester Regional Airport Authority
4-year term ended 6/30/18
 - d. Winchester-Frederick Tourism Bureau
Tourism Bureau recommends appointment of Lani Peterson and Shannon Moeck to fill vacant 3-year terms
 - e. Shenandoah Area Agency on Aging
4-year term of current Frederick Co. Representative ends 9/30/18 (Not eligible for re-nomination)

Note: The Agency is also seeking nominations for an At-Large Board Member.
 - f. Shawneeland Sanitary District Advisory Committee
2-year term of Michelle Landon ends 11/9/18 (Eligible for reappointment)
2-year term of Jeff Stevens ends 11/9/18 (Eligible for reappointment)

Committee Business

Finance Committee

(See Tab _B_ for additional information)

Items 5 and 8 were approved under consent agenda.

1. **No Board action required:** The Finance Director presented FY 2018 Year End financial information to the Committee.
2. **No Board action required:** The FCPS Finance Director provided FY 2018 Year End financial information to the Committee.
3. The FCPS Finance Director requests a School Operating Fund and General Fund supplemental appropriations in the amount of \$316,537.71. This amount represents a carry forward of unspent, restricted grant funds. ***The committee recommends approval.***

Finance Committee, continued

4. The FCPS Finance Director requests a School Operating Fund and General Fund supplemental appropriations in the amount of \$186,878.76. This amount represents a carry forward of unspent FY18 school operating funds for the purchase of a school bus and security equipment. Local funds are required. *The committee recommends approval.*
5. The Public Safety Communications Director requests a General Fund supplemental appropriation in the amount of \$14,166.88. This amount represents an insurance reimbursement for a lightning strike. No local funds required. *Approved by Committee Consent Agenda.*
6. The Transportation Director requests a public hearing for a Development Projects Fund supplemental appropriation in the amount of \$9,370,435.09. This amount represents additional funds for the I81 Bridge/Tevis/Roundabout/Airport Road/Northern Y project. No local funds are required as the project costs are part of revenue sharing agreements and split between VDOT and private partners. *The committee recommends holding a public hearing.*
7. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$41,600 from proffer funds. This amount represents utility infrastructure at Northwest Sherando Park. *The committee recommends approval.*
8. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$2,550. This amount represents donated funds for the purchase of park benches. No local funds required. *Approved by Committee Consent Agenda.*

Public Hearings (Non Planning Issues)

1. Amendment to the 2018-2019 Fiscal Year Budget – ----- F

Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as Amended, the Board of Supervisors will Hold a Public Hearing to Amend the Fiscal Year 2018-2019 Budget to Reflect: School Construction Fund Supplemental Appropriation in the Amount of \$7,500,000 for the Acquisition of Land, Design and Construction of a Replacement Robert E. Aylor Middle School.

Planning Commission Business

Public Hearings - None

Other Planning Business - None

Board Liaison Reports

Citizen Comments

Board of Supervisors Comments

Adjourn

A

MINUTES
WORK SESSION - FIRE AND RESCUE STUDY PRESENTATION
FREDERICK COUNTY BOARD OF SUPERVISORS
TUESDAY, SEPTEMBER 11, 2018
5:30 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

ATTENDEES

Board of Supervisors: Charles S. DeHaven, Jr., Chairman; Gary A. Lofton, Vice Chairman; 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; Roderick B. Williams, County Attorney; Karen Vacchio, Public Information Officer; Dennis Linaburg, Fire and Rescue Chief; Larry Oliver, Fire & Rescue Operations Deputy Chief; Missi Neal, Assistant TO THE Fire Chief; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

Others: Steven Knight and Robert Polk of Fitch and Associates, LLC

CALL TO ORDER

Chairman DeHaven called the meeting to order at 5:30 p.m. A moment of silence in observance of September 11 was held.

ADOPTION OF AGENDA

On motion of Vice Chairman Lofton, seconded by Supervisor Dunn, the agenda was adopted unanimously on a voice vote.

PRESENTATION BY FITCH & ASSOCIATES

Chief Linaburg provided background on the fire and rescue study and acknowledged the time and effort of the Steering Committee.

Mr. Knight referenced the documents previously sent to the Board members which included: the Data Report, the GIS Report, the Standards of Coverage Report, and the Executive Summary Report. He provided an overview of the process used in the study, and reviewed the data that was collected and evaluated and stated the following observations and recommendations for consideration by the Board:

- The continued success of FCFRD, and the effective planning for the future, is best served by the appointment of a single Fire Chief who has the ultimate authority and is directly responsible for all activities and decisions of the FCFRD. This transition should be a collaborative effort of all the stakeholders and does not signal the demise of the individual company's leadership.
- It is recommended that FCFRD begin dispatching at the unit level rather than at the station level. In this manner, performance between career or staffed models and volunteer or unstaffed models could be evaluated within the context of the service delivery model. This would also provide a definitive data point to measure dispatch or call processing time.

- Once the dispatch center is able to dispatch at the unit level and separate out dispatch time from turnout time, the department is encouraged to monitor turnout time to ensure the performance is best practice at 60 seconds for an EMS incident and up to 90 seconds for a fire related incident.
- Turnout time performance is typically within personnel and management control. Improvement of turnout times is generally a no-cost option.
- If the desired service level is to improve to an 8-minute travel time, it is recommended that the County consider a long-term strategy to relocate fire stations when they are due for a major refurbishment or replacement. Once fully implemented the county would have the same number of fire stations as today (11).
- If the desired service level is to maintain the current 10-minute travel time, it is recommended that the County adopt a long-term strategy to relocate fire stations when they are due for a major refurbishment or replacement. Once fully implemented the county would have reduced capital liabilities by four stations and offset personnel requirement by redistributing existing personnel as desired. This is estimated as a long-term capital savings of approximately \$16,000,000 dollars while maintaining current performance.
- It is recommended that a dedicated Medic unit be added at the Greenwood station, and an additional Medic resource should be considered for the Stephens City station in the near future.
- It is recommended that the workload, reliability, and call concurrency is evaluated in all stations, but specifically in Greenwood, Stephens City, Round Hill Community, Millwood, Gainesboro, and Middletown due to their relatively higher workloads.

Mr. Knight concluded saying six alternatives had been developed which are based on the following criteria:

- Desired staffing 2 person vs. 3 person
- Risk rating of the fire station area
- Travel time 8, 10, and 12
- Peak load (12-hour) ambulances

Vice Chairman Lofton and Mr. Knight discussed the value of separating fire and EMS services, privatizing EMS, and the impact of 24-hour shifts versus 12-hour shifts.

Supervisor Dunn and Mr. Knight discussed which stations should be considered for relocation, the use of reserve EMS units, staffing concerns, potential problems in integrating volunteer and paid staffs, and the impact of integration on continued volunteerism.

Supervisor McCarthy and Mr. Knight discussed the costs of overtime versus additional staffing, the possible impact of integration on local volunteer company fundraising, and the stated need for 14 additional employee positions.

Supervisor Slaughter noted the 14 positions have already been approved this year and that adding staff also adds to the fringe benefits cost.

Chairman DeHaven and Mr. Polk discussed the costs of additional staffing versus overtime.

Mr. Tierney noted the amount of work completed by the Steering Committee and said the hope is the Board will formally accept the study at the next Board meeting.

It was agreed by consensus that Staff will build an action plan for the Board's use in making policy decisions.

Chairman DeHaven thanked the consultants for their work on the study.

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor Dunn, the meeting was adjourned unanimously on a voice vote at 6:43 p.m.

**MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, SEPTEMBER 12, 2018
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

ATTENDEES

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

Staff present: Kris C. Tierney, County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Mike Ruddy, Director of Planning; Candice Perkins, Assistant Director of Planning; Mark Cheran, Zoning & Subdivision Administrator; Joe Wilder, Director of Public Works; and Ann W. Phillips, Deputy Clerk to the Board of Supervisors.

CALL TO ORDER

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

INVOCATION

Supervisor Dunn delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Lofton led the Pledge of Allegiance.

ADOPTION OF AMENDED AGENDA - APPROVED

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

CITIZENS COMMENTS - NONE

ADOPTION OF CONSENT AGENDA – APPROVED

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

-Minutes: Joint Work Session with School Board of August 6, 2018-CONSENT AGENDA APPROVAL

-Minutes: Regular Meeting of August 8, 2018-CONSENT AGENDA APPROVAL

-Minutes: Joint Work Session with Planning Commission of August 15, 2018-CONSENT AGENDA

APPROVAL

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

- Public Safety Committee Report (Attachment 2) - CONSENT AGENDA APPROVAL

- Transportation Committee Report (Attachment 3) - CONSENT AGENDA APPROVAL

- Resolution-Volunteer Fire & Rescue Departments' Eligibility for LODA Benefits - CONSENT AGENDA APPROVAL

RESOLUTION

**VOLUNTEER FIRE AND RESCUE DEPARTMENTS
ELIGIBILITY FOR LODA BENEFITS**

WHEREAS, the Board of Supervisors of the County of Frederick, Virginia, wishes to comply with the Code of Virginia § 9.1-400 et seq. recognizing local emergency departments; and

WHEREAS, the County of Frederick recognizes eleven departments namely

- Stephens City Volunteer Fire & Rescue Company, Inc.;
- Middletown Volunteer Fire & Rescue Company, Inc.;
- Clear Brook Volunteer Fire & Rescue, Inc.;
- Gore Volunteer Fire Company;
- Round Hill Community Fire & Rescue Company, Inc.;
- Gainesboro Fire Company, Inc.;
- Star Tannery Volunteer Fire Department;
- Greenwood Volunteer Fire & Rescue Company, Inc.;
- North Mountain Volunteer Fire Company, Inc.;
- Reynolds Store Volunteer Fire & Rescue Company, Inc.;
- Millwood Station Volunteer Fire & Rescue Company 21, Inc.; and

WHEREAS, the Board of Supervisors, the governing body of the County of Frederick, has for many years recognized the existence of all eleven volunteer organizations, while having never formally adopted a resolution; and

WHEREAS, for such fire and rescue departments to be eligible for benefits of the "Line of Duty Act" a resolution must be approved by the governing body; and

NOW THEREFORE BE IT RESOLVED that the County of Frederick acknowledges the important contribution made to Frederick County by the members of each fire and rescue department and wishes to make available the benefits of the "Line of Duty Act."

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- Resolution Honoring Serena "Renny" Manuel - CONSENT AGENDA APPROVAL

**FREDERICK COUNTY RESOLUTION OF APPRECIATION
SERENA R. "RENNY" MANUEL**

WHEREAS, Serena R. "Renny" Manuel served Frederick County, Virginia, for approximately 27 years as an employee at the Winchester Regional Airport, beginning her career as an Office Assistant in 1991 and receiving promotions to Assistant Airport Manager and Interim Airport Director before her appointment as Airport Director in 1999; and

WHEREAS, during her tenure, Serena R. "Renny" Manuel progressively took on a variety of additional responsibilities and assignments and was noted for her incredibly unusual work ethic, diligence, and efficiency; and

WHEREAS, Serena R. "Renny" Manuel served as Secretary on the Virginia Airport Operators Council and;

WHEREAS, Serena R. "Renny" Manuel was widely recognized as one who could be depended upon to help others in a time of need and one whose sense of humor was appreciated by all; and

WHEREAS, Serena R. "Renny" Manuel was an effective leader and team member who excelled at managing numerous capital and airport redevelopment projects, including runway rehabilitation design and construction, an airfield lighting upgrade, T-hangar apron rehabilitation, land acquisition, relocation and rehabilitation of Taxiway "A", and oversight of construction of a second corporate hangar facility;

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Serena R. "Renny" Manuel for her dedication and dependability and wishes her all 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.

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- Resolution Remove Ramsuer Lane and Royston Court from the County Road Naming System- CONSENT AGENDA APPROVAL

RESOLUTION

**REMOVING RAMSUER LANE AND ROYSTON COURT FROM THE
COUNTY ROAD NAMING SYSTEM**

WHEREAS, through the process of routine maintenance of our streets and addressing data, it has been

determined that Ramsuer Lane and Royston Court do not exist; and
WHEREAS there have never been any addresses assigned off either Ramsuer Lane or Royston Court, in accordance with Chapter 56-6 of County Ordinance, removal of both road names from the County road naming system is recommended;
NOW THEREFORE BE IT RESOLVED that the County of Frederick removes Ramsuer Lane and Royston Court from the County road naming system.

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- Resolution Changing the Board of Building Appeals from Six to Five Members - CONSENT AGENDA APPROVAL

RESOLUTION

CHANGING THE MEMBERSHIP OF THE LOCAL BOARD OF BUILDING CODE APPEALS FROM SIX MEMBERS TO FIVE MEMBERS

WHEREAS, the Board of Supervisors of the County of Frederick, Virginia, wishes to reduce the number of members on the Local Board of Building Code Appeals;
NOW THEREFORE BE IT RESOLVED that the County of Frederick changes the size of the Frederick County Board of Building Appeals from six members to five members appointed at large and chosen for their credentials as stipulated in Section 119 of the Virginia Construction Code.

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- Resolution Declaring a Local Emergency in advance of Hurricane Florence - CONSENT AGENDA APPROVAL

RESOLUTION DECLARING A LOCAL EMERGENCY IN FREDERICK COUNTY, VIRGINIA

WHEREAS, the Board of Supervisors of the County of Frederick does hereby find that:

1. Due to severe weather that is forecasted for Frederick County as part of the Commonwealth of Virginia associated with Hurricane Florence and directly related to perhaps heavy and prolonged rainfall and winds that could impact Frederick County starting on or around September 14, 2018;
2. Due to the flooding associated with the severe weather and the result of impaired travel and access;
3. Infrastructure and systems failures possible in the county creating hazardous and perhaps life-threatening conditions;
4. Impact to local agriculture from extended rainfall and flooding;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Board of Supervisors of the county of Frederick, Virginia that an emergency exists throughout the county, and **IT IS FURTHER PROCLAIMED AND ORDERED** that due to the above stated circumstances, and after consultation with the Coordinator and Deputy Coordinator(s) of Emergency Management, the Director of Emergency Management declared a local emergency pursuant to Section 44-146.21 of the Code of Virginia on September 10, 2018. This local emergency declaration shall remain in effect until September 24, 2018 during which time the powers, functions, and duties of the Director of Emergency Management and the Emergency Services Organizations of the County of Frederick shall be those prescribed by state law and the ordinances, resolutions, and approved plan of the County of Frederick to mitigate the effects of said emergency.

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BOARD OF SUPERVISORS COMMENTS - None

CITIZEN COMMENTS - None

COUNTY OFFICIALS:

COMMITTEE APPOINTMENTS

ANTHONY CAMPBELL NOMINATED TO THE LOCAL EMERGENCY PLANNING COMMITTEE - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor McCarthy, Anthony Campbell was nominated for membership on the Local Emergency Planning Committee.

ELAINE CAIN REAPPOINTED TO THE CONSERVATION EASEMENT AUTHORITY – APPROVED

Upon motion of Supervisor Slaughter, seconded by Supervisor McCarthy, Elaine Cain was reappointed to the Conservation Easement Authority for a three-year term ending August 24, 2021. The motion carried on a voice vote.

CHARLES TRIPLETT REAPPOINTED TO THE CONSERVATION EASEMENT AUTHORITY – APPROVED

Upon motion of Supervisor Slaughter, seconded by Supervisor McCarthy, Charles Triplett was reappointed to the Conservation Easement Authority for a three-year term ending August 24, 2021. The motion carried on a voice vote.

LOWELL HENDERSON APPOINTED TO THE CONSERVATION EASEMENT AUTHORITY – APPROVED

Upon motion of Supervisor Slaughter, seconded by Supervisor McCarthy, Lowell Henderson was appointed to the Conservation Easement Authority for a three-year term ending August 24, 2021. The motion carried on a voice vote.

JAY TIBBS APPOINTED AS A FREDERICK COUNTY REPRESENTATIVE TO THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor Slaughter, Jay E. Tibbs was appointed as a Frederick County Representative to the Northern Shenandoah Valley Regional Commission for a three-year term ending September 30, 2021. The motion carried on a voice vote.

ERIC LAWRENCE REAPPOINTED AS A FREDERICK COUNTY REPRESENTATIVE TO THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor Slaughter, Eric Lawrence was reappointed as a Frederick County Representative to the Northern Shenandoah Valley Regional Commission for a three-year term ending September 30, 2021. The motion carried on a voice vote.

MIKE RUDDY APPOINTED AS A FREDERICK COUNTY REPRESENTATIVE ALTERNATE TO THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION - APPROVED

Upon motion of Vice Chairman Lofton, seconded by Supervisor Slaughter, Mike Ruddy was appointed as a Frederick County Representative Alternate to the Northern Shenandoah Valley Regional Commission for a three-year term ending September 30, 2021. The motion carried on a voice vote.

REQUESTS FROM THE COMMISSIONER OF THE REVENUE FOR REFUNDS - APPROVED

Mr. Tierney explained there were two requests for refunds that have been reviewed by the

County Attorney. Supervisor Slaughter moved for approval of and the corresponding supplemental appropriations for the refund requests by Acar Leasing LTD for \$ 3,025.97 and Toyota Lease Trust for \$ 4,087.41. 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		

ACCEPTANCE OF THE FIRE AND RESCUE STUDY CONDUCTED BY FITCH & ASSOCIATES - APPROVED

Upon motion of Supervisor McCarthy, seconded by Vice Chairman Lofton, the Board accepted the report of Fitch and Associates, LLC, on the completed fire and rescue study. The motion carried on a voice vote.

COMMITTEE BUSINESS

FINANCE COMMITTEE

Supervisor Slaughter moved for approval of the following requests:

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$9,352.43. This amount represents auto insurance claims. No local funds required.

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$400. This amount represents DARE donations. No local funds required.

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$750. This amount represents a donation for a K9 vest. No local funds required.

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		

Supervisor Slaughter moved for approval of the following request:

The Public Works Director requests an FY19 General Fund supplemental appropriation in the amount of \$538,090*. This amount represents carry forwards of the following unspent FY18 funds:

- \$19,500 to rehab the old Clearbrook compactor to be used at a future site;
- \$45,000 for site improvements at the Middletown Convenience site;
- \$385,342 for the completion of the Stephenson Convenience Center;
- \$6,521 for spay/neuter shelter animals; and
- \$6,727 for the Animal Shelter building addition design.

These items have been approved by the Public Works Committee.

Supervisor McCarthy 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		

*Note: \$75,000 for anticipated increased collection costs of refuse and recycling was postponed by the Board.

Supervisor Slaughter moved for approval of the following request:

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$5,000. This amount represents a Byrne/JAG grant that has been awarded for Narcan. No local funds are required.

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		

Supervisor Slaughter moved for approval of the following request:

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$18,000. This amount represents a grant that has been awarded for crime prevention pamphlets and Police to Citizen software. The local match of \$2,000 is being met with a current position's salary.

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		

Supervisor Slaughter moved for approval of the following request:

The Sheriff requests an FY19 General Fund supplemental appropriation in the amount of \$175,000. This amount represents maximum funds needed for a SWAT Truck Conversion vehicle. This request has been approved by the Public Safety Committee. Local funds are required.

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		

Supervisor Slaughter moved for approval of the following request:

The Deputy County Administrator requests an FY19 General Fund supplemental appropriation in the amount of \$31,044. This amount represents carry forwards of the following unspent FY18 funds:

- a. \$13,780 for sealant replacement at the County Administration Building;
- b. \$2,616 for carpet replacement in the Health Department; and
- c. \$14,648 for carpet replacement in the Treasurer's office.

The Committee recommends approval of the entire request.

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		

Supervisor Slaughter moved for approval of the Finance/Audit Committee charter adopted by the Board of Supervisors as it stands with no changes. 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		

Supervisor Slaughter moved for approval of requiring the Schools to present the School Operating Fund budget by major classifications as listed in the Code of Virginia 22.1-115. Supervisor Dunn seconded the motion.

The Board discussed the merits of requiring categorical funding. The motion to require the Schools to present the School Operating Fund budget by major classifications carried on a roll call vote as follows:

Blaine P. Dunn	Aye	Shannon G. Trout	No
Gary A. Lofton	Aye	Robert W. Wells	No
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	No
Judith McCann-Slaughter	Aye		

PUBLIC HEARINGS (Non-Planning Items) -

PROPOSED SCHOOL BOND FINANCINGS BY THE BOARD OF SUPERVISORS OF FREDERICK COUNTY, VIRGINIA – APPROVED

Notice is Hereby Given that the Board of Supervisors (The "Board") of the County of Frederick, Virginia (the "County") will Hold a Public Hearing in Accordance with Section 15.2-2606 of the Code Of Virginia of 1950, as Amended, on the Issuance of General Obligation School Bonds (the "Bonds") of the County in an Aggregate Principal Amount Not to Exceed \$45,500,000 to Finance Certain Capital Projects for Public School Purposes, Consisting Primarily of the Construction and Equipping of the Replacement Robert E. Aylor Middle School. A Resolution Authorizing the Issuance of the Bonds will be Considered by the Board of Supervisors at its Meeting on Wednesday, September 12, 2018. All Interested Parties are Invited to Attend and Present Oral or Written Comments.

Supervisor Trout stated she wanted to disclose for the record, relative to this item and pursuant to the State and Local Government Conflict of Interests Act, that she is employed by Frederick County Public Schools as a teacher and therefore is a member of a group who is or may be affected by the item, and that she is able to participate in the transaction fairly, objectively, and in the public interest.

Chairman DeHaven opened the public hearing. The speakers were as follows:

Shawn Graber, Back Creek District, said the County has enormous debt and urged the members to vote no on the bond financing. He said continued borrowing will cause tax increases and many citizens already have difficulty paying taxes. He asked why costs to construct schools are higher in the County than in surrounding localities and noted the schools have requested a budget amendment for each of the last three years.

Robin Young, Back Creek District, said the constituents appreciate the school system and she is a supporter of education in the County.

Chairman DeHaven closed the public hearing.

Supervisor Slaughter moved for approval of the resolution authorizing the issuance of bonds in the amount of \$45,500,000.00 to finance Certain Capital Projects for Public School Purposes, Consisting Primarily of the Construction and Equipping of the Replacement Robert E. Aylor Middle School. 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		

AMENDMENT TO THE 2018-2019 FISCAL YEAR BUDGET - APPROVED

Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as Amended, the Board of Supervisors will Hold a Public Hearing to Amend the Fiscal Year 2018-2019 Budget to Reflect: Landfill Fund Supplemental Appropriation in the Amount of \$3,706,000 for the Carry Forward of Unspent Funds for Generator Maintenance, Gas Treatment Skid Parts Replacement, a Trash Compactor, and a Leachate Collection Pond.

Mr. Tierney said the cumulative amount of the budget amendment allowing carry-forward of unspent landfill fund monies dictates that a public hearing is necessary. Chairman DeHaven opened the public hearing. There were no speakers. Chairman DeHaven closed the public hearing.

Vice Chairman Lofton noted the funds involved are from the landfill’s enterprise funds rather than from the general fund.

Supervisor Slaughter moved for approval of amending the Fiscal Year 2018-2019 Budget to Reflect: Landfill Fund Supplemental Appropriation in the Amount of \$3,706,000 for the Carry Forward of Unspent Funds for Generator Maintenance, Gas Treatment Skid Parts Replacement, a Trash Compactor, and a Leachate Collection Pond. Vice Chairman Lofton 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		

PROPOSED AMENDMENTS TO THE FREDERICK COUNTY CODE, CHAPTER 48 ANIMALS AND FOWL, ARTICLE I DOG LICENSING; RABIES CONTROL, SECTION 48-18 LICENSE TAXES – APPROVED

The Proposed Amendments Would Allow for Lifetime Licensing of Dogs and would Permit Zero Cost Lifetime Licenses for Dogs Adopted from the Esther Boyd Animal Shelter. The Intent of the Proposed Ordinance Amendments Would Be to Reduce the Administrative Burden of the County’s Current Dog Licensing System and Encourage Adoptions from the Shelter.

Mr. Williams provided background information on the proposed amendments. Chairman DeHaven opened the public hearing. There were no speakers. Chairman DeHaven closed the public hearing.

Supervisor Trout moved for approval of the proposed amendments that would allow for lifetime licensing for dogs adopted from the Esther Boyd Animal Shelter. Supervisor McCarthy 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		

PROPOSED AMENDMENTS TO THE FREDERICK COUNTY CODE, CHAPTER 48 ANIMALS AND FOWL, ARTICLE II NOISE, SECTION 48-23 UNREASONABLE NOISE UNLAWFUL, SECTION 48-24 ENFORCEMENT, AND SECTION 48-25 VIOLATIONS AND PENALTIES; AND CHAPTER 118 NOISE, SECTION 118-1 UNREASONABLE NOISE UNLAWFUL, SECTION 118-2 ENFORCEMENT, SECTION 118-3 VIOLATIONS AND PENALTIES, AND THE ADDITIONS OF SECTION 118-4 SPECIFIC PROHIBITIONS AND SECTION 118-5 EXCEPTIONS– FAILED

The Proposed Amendments Would Revise the Noise Ordinance to Adopt as the Standard for Prohibited Noise as “Plainly Audible” at Certain Points Beyond Its Source. Also, with Respect to Barking Dogs, the Proposed Revisions Further Require that Barking Occur at Least Once a Minute for Ten Consecutive Minutes

in Order to be Prohibited. The Proposed Amendments do not Generally Deviate from the General Principles of the Current Ordinance and Keeps the General Noise Prohibition Limited to the RP, R4, R5 and MH Zoning Districts, with the Noise Prohibition being Applicable 9:00 P.M. to 6:00 A.M. The Proposed Amendments Also Expressly Provide that the Noise Prohibition Does Not Apply to a Bona Fide Agricultural Activity and Includes a Further List of other Activities that are not Subject to the Prohibition.

Mr. Williams provided background information on the proposed amendments noting the proposals will address recent action at the Virginia Supreme Court and have exceptions that will be more consistent with expectations of current practice regarding noise prohibition.

Supervisor Wells inquired whether the wording of the amendment is in compliance with the state code. Mr. Williams said there is no approved wording.

Chairman DeHaven opened the public hearing. The speakers were:

Robin Young, Back Creek District, noted that agricultural equipment noise can be disturbing but is not addressed by the ordinance.

Shawn Graber, Back Creek District, asked how you can get a dog to stop barking and where private property rights start and stop. He asked the Board to let the issue die.

Chairman DeHaven closed the public hearing.

Supervisor Trout moved for approval of the proposed amendments as presented. The motion died for lack of a second.

PROPOSED AMENDMENTS TO THE FREDERICK COUNTY CODE, CHAPTER 52 BUILDING CONSTRUCTION, SECTION 52-5 ISSUANCE OF PERMITS AND CHAPTER 143 STORMWATER/EROSION AND SEDIMENT CONTROL, SECTION 143-195 ISSUANCE, TIME LIMIT, MODIFICATION, MAINTENANCE, TRANSFER AND/OR TERMINATION OF FREDERICK COUNTY LAND-DISTURBING PERMIT AND VSMP AUTHORITY PERMIT – APPROVED

The Proposed Amendments Would Require that any Delinquent Real Estate Taxes and Other Charges that Constitute a Lien on a Property, that are Owed to the Locality, be Paid before the Locality Accepts an Application for a Building Permit or Stormwater/Erosion and Sediment Control Permit for the Property. The Proposed Ordinance Amendments Would Apply to New Construction and Additions but Would not be Applicable to Emergency Work.

Mr. Williams explained the purpose of the amendments saying the Treasurer is in favor of the amendment requiring delinquent taxes to be paid prior to permits being granted.

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

Supervisor Wells moved for approval of the proposed amendments as presented.

Supervisor McCarthy 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		

PROPOSED AMENDMENTS TO THE FREDERICK COUNTY CODE, CHAPTER 155 TAXATION, ARTICLE VIII TAX ON PURCHASERS OF UTILITY SERVICE, SECTION 155-34 TAX IMPOSED– APPROVED

This Proposed Amendment Would Correct a Typographical Error within Section 155-34 (A)(1)(a)(2)(c) which Provides the Formula by which the Tax on Electricity is Calculated when the Electricity is being Consumed by Multiple Dwellings or Units through a Master Meter. The Subsection, Currently, Erroneously Refers to Apartment Houses or Multiple-Family Dwellings Utilizing Gas Service, not Electric Service.

Mr. Williams explained the amendments saying they are technical and typographical corrections.

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

Supervisor Trout moved for approval of the proposed amendments to Chapter 155 Taxation as presented. Vice Chairman Lofton 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		

PLANNING COMMISSION BUSINESS

Public Hearings

REZONING #05-17 FOR O.N. MINERALS (CHEMSTONE) d/b/a CARMEUSE LIME & STONE – APPROVED

To Amend the Proffers for this Property; Rezoning 394.2 Acres from the EM (Extractive Manufacturing) District with Proffer to the EM (Extractive Manufacturing) District with Revised Proffers. The Properties are Situated Generally West of the Town of Middletown. Specifically, the Middle Marsh Property is Located East of Belle View Lane (Route 758), and West and Adjacent to Hites Road (Route 625) and is Further Traversed by Chapel Road (Route 627). The Northern Reserve is Bounded to the South by Cedar Creek and is West and Adjacent to Meadow Mills Road (Route 624). The Properties are Identified with Property Identification Numbers 83-A-109 and 90-A-23 in the Back Creek Magisterial District.

Ms. Perkins explained the request to rezone 394.2+/- acres from the EM (Extractive Manufacturing) District with proffers to the EM (Extractive Manufacturing) District with revised proffers. The Middletown site was originally rezoned to the EM (Extractive Manufacturing) District with Rezoning #03-06 for O-N Minerals (Chemstone) which was approved in 2008. She said the Applicant is proposing an amendment to the approved proffers from Rezoning #03-06. She noted the request had been denied on July 25 with that vote having been rescinded on August 8 and scheduled for this current public hearing. She said the current proffers include clarification of the hours of operation.

Supervisor Trout requested clarification of the term ‘major holidays’ and the Applicant’s representative, George McKotch, said the term encompasses the main 11 holidays usually recognized.

Supervisor McCarthy asked whether the applicant would be amenable to adding the language “No operations will occur on Saturday and Sunday.” Mr. McKotch agreed to include the new language.

Chairman DeHaven opened the public hearing.

Richard Dye, owner of 65 acres adjacent to the subject property, said his concern is the postponing of the berm on the southeast side adjacent to his property. He said he would prefer that berm be built sooner to allow the trees to mature and grow in. He said he would like the applicant to be required to build the berm 10 years in advance of mining as they agreed to in 2008.

Robin Young, Back Creek District, thanked the Board for the reconsideration of the request. She asked the Board to vote yes and benefit the neighbors by agreeing to the new proffers. She noted the 30-some petitions received by the Board in favor of the new proffers.

Keon Banks, Back Creek District, thanked the Board for its patience to allow a good decision to be made and said he is in favor of the new proposal.

Vickie West, Back Creek District, said she did not want the Board to vote yes. She asked if the Board had done all the impact studies. She asked the Board to vote no or hold off for more study.

Chairman DeHaven closed the public hearing.

Vice Chairman Lofton moved for approval of rezoning #05-17 with the updated proffers. Supervisor McCarthy seconded the motion.

Supervisor McCarthy moved to amend the previous motion to make the approval contingent upon the applicant presenting amended proffer language to read:

- 1- Hours of operation for the property north of Chapel Road shall be only 6:00 am to 10:00pm, Monday through Friday.
- 2- There will be no operations on major holidays.
- 3- There will be no operations of Saturday or Sunday.

Supervisor Dunn seconded the motion to amend the main 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.	No
Judith McCann-Slaughter	No		

The amended main motion for approval of rezoning #05-17 with additional proffer language specified as: 1- Hours of operation for the property north of Chapel Road shall be only 6:00 am to 10:00 pm, Monday through Friday; 2-There will be no operations on major holidays; and 3-There will be no operations on Saturday or Sunday; 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.	No
Judith McCann-Slaughter	No		

REZONING #02-18 FOR ST. PAUL'S ON THE HILL - APPROVED

Submitted by Greenway Engineering, Inc., to Rezone 4.971+/- Acres from the RP (Residential Performance) District to the RP (Residential Performance) District with Proffers. The Property is Located at 1527 Senseny Road and is Identified by Property Identification Number 54-A-128 in the Red Bud Magisterial District.

Ms. Perkins summarized the request to rezone a total of 4.971+/- acres of land to the RP (Residential Performance) district with Proffers to restrict the use of the subject property to a church and housing for older persons. She said the site is located within the Sewer and Water Service Area (SWSA) and the Urban Development Area (UDA), and the Property is currently designated in the Senseny/Eastern Frederick Urban Area Plan of the 2035 Comprehensive Plan for institutional land use with environmental resources. She continued saying while the current land use plan designation is inconsistent with the current RP Zoning, the Applicant is seeking an amendment to the Comprehensive Plan to designate this property as Urban Center.

Ms. Perkins explained the proffer as follows: Development on the Property shall be limited

to a Church, and to Housing for Older Persons as that term is defined in 42 USC § 3607(b)(2) and regulations issued thereunder, and any applicable state law or local ordinance; and provided further that as to 100% of the housing units, each unit shall be rented or sold such that at least one resident in each unit is a person at least age 55 or over. She added the Comprehensive Plan Amendment is being processed concurrently with this proposed rezoning and noted the Planning Commission recommended approval of this rezoning at their meeting on August 15, 2018.

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

Vice Chairman Lofton and staff members discussed the age restriction and the requirement that only one household member be over the ages of 55. Supervisor Dunn said the original intent was for the age restriction to be 62 and older, but federal regulations had complicated that proposal.

Paul Brown of Wesley Housing, speaking for the Applicant, said the intent is for 100% of the units to house low income seniors, and the age restriction for one member being of 55 or over instead of 62 and over allows some flexibility for extended family members in the households.

Supervisor Dunn moved for approval of rezoning #02-18 for St. Paul’s on the Hill. Supervisor McCarthy seconded the motion.

The Board discussed the possibility of school-age children residing in the age-restricted units, the total number of proposed units as 70 (59 one-bedroom and 11 two-bedroom), and the number of units that could be built by-right with no age restriction as being 49.

The motion for approval of rezoning #02-18 carried on a roll call vote as follows:

Blaine P. Dunn	Aye	Shannon G. Trout	Aye
Gary A. Lofton	No	Robert W. Wells	No
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Aye
Judith McCann-Slaughter	Aye		

CPPA #01-18 ST. PAUL’S ON THE HILL – LAND USE DESIGNATION AMENDMENT REQUEST - APPROVED

This is a Request to Change the Land Use Designation for One Parcel of Land that Totals 4.971 Acres. The Property is Identified by Property Identification Number 54-A-128 and is Located at 1527 Senseny Road in the Red Bud Magisterial District. The Property is Located within the Sewer and Water Service Area (SWSA) and the Urban Development Area (UDA). The Property is Currently Designated in the Senseny/ Eastern Frederick Urban Area Plan of the 2035 Comprehensive Plan for Institutional Land Use with Environmental Resources. The Applicant is Requesting to Change the Current Institutional Designation to Urban Center.

Ms. Perkins explained the request for amendment to the Senseny/Eastern Frederick Urban Area Plan of the 2035 Comprehensive Plan saying the Applicant is requesting to change the future land use designation from Institutional to Urban Center to allow for the construction of 70-unit age-restricted, low-income apartment building. She said the subject property contains 4.971+/- acres, has an address of 1527 Senseny Road, and is identified with Property Identification Number 54-A-128. She noted the property is located within the Sewer and Water Service Area (SWSA) and the Urban Development Area (UDA). Ms. Perkins continued saying the Property is designated in the Senseny/Eastern Frederick Urban Area Plan of the 2035 Comprehensive Plan for institutional land use with environmental resources with the institutional land use being reflective

of the existing church located on the property. She added that land uses surrounding the subject property include institutional, residential and The Greenwood Urban Center, and the Applicant is requesting to change the future land use from Institutional to Urban Center.

Ms. Perkins noted that the subject property is currently zoned RP (Residential Performance) District, and the current by-right density for this Property if developed with townhouses or garden apartments would be 10-units per acre, or 49 units. She said the Owner is seeking to construct a 70-unit age-restricted low-income apartment building which would equate to 14-units per acre. She said the Applicant is seeking to change the land use designation to Urban Center as this designation would allow for up to 20-units per acre by-right. She noted the Applicant has now received a rezoning to restrict the use of the property to a church and housing for elderly households (Rezoning #02-18). Ms. Perkins concluded saying the Planning Commission recommended approval of the amendment.

Vice Chairman Lofton and Ms. Perkins discussed the possibility of the Church subdividing the property.

At the request of Supervisor Dunn, Ms. Perkins explained the relationship of the current request to the rezoning request approved immediately prior this item. She said the original intent was a comprehensive plan amendment changing the land use designation from institutional to urban center to allow for the higher density housing. She said to address concerns about school-age children moving into the high-density development, the age restriction requirement was added via proffer in the rezoning request. She added the two requests were being processed concurrently.

Evan Wyatt, representing the Applicant, noted to do the multifamily development, the property needed to be designated as urban center. Supervisor Dunn noted the site is directly across the street from the urban center zone.

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

Supervisor Dunn moved for approval of CPPA #01-18 St' Paul's on the Hill land use designation amendment. Supervisor McCarthy seconded the motion.

Vice Chairman Lofton said he was not completely opposed to the land use designation change, but he still had concerns about the long-term effects of the change.

The motion for approval of CPPA #01-18 was carried on a roll call vote as follows:

Blaine P. Dunn	Aye	Shannon G. Trout	Aye
Gary A. Lofton	No	Robert W. Wells	No
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Aye
Judith McCann-Slaughter	Aye		

CONDITIONAL USE PERMIT #08-18 FOR TRAILER DROP, LLC - APPROVED

Submitted by GreyWolfe, Inc., for a Tractor Truck and Tractor Truck Trailer Parking Use as a Conditional Use in the M1 (Light Industrial) District. The Property is in Stonewall Industrial Park at the End of McGhee Road (Route 861), Winchester, Virginia and is Identified with Property Identification Number 43-19-64 in the Stonewall Magisterial District.

Mr. Cheran described the request for a Conditional Use Permit (CUP) for a tractor truck and tractor truck trailer parking area located within the Stonewall Industrial Park adding that the

CUP use would not have any significant impacts on the adjoining properties. He said the 2035 Comprehensive Plan identifies this property within an area of the County intended to remain industrial in nature, and this CUP should implement the policies expressed in the Comprehensive Plan, in particular addressing future Route 37 which is a feature of the County's Eastern Road Plan.

Mr. Cheran said the Planning Commission expressed that this application should address the Route 37 right-of-way and should ensure that structures associated with the use are not located in the future right-of-way. He said should the Board of Supervisors find this use appropriate, the Planning Commission recommends the following conditions be placed on the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. The site plan for this property shall be designed to accommodate the future Route 37 right-of-way. No structures shall be located within the future Route 37 right-of-way.
3. The site shall meet the requirements of the Frederick County Zoning Ordinance Section 165-204.24 Tractor truck and Tractor truck trailer parking.
4. At such time this property develops with a by-right M1 light industrial use, this conditional use permit shall be null and void.
5. Any expansion or change of use shall require a new Conditional Use Permit.

The Applicant, Gary Oates of GreyWolfe Inc., said there will be nothing built in the Route 37 right-of way.

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

Supervisor Slaughter moved for approval of Conditional User Permit #08-18 for Trailer Drop, LLC. 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		

REVOCATION OF CONDITIONAL USE PERMIT #13-96 (HOGUE CREEK COUNTRY MARKET) FOR WINCHESTER 101 LLC – NO FURTHER ACTION TAKEN

This Conditional Use Permit is Proposed to be Revoked Due to Violations of Conditions 4 and 7 from Conditional Use Permit #13-96 which Pertains to Buffers, Lighting Pollution, Noise, Debris and Hours of Operation. The Property is Located at 4780 Northwestern Pike, Winchester, Virginia and is Identified with Property Identification Number 40-A-66D in the Gainesboro Magisterial District in the RA (Rural Areas) Zoning District.

Mr. Cheran said at the July 25, 2018, meeting the Frederick County Board of Supervisors directed that CUP #13-96, Hogue Creek Country Market be presented to the Planning Commission and Board of Supervisors for potential revocation through the process described in the Frederick County Zoning Ordinance for the revocation of a Conditional Use Permit (CUP). He said the Planning Commission held a public hearing on August 15, 2018 and recommended that the CUP #13-96, Hogue Creek Country Market, not be revoked at this time.

Mr. Gifford Hampshire, the attorney representing the Owner, said the Owner wants to be a good neighbor, has only owned the property since 2014, and has addressed complaints promptly. He listed changes in lighting and signage that have been added in response to complaints. He said

the Owner has gone above and beyond to address concerns and has implemented a policy to begin closing procedure at 11:45 pm to ensure a midnight closure.

Mr. Hampshire said the County ordinance states that permit revocation is allowed only for certain things including repeated violations. He noted that there is only one citation to the Owner even though there are other complaints. He asked that the Board listen to the citizens who have said they want the business to remain open. He said the complainant, Mrs. Menefee, told the Planning Commission she is not necessarily in favor of revocation, but wants her concerns addressed.

Chairman DeHaven opened the public hearing. The speakers were:

Robin Menefee, Gainesboro District, said she is the adjoining property owner. She reviewed photos showing the changes and growth in the business over the years since the CUP was granted. She noted her concerns including a fence that went unrepaired allowing trash from the business to blow onto her property.

Edward Menefee, Gainesboro District, said he is an adjoining property owner, said he did not wish to close the business, but wished to request some changes to make things better for the community. He read a letter from his former tenant listing concerns about the business. He asked for more conditions on the business including a definition of the word “closed” and asked that the Board delay voting on the matter until a later meeting.

Beth Potts, frequent customer of the store said it would be a shame for the store to close over issues that have been fixed.

Mark Stivers, Gainesboro District, said that looking back the store was a country store but has grown until when it is a very large enterprise next to a residential property. He asked the Board how the “creep” occurred that has resulted in the large business that exists. He said this is a lesson for the County in the future.

Ray Hiner, Back Creek District, said a business is going to grow and that is part of living next to a business. He said the complaints have been addressed. He asked why the business can’t have 24-hour operations if they comply with the rules.

Robin Menefee, Gainesboro District, said there should be accountability. She said nothing is done until the County enforces conditions. She said the business will continue to grow and asked for help addressing the weaknesses of the permit.

Chairman DeHaven closed the public hearing.

Supervisor McCarthy moved that the Board not take any further action on the matter. Supervisor Dunn seconded the motion.

Supervisor McCarthy said he appreciates the owners having addressed the concerns but said a good neighbor addresses a problem before the County sends a citation. He said this is an example of why CUPs are bad ideas in these types of situations.

The motion for no further action 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		

Other Planning Items

DISCUSSION OF 2018 COMPREHENSIVE PLAN AMENDMENTS

Ms. Perkins said the Planning Department received two Comprehensive Plan Amendment (CPPA) requests by the June 1, 2018 deadline, and the Comprehensive Plans and Programs Committee (CPPC) met on July 9, 2018 to discuss the applications. She provided a summary and timeline for each request:

CPPA #02-18, for the Carter Tract – Sewer and Water Service Area (SWSA) Inclusion Request and Industrial Land Use Designation Request; Parcels 45-A-2, 45-A-7, 33-A-144 and 33-A-89. This is a request to expand the boundary of the Sewer and Water Service Area (SWSA) to include 213.8 acres of land and to designate the site for industrial land uses. The properties are currently zoned RA (Rural Areas) and the Northeast Frederick Land Use Plan shows the properties as remaining rural. The properties are located north of the CSX Railroad, south of Brucetown Road, and east/adjacent to the Clearbrook quarry in the Stonewall Magisterial District.

CPPC Recommendation: Consideration for further study

Frederick Water: A new comment was issued by Frederick Water for the Carter Tract request dated August 27, 2018, in connection with a possible swap-out of land currently in the SWSA.

CPPA #03-18, for Waverly Farm – Sewer and Water Service Area (SWSA) Inclusion Request; Parcels 33-A-69, 33-A-70, 44-A-80 and 44-A-80A. This is a request to expand the boundary of the Sewer and Water Service Area (SWSA) to include 145.50 acres of land; currently 51.36 acres of the site is within the SWSA. The properties are currently zoned RA (Rural Areas); however, the Northeast Frederick Land Use Plan designates these parcels for mixed use industrial/office and industrial uses. The properties are located south of Hopewell Road and west of Interstate 81, in the Stonewall Magisterial District.

CPPC Recommendation: Consideration for further study

CPPA #02-18, CARTER TRACT – SEWER AND WATER SERVICE AREA (SWSA) INCLUSION REQUEST AND INDUSTRIAL LAND USE DESIGNATION REQUEST; PARCELS 45-A-2, 45-A-7, 33-A-144 AND 33-A-89 – SENT TO PLANNING COMMISSION FOR STUDY

Supervisor Slaughter moved that the Board send CPPA #02-18, Carter Tract to the Planning Commission for further study in light of the memo of August 27 regarding the land swap which would result in a net zero gain in land in the SWSA as discussed at the Board work session. Supervisor Wells seconded the motion.

Mr. Tierney asked for clarification that the motion is intended to move the matter to study with the stipulation that there is a net zero gain in land in the SWSA. Supervisor Slaughter agreed with Mr. Tierney’s description of the motion. 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		

CPPA #03-18, WAVERLY FARM – SEWER AND WATER SERVICE AREA (SWSA) INCLUSION REQUEST; PARCELS 33-A-69, 33-A-70, 44-A-80 AND 44-A-80A – NOT SENT FORWARD FOR STUDY

Supervisor Slaughter moved that the CPPA #03-18 not be sent forward for study. Supervisor McCarthy seconded the motion.

Supervisor Slaughter said the historically the Board has not studied an area unless the infrastructure for development was in place. Vice Chairman Lofton said if the area is not

included, then it will not be considered for expansion. He said it is shortsighted not to look forward and study the area.

The motion to not study CPPA #03-18 carried on a roll call vote as follows:

Blaine P. Dunn	Aye	Shannon G. Trout	Aye
Gary A. Lofton	No	Robert W. Wells	Aye
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Aye
Judith McCann-Slaughter	Aye		

REQUEST FOR APPROVAL OF PUMP AND HAUL PERMIT FOR 165 CALDWELL LANE - APPROVED

Ms. Perkins said staff received a request seeking approval of a Pump & Haul Permit for an existing residence at 165 Caldwell Lane, Winchester, that has a noncompliant system installed by a previous owner. She said the request appears to comply with the code requirements and, therefore, Board consideration of the request is appropriate.

The Board and the Applicant discussed the existing pump and haul system, the safeguards on the newer systems, and the residency of the owner.

Supervisor Trout moved for approval of the pump and haul system at 165 Caldwell Lane. Supervisor Wells seconded the motion.

The Board and staff discussed whether the home qualifies for the system as a dwelling with a failed system and maintenance of a system by owners rather than tenants. Ms. Perkins said the dwelling has a failed system and qualifies for consideration of a pump and haul system.

Mr. Tierney said that there have been several pump and haul systems permitted over the years, and the practice has been when a home is un-occupiable without adding a pump and haul system, it is permissible. He said a pump and haul system is a solution of last resort.

The motion to approve the pump and haul system at 165 Caldwell Lane carried on a roll call vote as follows:

Blaine P. Dunn	No	Shannon G. Trout	Aye
Gary A. Lofton	Aye	Robert W. Wells	Aye
J. Douglas McCarthy	No	Charles S. DeHaven, Jr.	No
Judith McCann-Slaughter	Aye		

BOARD LIAISON REPORTS

Supervisor Trout provided an update on the last meeting of Frederick Water.

Vice Chairman Lofton provided an update on the last Social Services Board meeting.

CITIZEN COMMENTS - None

BOARD OF SUPERVISORS COMMENTS

SET PUBLIC HEARING ON FY 2018-2019 BUDGET AMENDMENT FOR A \$7.5 MILLION APPROPRIATION FOR ADDITIONAL FUNDS FOR THE AYLOR MIDDLE SCHOOL REPLACEMENT PROJECT FOR SEPTEMBER 26, 2018 - APPROVED

Supervisor Trout stated she wanted to disclose for the record, relative to this item and pursuant to the State and Local Government Conflict of Interests Act, that she is employed by Frederick County Public Schools as a teacher and therefore is a member of a group who is or may

be affected by the item, and that she is able to participate in the transaction fairly, objectively, and in the public interest.

Regarding the recent appropriation of \$45.5 million, Supervisor Trout said in light of the growth in the County the appropriated amount of \$45.5 million is not enough to build a school of the appropriate size. She said she wishes to move forward with holding a public hearing on an additional \$7.5 million to be allocated for an Aylor replacement which will meet the original School Board request of \$52 million with an additional \$1million to allow for inflation. Supervisor Trout noted the Board had made mistakes in school construction in the past, citing Sherando High School opening at 90% capacity in 1993. She said the need for a fourth high school is undeniable. Regarding the School Board's intention to return the old Aylor Middle School to the County as surplus, she said the minutes of the recent School Board meeting indicate that they will surplus the building. She said the Board needs to continue working with the School Board for the success of the community.

Supervisor Trout moved that the Board of Supervisors set a public hearing for September 26, 2018, to consider an FY 2018-2019 budget amendment for the appropriation of \$7.5 million to be used as additional funds for the Aylor Middle School replacement project. Supervisor Wells seconded the motion.

Supervisor McCarthy said he is open to discussion on appropriation of additional funds, but that he would like the School Board to pass a resolution on their intention to surplus the old Aylor Building as well as the old school bus depot building site.

Supervisor Trout said the intention to surplus is in the School Board minutes, and the School Board should be trusted. Supervisor McCarthy said that if the intention is real, then placing it in writing should not be a problem. Supervisor Trout noted that the School Board minutes are effectively putting the issue in writing.

Supervisor Dunn discussed the issue of how education is delivered and differences in philosophies. He said the School Board will be requesting over \$200 million in the next few years. He suggested postponing the matter for further discussion.

Supervisor Wells said his district is growing rapidly. He said he does not wish to burden the taxpayer, but the new middle school will need to be added to soon if it is not built to the appropriate size.

Supervisor Trout noted that local government moves slowly, and she encouraged the Board to vote to hold the public hearing in order not to delay the School Board as they plan for the fall bond cycle.

The motion to set the public hearing on an additional \$7.5 million appropriation for September 26, 2018, carried on a roll call vote as follows:

Blaine P. Dunn	No	Shannon G. Trout	Aye
Gary A. Lofton	No	Robert W. Wells	Aye
J. Douglas McCarthy	Aye	Charles S. DeHaven, Jr.	Aye
Judith McCann-Slaughter	No		

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor Trout, the meeting was adjourned at 9:42 p.m.

B

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, September 19, 2018
8:00 a.m.
107 NORTH KENT STREET, WINCHESTER, VIRGINIA

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, September 19, 2018 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Charles DeHaven; Gary Lofton; Jeffrey Boppe; and Angela Rudolph. Non-voting liaison: Ellen Murphy, Commissioner of the Revenue.

Committee Members Absent: William Orndoff, Treasurer (non-voting liaison).

Staff present: Cheryl Shiffler, Finance Director; Sharon Kibler, Assistant Finance Director; Jennifer Place, Budget Analyst; Kris Tierney, County Administrator; Rod Williams, County Attorney; John Bishop, Transportation Director; LeeAnna Pyles, Public Safety Communications Director; and Jon Turkel, Assistant Parks & Recreation Director.

Others Present: David Sovine, FCPS Superintendent; and Patty Camery, FCPS Executive Director of Finance.

NO ACTION REQUIRED

1. The Finance Director presents FY 2018 Year End financial information. See attached, p. 3 – 10.
2. The FCPS Finance Director provides FY 2018 Year End financial information and is available for discussion. See attached, p. 11 – 36.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

Items 5 and 8 were approved under consent agenda.

3. The FCPS Finance Director requests a School Operating Fund and General Fund supplemental appropriations in the amount of \$316,537.71. This amount represents a carry forward of unspent, restricted grant funds. See attached memo, p. 37. The committee recommends approval.
4. The FCPS Finance Director requests a School Operating Fund and General Fund supplemental appropriations in the amount of \$186,878.76. This amount represents a carry forward of unspent FY18 school operating funds for the purchase of a school bus and security equipment. Local funds are required. See attached memo, p. 37. The committee recommends approval.
5. The Public Safety Communications Director requests a General Fund supplemental appropriation in the amount of \$14,166.88. This amount represents an insurance reimbursement for a lightning strike. No local funds required. See attached memo, p. 38 – 40.
6. The Transportation Director requests a public hearing for a Development Projects Fund supplemental appropriation in the amount of \$9,370,435.09. This amount represents additional funds for the I81 Bridge/Tevis/Roundabout/Airport Road/Northern Y project. No local funds are required as the project costs are part of revenue sharing agreements and split between VDOT and private partners. See attached information, p. 41 – 63. The committee recommends holding a public hearing.

7. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$41,600 from proffer funds. This amount represents utility infrastructure at Northwest Sherando Park. See attached proffer policy and request, p. 64 – 65. The committee recommends approval.
8. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$2,550. This amount represents donated funds for the purchase of park benches. No local funds required. See attached memo, p. 66.

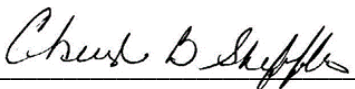
ITEMS FOR INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for August 2018. See attached, p. 67.
2. The Finance Director provides financial statements ending August 31, 2018. See attached, p. 68 – 78.
3. The Finance Director provides an FY 2019 Fund Balance Report ending September 14, 2018. See attached, p. 79.

Respectfully submitted,

FINANCE COMMITTEE

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

By 

Cheryl B. Shiffler, Finance Director

County of Frederick

Year Ended June 30, 2018



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

- Actual Revenues \$178,467,052
- Actual Expenditures \$182,278,828

Revenue and Expenditure detail on following slides
(Expenditures do not include \$959,489 in outstanding encumbrances)

Budgeted Revenue

	FY17 ACTUAL	FY18 BUDGETED	FY18 ACTUAL	FY18 VARIANCE
*Property Taxes	112,671,029	117,132,094	120,263,900	3,131,806
Other Local Taxes	35,820,353	35,717,875	37,261,859	1,543,984
Permits / Fees	2,422,501	2,004,806	2,294,005	289,199
Fines / Forfeitures	468,331	415,400	299,419	(115,981)
Rev. from Use of Prop.	297,082	203,241	665,535	462,294
Charges for Services	2,780,201	3,076,558	2,822,424	(254,134)
Miscellaneous	1,056,315	273,373	372,121	98,748
Recovered Costs	3,412,858	1,628,130	3,479,386	1,851,256
State / Fed	10,622,309	10,894,404	11,008,403	113,999
TOTALS	169,550,979	171,345,881	178,467,052	7,121,171

*Includes reimbursement for PPTRA.

Property Taxes

	FY 17 ACTUAL	FY 18 BUDGETED	FY 18 ACTUAL	FY 18 VARIANCE
Real Estate	54,201,317	56,920,998	58,126,356	1,205,358
Public Service	2,459,573	2,394,000	2,798,525	404,525
Personal Property	46,401,432	48,970,036	49,397,962	427,926
Machinery and Tools	7,469,365	7,347,060	7,751,959	404,899
Short Term Rental Tax	232,015	0	236,437	236,437
Penalties / Interest	1,546,685	1,300,000	1,594,260	294,260
Admin Fees - Treasurer	360,642	200,000	358,401	158,401
TOTALS	112,671,029	117,132,094	120,263,900	3,131,806

*Includes state reimbursement for PPTRA.

Other Local Taxes

	FY17 ACTUAL	FY18 BUDGETED	FY18 ACTUAL	FY18 VARIANCE
Sales Tax	13,613,239	13,730,001	14,060,202	330,201
Communications Tax	1,274,429	1,300,000	1,234,588	(65,412)
Utility Taxes	3,598,024	3,150,000	3,764,949	614,949
Business License	6,986,765	7,000,000	7,121,488	121,488
Motor Vehicle Decals	2,577,080	2,300,000	2,673,761	373,761
Bank Stock & Franchise	417,798	460,000	549,535	89,535
Taxes on Wills & Recordation	1,638,399	1,670,420	1,813,793	143,373
Meals & Room Taxes	5,672,541	6,069,294	6,006,378	(62,916)
Street Lights/Star Fort Fees	42,078	38,160	37,165	(995)
TOTALS	35,820,353	35,717,875	37,261,859	1,543,984

Permits / Fees

	FY17 ACTUAL	FY18 BUDGETED	FY18 ACTUAL	FY18 VARIANCE
Dog License	47,373	42,000	42,408	408
Land Use Application Fees	5,525	3,400	6,375	2,975
Development Review Fees	376,290	350,296	505,008	154,712
Building Permits	1,547,484	1,294,640	1,300,429	5,789
Transfer fees	3,288	3,000	3,246	246
Electrical Permits	114,576	101,490	115,966	14,476
Plumbing Permits	27,397	18,920	23,403	4,483
Mechanical Permits	107,138	70,950	105,233	34,283
Sign Permits	5,150	4,000	7,575	3,575
Fire Permits and Inspections	2,140	1,960	2,880	920
Land Disturbance Permits	158,278	103,150	179,658	76,508
2% State Fees	6,612	11,000	1,124	(9,876)
Transfer Develop. Rights	600	0	200	200
Septic Hauler/Sewage Install.	650	0	500	500
TOTALS	2,402,501	2,004,806	2,294,005	289,199

Unspent Budgeted Expenditures by category

	FY18 AMENDED			
	FY 17 ACTUAL	BUDGET	FY 18 ACTUAL	FY18 VARIANCE
Administration	11,468,539	12,291,858	11,591,964	699,894
Judicial	2,502,772	2,720,768	2,490,866	229,902
Public Safety	32,727,564	40,625,963	38,797,094	1,828,869
Public Works	4,587,590	6,899,851	5,631,147	1,268,704
Health / Welfare	8,502,037	9,300,883	9,012,698	288,185
Community College	78,819	76,320	76,320	0
Parks, Rec. & Cultural	6,110,878	7,816,314	6,497,972	1,318,342
Community Development	2,386,464	4,111,496	3,993,886	117,610
Transfers	93,557,343	105,361,113	104,186,881	1,174,232
TOTAL	161,922,006	189,204,566	182,278,828	6,925,738

Detail presented on following pages.

Budgeted Expenditures by department

	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
ADMINISTRATION				
Board of Supervisors	251,315	354,004	251,905	102,099
County Administrator	804,239	846,030	810,024	36,006
County Attorney	360,842	387,837	384,459	3,378
Human Resources	502,017	562,572	516,169	46,403
Independent Auditor	63,500	66,000	63,500	2,500
Comm. of Revenue	1,314,989	1,397,274	1,382,280	14,994
Reassessment	303,847	384,513	373,465	11,048
Treasurer	1,255,956	1,464,133	1,418,324	45,809
Finance	825,846	869,539	829,674	39,865
IT /GIS	1,342,059	1,579,248	1,522,836	56,412
MIS	603,348	587,372	575,308	12,064
Other	3,238,991	3,430,435	3,160,543	269,892
Electoral Board	425,502	162,493	119,166	43,327
Registrar	176,088	200,408	184,311	16,097
SUBTOTAL	11,468,539	12,291,858	11,591,964	699,894

Budgeted Expenditures by department

JUDICIAL	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Circuit Court	63,476	71,500	68,305	3,195
Gen. District Court	25,645	21,545	17,793	3,752
J&D Court	18,425	24,909	20,763	4,146
Clerk	743,871	825,418	740,660	84,758
Law Library	11,258	12,000	12,374	(374)
Comm. Attorney	1,447,027	1,558,402	1,453,553	104,849
Victim Witness	193,070	206,994	177,418	29,576
SUBTOTAL	2,502,772	2,720,768	2,490,866	229,902

Budgeted Expenditures by department

PUBLIC SAFETY	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Sheriff	13,107,640	14,565,786	14,150,153	415,633
Vol. Fire Depts.	975,617	1,385,857	1,201,533	184,324
Ambul. / Rescue	309,250	400,462	400,462	0
Jail / Juv. Detention	5,675,952	5,670,699	5,667,459	3,240
Juvenile Court	152,957	178,107	113,427	64,680
Inspections	1,211,823	1,382,694	1,238,157	144,537
Fire & Rescue	10,009,771	14,708,338	13,899,448	808,890
Public Comm.	1,284,554	2,334,020	2,126,455	207,565
SUBTOTAL	32,727,564	40,625,963	38,797,094	1,828,869

Budgeted Expenditures by department

PUBLIC WORKS	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Road Admn.	9,732	18,500	12,310	6,190
Street Lights/Star Ft	35,808	38,160	32,503	5,657
Engineering	386,173	434,349	362,852	71,497
Refuse Collection	1,196,342	2,958,558	2,285,452	673,106
Refuse Disposal	519,821	589,464	534,281	55,183
Litter Control Grant	21,917	30,317	17,961	12,356
Maintenance Admn.	573,691	647,025	606,096	40,929
County Ofc. Bldg.	1,250,222	1,466,988	1,098,546	368,442
Animal Shelter	593,884	716,490	681,146	35,344
SUBTOTAL	4,587,590	6,899,851	5,631,147	1,268,704

Budgeted Expenditures by department

HEALTH/WELFARE	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Local Health Dept.	393,867	398,774	398,774	0
Ch. 10 Board	343,440	377,784	377,784	0
Social Services	7,103,357	7,921,325	7,512,898	408,427
Area on Aging	63,000	63,000	63,000	0
Prop. Tax Relief	598,373	540,000	660,242	(120,242)
SUBTOTAL	8,502,037	9,300,883	9,012,698	288,185

Budgeted Expenditures by department

COMMUNITY COLLEGE	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Community College	78,819	76,320	76,320	0
SUBTOTAL	78,819	76,320	76,320	0
Parks/Rec. Admn.	668,112	1,272,059	1,098,455	173,604
Parks Maintenance	1,118,089	95,792	97,307	(1,515)
RecCtr/Playgrnds	2,505,860	2,724,051	2,537,763	186,288
Clearbrook Park	414,704	1,129,357	817,098	312,259
Sherando Park	461,756	1,507,154	859,448	647,706
Regional Library	942,357	1,087,901	1,087,901	0
SUBTOTAL	6,110,878	7,816,314	6,497,972	1,318,342

Budgeted Expenditures by department

COMMUNITY DEV	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Planning	1,043,068	1,202,552	1,109,323	93,229
EDA	1,052,745	2,582,770	2,582,770	-
Zoning Board	3,584	6,313	6,001	312
Building Appeals	0	561	0	561
NSV Reg. Comm.	45,915	58,359	58,359	-
Soil & Water	7,000	7,000	7,000	-
Extensions	234,152	253,941	230,433	23,508
SUBTOTAL	2,386,464	4,111,496	3,993,886	117,610

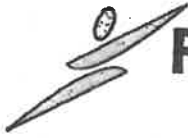
Budgeted Expenditures by department

TRANSFERS	FY18 AMENDED			
	FY17 ACTUAL	BUDGET	FY18 ACTUAL	FY18 VARIANCE
Transfers / Contingencies	93,557,343	105,361,113	104,186,881	1,174,232
SUBTOTAL	93,557,343	105,361,113	104,186,881	1,174,232
GRAND TOTAL	161,922,006	189,204,566	182,278,828	6,925,738

General Fund Unreserved Fund Balance

\$45.4 million

Policy minimum \$30.8 million



Frederick County Public Schools


... to ensure all students an excellent education

Executive Director of Finance

cameryp@fcpsk12.net

DATE: September 4, 2018

TO: School Board Finance Committee Members
David T. Sovine, Ed.D., Superintendent of Schools

FROM: Patty Camery, Executive Director of Finance 

SUBJECT: Financial Reports for Fiscal Year 2017-18

Attached are the year-end financial reports for fiscal year 2017-18. As of the date of this report, the financials are unaudited. Included are the statements of operations for all funds managed by the school system. This report summarizes the key activities within each fund.

Table of Contents

<u>Fund</u>	<u>Report</u>
School Operating Fund	Page 3
School Nutrition Fund	Page 8
School Textbook Fund	Page 10
School Capital Projects Fund	Page 12
School Construction Fund	Page 14
School Debt Service Fund	Page 16
School Health Insurance Reserve Fund	Page 18
Northwestern Regional Educational Programs Funds	Page 20
Consolidated Services Fund	Page 22
Special Grants Fund	Page 24
Private Purpose Funds	Page 26

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

School Operating Fund

The unobligated surplus for the fiscal year 2018 school operating fund is \$186,879, which is 0.11% of the \$162,796,518 total school operating fund budget.

The operational highlights of the fiscal (and school year) 2017-2018

- Expanded the instructional coaching model to all elementary schools to collaborate with teachers through targeted professional development and instructional strategies directly benefiting students
- Implemented a pilot preschool program at three school sites funded entirely by a federal grant
- Provided a division average 2.5 percent salary increase for all staff
- Replaced 11 school buses
- Served 13,444 students compared to a projected 13,403 student enrollment

Summary budget statistics

1. The original (beginning) budget for the school operating fund for FY 2018 was \$159,879,495.
2. Budget adjustments of \$2,917,023 resulted in the current budget balance of \$162,796,518 and included the following:
 - a. encumbrance or undelivered commitments of \$1,032,256
 - b. carry-forward restricted grant receipts of \$285,004 from FY 2017
 - c. carry-forward surplus funds for school buses of \$997,265 from FY 2017
 - d. supplemental appropriation for VPI+ federal preschool grant of \$502,499
 - e. supplemental appropriation for NOAA Grant of \$100,000

Summary financial statistics

1. Actual FY 2018 revenues in the school operating fund were \$161,105,696.
2. Actual FY 2018 expenses and encumbrances totaled \$160,602,279.
3. Obligations for restricted programs in the amount of \$316,538 are a part of the year-end surplus and are reserved for appropriation to FY 2019.
4. An unobligated amount of \$186,879 remained at year-end.

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

	Budget	Actual	Variance
State Sales Tax revenue	\$ 14,637,446	\$ 13,884,503	(\$752,943)
Budgetary savings in payroll expenditures	\$130,899,382	\$130,228,999	\$670,383
Budgetary savings in schools and departmental expenditures	\$ 24,111,161	\$ 23,841,722	\$269,439
Unobligated Surplus for FY 2018			\$ 186,879

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

School Operating Fund – Continued

Understanding the Operating Fund Variances

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

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

Summary of Revenues and Expenditures

Unrestricted revenues exceeded expenditures by \$599,249 [line 11]. The variance for each revenue source and expenditure category is described in the following text. This amount is offset by \$95,832 in restricted program variances [line 14] resulting in the total operating fund surplus of \$503,416 [line 15], which is reduced by \$316,538 in carry-forward obligations. The final result is \$186,879 in unobligated surplus for FY 2018.

Unrestricted Revenues: \$154,363,215 [line 6]

Local Sources [line 1]

- \$838,858 in miscellaneous local revenue was received, including fees and charges to students and the public, as well as billings to other agencies, gifts and donations, rebates and refunds, rental charges for the use of school division facilities, and eRate reimbursement funds. Funds received from these sources were less than projected by \$21,973.

Commonwealth [line 2]

- \$73,315,350 in state revenues were received including Standards of Quality (SOQ) funding, sales tax receipts, incentive funding, categorical funding, lottery funds, and some miscellaneous funds were less than budgeted by \$1,049,410.
- SOQ funding was less than budgeted by \$114,538 due to less than projected average daily student membership qualifying for SOQ funding.
- Sales tax funding was significantly less than budgeted by \$752,943 due to June accelerated sales tax accounting changes as adopted by the General Assembly.
- All other state funding received was less than budgeted by \$181,929 due to enrollment changes in specific groups such as foster care and regional special programs.

Federal Government [line 3]

- \$3,375 in unrestricted, federal program revenues were received. A small amount of funding is provided each year based on the amount of federal land in the county. There is no notable variance in this section.

Local Government and Transfers [lines 4-5]

- \$80,205,632 were received from the County's General Fund – local government dollars. This total includes the prior year encumbrance and grant obligations, as well as the current year funding support from the local governing body.

School Operating Fund – Continued

Unrestricted Expenditures: \$153,763,966 [line 10]

Instruction [line 7]

- \$113,413,334 were expended for instructional purposes and includes costs incurred for classroom instruction, student support services, library and media services, instructional support services, and school administrative offices in the areas of regular education, special education, vocational education, gifted education, and the other categories of instruction. Seventy-four percent of all expenditures are in this category. The positive variance of \$396,838 is attributable to expenditure savings in personnel, school budgets and instructional departments.

Instructional and Administrative Technology [line 8]

- \$6,994,153 were expended for costs associated with division technology - instructional, administrative, and operational categories. Savings in employee compensation due to personnel turnover provided some funding to address device replacement cycles.

Support Services [line 9]

- \$33,356,478 were expended for costs associated with supporting the operations of the school division, including administration, services related to students' attendance and health, transporting students, and maintaining facilities. Savings in employee compensation in other categories provided additional funds to address facilities maintenance. The \$647,418 positive variance is due to personnel, vehicle maintenance, and utility savings.

Restricted program revenues and expenditures [lines 12 - 14]

Restricted Programs provide funding for specific initiatives. The majority of these revenues are based upon certain student populations or capabilities. Restricted program funding is associated with spending criteria as well as reporting criteria. The vast majority of restricted revenues come from the federal government, but a few are from state or miscellaneous sources. Restricted program revenues totaled \$6,742,481 for FY 2018, and program expenditures totaled \$6,838,313. The resulting negative balance of \$95,832 represents an amount of additional local funding toward those specific program budgets.

FY 2018 Operating Surplus (Revenues in Excess of Expenditures) \$503,416 [lines 15-17]

The total operating surplus for FY 2018 of \$503,416 is reduced by the amount of revenue received for a special purpose, but has not yet been encumbered. These funds are considered obligations against the surplus funds, total \$316,538, and include: 1) \$165,804.77 for SOL Algebra Readiness, 2) \$86,472.65 for the Apple Federal Credit Union mentor teacher program, 3) \$6,937.67 for eRate, 4) \$8,659.03 for project graduation, 5) \$46,587.98 for Chain of Checks mental health support, and 6) \$2,075.61 for the VA Star program. A separate appropriation request will be submitted for these amounts to be approved by the Board of Supervisors. The unobligated surplus for FY 2018 is \$186,879.

Frederick County Public Schools
 School Operating Fund
 Year Ended June 30, 2018

	(a) 2016-17 Actual*	(b) 2017-18 Original Budget	(c) 2017-18 Adjusted Budget	(d) 2017-18 Actual*	(e) Variance from Adj. Budget
SUMMARY					
Revenue from Local/Other Sources	\$ 986,746	\$ 967,716	\$ 1,081,028	\$ 997,325	\$ (83,698)
Revenue from the Commonwealth	\$ 72,102,244	\$ 75,982,926	\$ 75,988,968	\$ 74,566,843	\$ (1,022,125)
Revenue from the Federal Government	\$ 4,663,896	\$ 5,037,745	\$ 5,970,895	\$ 5,835,895	\$ (635,000)
Revenue from Local Governing Body	\$ 76,612,603	\$ 77,891,108	\$ 80,205,892	\$ 80,205,632	\$ 0
(A) TOTAL REVENUES	\$ 154,365,591	\$ 159,879,495	\$ 162,796,518	\$ 161,105,696	\$ (1,690,822)
Instruction	\$ 108,546,079	\$ 114,780,872	\$ 118,810,172	\$ 113,413,334	\$ 396,898
Instruction - Restricted Programs	\$ 6,057,928	\$ 7,201,672	\$ 7,960,887	\$ 6,838,118	\$ 1,122,078
Technology - Instructional & Administrative	\$ 7,401,454	\$ 6,710,581	\$ 7,022,063	\$ 6,994,153	\$ 27,910
Support Services	\$ 31,077,802	\$ 31,186,969	\$ 34,003,896	\$ 33,356,478	\$ 647,418
(B) TOTAL EXPENDITURES	\$ 153,083,263	\$ 159,879,495	\$ 162,796,518	\$ 160,602,279	\$ 2,194,238
* Actual fiscal year expenditures include encumbrances					
(C) REVENUE OVER EXPENDITURES	\$ 1,282,288	\$ -	\$ -	\$ 503,416	
(D) Obligated Funds-Special Programs	\$ 285,004			\$ 316,538	
(E) LOCAL FUNDS UNOBLIGATED AT JUNE 30	\$ 897,285			\$ 186,879	
(F) Percentage Surplus of Total Budget		0.64%		0.11%	

Unrestricted Revenues

(1) Revenue from Local Sources	\$ 703,520	\$ 901,546	\$ 860,891	\$ 838,858	\$ (21,973)
(2) Revenue from Commonwealth	\$ 71,054,942	\$ 74,404,830	\$ 74,364,769	\$ 73,315,950	\$ (1,048,810)
a Standards of Quality (SOQ)	\$ 51,244,151	\$ 52,594,173	\$ 52,594,173	\$ 52,479,635	\$ (114,538)
b Sales Tax	\$ 14,360,987	\$ 14,637,446	\$ 14,637,446	\$ 18,884,503	\$ (732,948)
c Incentive Accounts	\$ 518,000	\$ 885,329	\$ 885,329	\$ 884,753	\$ (576)
d Categorical	\$ 88,762	\$ 90,538	\$ 90,538	\$ 106,412	\$ 15,874
e Lottery-Funded Programs	\$ 4,970,805	\$ 5,984,944	\$ 5,984,944	\$ 5,779,498	\$ (205,486)
f Miscellaneous State	\$ 272,136	\$ 212,500	\$ 172,329	\$ 180,588	\$ 8,258
(3) Revenue from Federal Government	\$ 2,129	\$ 5,800	\$ 5,000	\$ 3,875	\$ (1,625)
(4) Transfers/ CarryOver/ Prior Year Encumbrances	\$ 1,574,482	\$ 617,478	\$ 2,832,002	\$ 2,832,002	\$ -
(5) Local Funds -Board of Supervisors	\$ 75,038,178	\$ 77,273,630	\$ 77,273,630	\$ 77,273,630	\$ -
(6) Total Unrestricted Revenues	\$ 148,978,097	\$ 158,202,884	\$ 156,496,222	\$ 154,963,215	\$ (1,078,007)

Unrestricted Expenditures

(7) Instruction	\$ 108,546,079	\$ 114,780,872	\$ 113,810,172	\$ 113,413,334	\$ 396,898
a Regular Education	\$ 80,583,184	\$ 84,960,992	\$ 84,488,007	\$ 84,148,199	\$ 322,808
b Special Education	\$ 17,944,484	\$ 19,508,676	\$ 19,084,336	\$ 19,054,919	\$ 29,417
c Vocational Education	\$ 7,591,834	\$ 7,758,365	\$ 7,710,291	\$ 7,670,075	\$ 40,216
d Gifted Education	\$ 900,416	\$ 997,950	\$ 932,230	\$ 930,485	\$ 1,745
e Other Education	\$ 1,808,666	\$ 1,372,603	\$ 1,433,838	\$ 1,431,969	\$ 1,869
f Summer School	\$ 200,360	\$ 223,282	\$ 164,511	\$ 168,729	\$ 782
g Adult Education	\$ 16,914	\$ 16,914	\$ 16,958	\$ 16,958	\$ -
(8) Instructional & Administrative Technology	\$ 7,401,454	\$ 6,710,581	\$ 7,022,063	\$ 6,994,153	\$ 27,910
a Instructional Technology	\$ 1,524,902	\$ 1,068,122	\$ 1,133,812	\$ 1,130,811	\$ 3,011
b Instructional Support Technology	\$ 3,457,861	\$ 3,594,739	\$ 3,594,631	\$ 3,577,066	\$ 17,585
c Administrative Support Technology	\$ 2,418,691	\$ 2,112,720	\$ 2,293,590	\$ 2,286,276	\$ 7,314
(9) Support Services	\$ 31,077,802	\$ 31,186,969	\$ 34,003,896	\$ 33,356,478	\$ 647,418
a Administration, Attendance & Health	\$ 6,629,360	\$ 7,219,473	\$ 7,080,823	\$ 6,908,987	\$ 181,837
b Pupil Transportation Services	\$ 8,762,472	\$ 9,135,822	\$ 10,073,183	\$ 9,884,838	\$ 188,317
c Operation and Maintenance	\$ 14,888,086	\$ 14,044,061	\$ 15,421,029	\$ 15,188,746	\$ 232,281
d Facilities	\$ 540,924	\$ 209,511	\$ 828,896	\$ 763,874	\$ 44,982
e Fund Transfers	\$ 559,951	\$ 577,512	\$ 590,034	\$ 590,034	\$ -
(10) Unrestricted Expenditures	\$ 147,025,335	\$ 152,677,823	\$ 154,836,131	\$ 153,763,966	\$ 1,072,165
(11) Unrestricted Revenue Over/(Under) Expense	\$ 1,947,762			\$ 839,249	

Numbers may not add correctly due to rounding.

Year Ended June 30, 2018

	(a) 2016-17 Actual*	(b) 2017-18 Original Budget	(c) 2017-18 Adjusted Budget	(d) 2017-18 Actual*	(e) Variance from Adj. Budget
Restricted Programs					
Revenue from Local/Other Sources	\$ 283,226	\$ 66,170	\$ 170,192	\$ 158,467	\$ (11,725)
a eRate Program	124,414	86,170	23,554	23,554	-
b Bridges to Success-Apple Federal CU	99,228	80,000	50,000	50,000	-
c NOAA Grant	22,581	-	50,050	38,825	(11,725)
d Claude Moore Foundation	37,032	-	-	-	-
e Chain of Checks-Mental Health	-	-	46,588	46,588	-
Revenue from Commonwealth	\$ 1,047,402	\$ 1,577,996	\$ 1,224,209	\$ 1,251,494	\$ 27,285
a Regional Juvenile Detention Center	562,026	572,000	585,808	584,992	(816)
b Special Education - In-Jail	92,856	96,000	96,870	95,350	(1,520)
c Early Reading Intervention	175,811	175,811	175,811	204,491	28,620
d SOL Algebra Readiness	119,747	117,901	117,901	119,946	2,045
e Other Special State Programs	96,962	89,284	247,775	246,774	(1,001)
f Excess Appropriation	-	527,000	44	-	(44)
Revenue from Federal Government	\$ 4,661,806	\$ 5,032,745	\$ 5,963,835	\$ 5,332,520	\$ (633,375)
a Title I, Part A	1,603,511	1,761,516	1,663,455	1,601,437	(64,017)
b Title I, Part D	53,988	52,402	87,756	43,333	(44,424)
c Title II, Part A Improve Teacher Quality	228,955	258,437	459,063	242,586	(216,477)
d Title III, Part A LEP	39,965	63,494	107,243	47,161	(60,082)
e Title VI-B IDEA Regular	2,543,464	2,603,823	2,689,976	2,489,130	(180,946)
f Title VI-B IDEA Preschool	44,592	44,592	44,592	44,593	1
g Perkins Vocational	146,981	146,481	148,637	148,637	-
h Virginia Preschool Initiative Plus	350	-	782,974	715,643	(67,331)
i Excess Appropriation	-	100,000	198	-	(198)
[12] Total Restricted Revenues	\$ 5,892,434	\$ 6,676,911	\$ 7,360,296	\$ 6,742,461	\$ (617,815)
Restricted Program Expenditures					
a eRate Program	78,020	86,170	42,933	85,995	6,938
b Bridges to Success - Apple Federal CU	1,809	80,000	97,919	31,447	(66,473)
c NOAA Grant	23,203	-	50,050	39,295	10,755
d Claude Moore Foundation	37,032	-	-	-	-
e Chain of Checks-Mental Health	-	-	46,588	-	46,588
f Regional Juvenile Detention Center	556,944	572,000	585,808	577,375	8,483
g Special Education - In-Jail	92,856	96,000	96,870	95,350	1,520
h Early Reading Intervention	264,619	287,686	287,686	287,096	600
i SOL Algebra Readiness	178,565	182,993	339,084	176,626	162,458
j Other Special State Programs	125,995	143,229	350,635	330,199	20,435
k Title I, Part A	1,603,085	1,761,516	1,667,470	1,603,453	64,017
l Title I, Part D	194,990	187,678	85,740	41,317	44,424
m Title II, Part A Improve Teacher Quality	228,955	258,437	459,063	242,586	216,477
n Title III LEP	39,965	63,494	107,243	47,161	60,082
o Title VI-B	2,543,539	2,603,823	2,689,976	2,489,824	180,452
p Perkins Vocational	146,481	146,481	148,637	148,637	-
q Virginia Preschool Initiative Plus	350	-	782,974	692,251	90,723
r Excess Appropriation	-	870,220	141,688	-	141,688
[13] Total Restricted Expenditures	\$ 6,057,923	\$ 7,201,672	\$ 7,960,987	\$ 6,838,313	\$ 1,122,073
[14] Restricted Revenue Over/(Under) Expense	\$ (65,494)			\$ (85,832)	
[15] All Revenue Over/(Under) Expense	\$ 1,282,269			\$ 503,416	
[16] Obligated Funds-Special Programs	285,004			316,539	
[17] LOCAL FUNDS UNRESTRICTED AND UNOBLIGATED AT JUNE 30	\$ 997,263			\$ 186,879	

Numbers may not add correctly due to rounding.

School Nutrition Fund

The food service operation completed the FY 2018 with revenues in excess of expenditures of \$225,438, which increases the fund balance to \$2,640,430. Of this fund balance, \$232,432 is the value of inventory at year-end and is categorized as non-spendable. The School Nutrition Services Program served meals over 177 days.

Even though the fund continues to realize a profit, revenue was less than expected due to a decline in the number of students buying meals. On average, 46 percent of the student membership participated in the food service program. Expenditures were significantly less than expected for the associated number of meals served.

1,095,393 lunches and 370,098 breakfasts were served throughout the 2017-2018 school year, which were 53,000 less meals than budgeted. The lunch prices for a full meal were \$2.60 for elementary, \$2.85 for middle, and \$2.85 regular lunch/\$2.95 pizza lunch for high school students. Other items were sold on an à la carte basis. The division food service operation produced an average of 13.34 meals per labor hour – 8,332 equivalent meals daily. As of June 2018, 35.7% of students were eligible for free or reduced-priced meals.

Revenue Variances:

Compared to budget, revenues were \$194,733 less than expected. The variance is the result of two main components: lunch sales and federal meal reimbursement through the National School Lunch Program.

- Lunch sales for full-priced meals were \$322,777 lower than expected. This variance is attributed to less than expected number of students participating who pay full price for meals and three less serving days due to inclement weather.
- Federal subsidies were \$60,940 greater than planned. This increase in revenue reflects changes in student meal participation patterns.

Expenditure Variances:

Compared to budget, expenditures were less than expected. \$2,179,851 of the total expenditure variance represents excess appropriation of prior year fund balance. The excess appropriation is carried forward to use if needed. The other operational variances are the result of the following:

- Labor cost was \$329,733 less than planned. Productivity gains were realized and overtime and substitute costs were less than anticipated.
- Food and supply costs were \$185,914 less than planned primarily due to less participation and three less serving days. The average food cost per meal was \$1.18 for FY 2018, just below the prior year.
- Contracted services, utilities, travel, and other miscellaneous expenses ended the year with a positive variance of \$1,181.

Frederick County Public Schools
 School Nutrition Fund
 Year Ended June 30, 2018

	(a)	(b)	(c)	(d)	(e)
	Actual 2015-2016	Actual 2016-2017	Adjusted Budget 2017-18	Actual 2017-18	Variance from Adj Budget
[1] Beginning Balance July 1	\$1,559,508	\$1,942,843	\$ 2,276,509	\$ 2,414,992	\$ 138,483
Revenues:					
[2] Interest on Bank Deposits	\$ 4,085	\$ 9,587	\$ 7,044	\$ 27,981	\$ 20,937
[3] Type A Lunches	1,535,600	1,532,909	1,739,834	1,417,057	(922,777)
[4] Breakfast Program	120,476	143,709	157,792	162,408	4,616
[5] All Other Sales and Adults	586,691	619,088	610,916	624,554	13,638
[6] Other Receipts	78,444	69,785	60,722	71,515	10,793
[7] State School Food Payments	89,227	96,634	98,609	103,208	4,599
[8] Federal Meals Reimbursement	2,469,058	2,568,918	2,594,292	2,659,172	60,940
[9] Transfers From School Operating	5,873	1,606	7,000	19,522	12,522
[10] Total Revenues	\$4,889,454	\$5,042,236	\$ 5,276,149	\$ 5,081,416	\$ (194,733)
Total Revenues and Beginning Balance	6,448,962	6,985,079	7,552,658	7,496,408	
Expenditures:					
[11] Salaries	\$1,759,359	\$1,801,735	\$ 2,024,328	\$ 1,786,943	\$ 237,985
[12] Fringe Benefits	609,765	691,313	837,845	746,098	91,747
[13] Contractual Services	61,946	65,936	90,248	90,247	1
[14] Utilities, Travel and Misc	51,605	51,567	70,516	69,336	1,180
[15] Food and Supplies	1,994,802	1,944,949	2,163,774	1,977,860	185,914
[16] Capital Outlay	28,642	14,587	186,095	186,095	-
[17] Appropriation Fund Bal. - Prior Year	-	-	2,179,851	-	2,179,851
[18] Total Expenditures	\$4,506,119	\$4,570,087	\$ 7,552,658	\$ 4,855,978	\$ 2,696,679
[19] Revenue Over / (Under) Expenditures	\$ 383,335	\$ 472,149	\$ -	\$ 225,438	
[20] Balance June 30	<u>\$1,942,843</u>	<u>\$2,414,992</u>	<u>\$ -</u>	<u>\$ 2,640,430</u>	
[21] Balance Nonspendable, Inventory	\$ 272,504	\$ 235,775		\$ 292,432	
[22] Balance Committed	\$1,670,339	\$2,179,217		\$ 2,407,998	

Numbers may not add correctly due to rounding.

School Textbook Fund

The textbook fund finished the year with an increase of \$224,696 resulting in a fund balance to \$2,911,443. The primary source of revenue for this fund comes from the Standards of Quality funding provided by the Commonwealth. The state funds require a local match equal to the composite index percentage.

Beginning fund balance for the School Textbook Fund was \$2,686,747. Revenues plus the beginning fund balance provide for the total available funds of \$4,187,033. For FY 2018, state funds of \$895,167 plus \$570,512 in local matching funds, and \$34,607 in miscellaneous receipts for interest and fees totaled \$1,500,286 in revenue.

Textbook purchases were made for replacements of worn textbooks, social studies textbooks for elementary, middle, and high school levels, high school science, and IReady software licenses. Total expenditures on textbooks and related activities equaled \$1,275,589 for the year and were significantly less than expected. A small portion of the expense total is for a position attributable to maintaining the textbook inventory.

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

Frederick County Public Schools
School Textbook Fund
Year Ended June 30, 2018

	[a] 2015-16 Actual	[b] 2016-17 Actual	[c] 2017-18 Budget	[d] 2017-18 Actual	[e] Variance
[1] Balance July 1	\$ 1,077,501	\$ 1,714,833	\$ 2,458,893	\$ 2,686,747	\$ 227,854
Revenues:					
[2] Interest on Bank Deposits	\$ 3,882	\$ 12,196	\$ 5,000	\$ 32,635	\$ 27,635
[3] Sale of Textbooks/ Lost Fees	1,532	7,768	6,500	1,971	(4,529)
[4] State Reimbursements	788,171	884,353	896,478	895,167	(1,311)
[5] Transfers From Other Funds	469,739	558,345	570,512	570,512	0
[6] Total Revenues	\$ 1,263,324	\$ 1,462,662	\$ 1,478,490	\$ 1,500,286	\$ 21,796
Expenditures:					
[7] Salaries	\$ 17,088	\$ 17,471	\$ 17,970	\$ 17,971	\$ (1)
[8] Fringe Benefits	4,204	4,405	5,157	4,855	302
[9] Contractual Services	-	-	-	-	-
[10] Payments to Publishers	604,699	468,872	2,498,275	1,252,764	1,245,511
[11] Planned Carryforward to Next Year			1,415,981		1,415,981
[12] Total Expenditures	\$ 625,991	\$ 490,748	\$ 3,937,383	\$ 1,275,589	\$ 2,661,794
[13] Revenues Over / (Under) Expenditures	\$ 637,333	\$ 971,914	\$ (2,458,893)	\$ 224,696	\$ 2,683,589
[14] Balance June 30	<u>\$ 1,714,833</u>	<u>\$ 2,686,747</u>	<u>\$ -</u>	<u>\$ 2,911,443</u>	
[15] Balance Committed	\$ 1,714,833	\$ 2,686,747		\$ 2,911,443	

Numbers may not add correctly due to rounding.

School Capital Projects Fund

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

The beginning fund balance of \$1,220,062 and transfer of \$3,088,287 from Frederick County Government was used to purchase 11 school buses, replacement vehicles, information technology device replacements and the following maintenance projects.

- Roof replacements and repairs at Orchard View and Redbud Run elementary schools and NREP
- Playground replacement and repairs at Arnel Elementary School and NREP
- Cooling tower replacement at Bass-Hoover Elementary School
- Safety and security upgrades at the middle and high schools and DJH
- Public audio system replacements at James Wood Middle and Sherando High Schools
- Storm water modifications at Millbrook High School
- Tennis court resurfacing at James Wood High School
- Softball land and field upgrades at Sherando High School
- Painting at Redbud Run and Stonewall Elementary Schools

As of June 30, 2018, these projects were in various stages of planning, completion, or payment. The balance of \$1,397,186 will be carried forward into FY 2019.

Some of the items listed above should be supported by a sufficient funding level in the operating fund because they are part of the larger scope of the annual operating responsibilities of the school division. Restoration of such funding in the operating budget will allow for this fund to return to the practice of using it for special projects outside the operating fund norm, yet too small in scope for the construction fund.

Frederick County Public Schools
School Capital Projects Fund
 Year Ended June 30, 2018

	[a]	[b]	[c]	[d]	[e]
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Actual	Variance from Adjusted Budget
[1] Balance July 1	\$ 647,957	\$ 4,099,481	\$1,384,367	\$ 1,220,062	\$ (164,305)
Revenues:					
[2] Other Receipts					
[3] Local Funds - Frederick County	\$ 4,314,747	\$ -	\$3,088,287	\$ 3,088,287	\$ -
[4] Transfers from Other Funds	-	-	-	-	-
Total Revenues	\$ 4,314,747	\$ -	\$3,088,287	\$ 3,088,287	\$ -
Expenditures:					
[6] Capital Outlay	\$ 863,222	\$ 2,879,419	\$4,472,654	\$ 2,911,163	\$ 1,561,491
[7] Total Expenditures	\$ 863,222	\$ 2,879,419	\$4,472,654	\$ 2,911,163	\$ 1,561,491
[8] Balance June 30	\$ 4,099,481	\$ 1,220,062	\$ -	\$ 1,397,186	
[9] Balance Reserve for Encumbrances	\$ 1,332,857	\$ 734,367		\$ 1,003,150	
[10] Balance Committed	\$ 2,766,624	\$ 485,695		\$ 394,036	

Numbers may not add correctly due to rounding.

Construction Fund

The active construction projects for FY 2018 were replacement FCMS completion and construction of the twelfth elementary school.

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

Replacement FCMS:

Beginning project amount	\$ 49,500,000.00
Expenditures through June 30, 2018	\$(49,500,000.00)
O/S Encumbrances @ June 30, 2018	<u>\$(0.00)</u>
Remaining project balance	<u>\$ 0.00</u>

Cash received – bond proceeds	\$ 46,840,723.67
Cash received – premium proceeds	\$ 4,598,400.95
Cash received – interest earnings	\$ 108,645.05
Cash received – easement proceeds	\$ 120,000.00
Cash transferred to other projects	\$(2,167,769.67)
Cash disbursed for project	\$(49,500,000.00)
Accounts Payable @ June 30, 2018	<u>\$(0.00)</u>
Cash/A/P balance @June 30, 2018	<u>\$ 0.00</u>

Fourth High School:

Beginning project amount	\$ 6,000,000.00
Expenditures through June 30, 2018	\$(5,321,786.45)
O/S Encumbrances @ June 30, 2018	<u>\$(236,000.00)</u>
Remaining project balance	<u>\$ 442,213.55</u>

Cash received – bond proceeds	\$ 2,734,850.00
Cash received – premium proceeds	\$ 209,216.97
Cash received – interest earnings	\$ 4,733.58
Cash received – proffers	\$ 1,200,000.00
Cash transferred-undesignated fund	\$ 1,300,000.00
Cash received from other projects	\$ 230,199.17
Cash disbursed for project	\$(5,321,786.45)
Accounts Payable @ June 30, 2018	<u>\$(0.00)</u>
Cash/A/P balance @June 30, 2018	<u>\$ 357,213.27</u>

12th Elementary School:

Beginning project amount	\$ 28,500,000.00
Expenditures through June 30, 2018	\$(1,840,115.93)
O/S Encumbrances @ June 30, 2018	<u>\$(1,468,295.31)</u>
Remaining project balance	<u>\$ 25,191,588.76</u>

Cash received – bond proceeds	\$ 6,307,612.80
Cash received – premium proceeds	\$ 446,106.85
Cash received – interest earnings	\$ 18,302.67
Cash received – other sources	\$ 1,500,000.00
Cash transferred from other projects	\$ 59,754.05
Cash disbursed for project	\$(1,739,610.05)
Accounts Payable @ June 30, 2018	<u>\$(100,505.88)</u>
Cash/A/P balance @June 30, 2018	<u>\$ 6,491,660.44</u>

Armel Additions:

Beginning project amount	\$ 500,000.00
Expenditures through June 30, 2018	\$(471,563.00)
O/S Encumbrances @ June 30, 2018	<u>\$(7,770.00)</u>
Remaining project balance	<u>\$ 20,667.00</u>

Cash received – bond proceeds	\$.00
Cash received – premium proceeds	\$.00
Cash received – interest earnings	\$.00
Cash received – proffers	\$ 500,000.00
Cash disbursed for project	\$(471,563.00)
Accounts Payable @ June 30, 2018	<u>\$(0.00)</u>
Cash/ A/P balance as of June 30, 2018	<u>\$ 28,437.00</u>

Debt Service Fund

The year-end balance in the debt service fund is \$20,823. The fund balance is carried forward to offset the local share of debt service in the next fiscal year.

During the fiscal year, FCPS received \$127,343 in refinancing credits from VPSA and \$277,865 from the federal government as an interest rebate subsidy for the Qualified School Construction Bonds (QSCB) program. Additionally, \$15,972,475 was received from the county. These revenues plus the beginning fund balance were used for the principal, interest, and administrative expenses for the 31 active debt issues.

The FY 2018 principal, interest, and debt management fee payments totaled \$15,769,851. A transfer of \$617,478 in excess revenues over expenditures was made to the School Operating Fund. The end of year fund balance is \$20,823 and will be used toward the FY 2019 debt obligations.

A summary of the outstanding indebtedness is shown below.

Outstanding debt at June 30, 2017	\$113,727,118
New debt incurred during FY 2018	\$ 6,320,000
Principal payments on existing debt during FY 2018	<u>\$(10,784,583)</u>
Outstanding debt at June 30, 2018	<u>\$109,262,535</u>

Frederick County Public Schools
Construction Funds
Year Ended June 30, 2018

	[a] Project Budget	[b] Prior Years' Receipts	[c] 2017-2018 Actual Receipts	[d] Cumulative Project Receipts
[1] Balance July 1			2,150,320	
Revenues:				
[2] Interest Income	\$ -	\$ 108,002	\$ 23,680	\$ 131,681
[3] Proceeds from Bond Sale	84,500,000	49,575,574	6,320,000	55,895,574
[4] Other Receipts	-	7,549,801	433,720	7,983,521
[5] Miscellaneous	-	-	0	-
[6] Total Revenues	\$ 84,500,000	\$ 57,233,377	6,777,399	\$ 64,010,776

	[a] Project Budget	[b] Prior Years' Expenditures	[c] 2017-2018 Actual	[d] Cumulative Project Expenditures	[e] Outstanding Encumbrances	[f] Remaining Project Balance
Expenditures:						
[7] Replacement FCMS	\$ 49,500,000	\$ 48,252,699	1,247,301	\$ 49,500,000	\$ -	\$ -
[8] Arnel Elementary Additions	500,000	471,563	0	\$ 471,563	\$ 7,770	\$ 20,667
[9] Twelfth Elementary School	28,500,000	1,050,204.40	789,912	\$ 1,840,116	\$ 1,468,295	\$ 25,191,589
[10] Fourth High School - Land & Design	6,000,000	5,308,591	13,195	\$ 5,321,786	\$ 236,000	\$ 442,214
[11] Total Expenditures	\$ 84,500,000	\$ 55,083,058	2,050,408	\$ 57,133,465	\$ 1,712,065	\$ 25,654,469
[12] Balance June 30				<u>\$ 6,877,312</u>		

Numbers may not add correctly due to rounding.

**Frederick County Public Schools
Debt Service Fund
Year Ended June 30, 2018**

	[a]	[b]	[c]	[d]	[e]
	2015-16 Actual	2016-17 Actual	2017-18 Adjusted Budget	2017-18 Actual	Variance from Adjusted Budget
[1] Balance July 1	\$ 287,524	\$ 113,879	\$ 20,629	\$ 30,470	\$ 9,841
Revenues:					
[2] State VPSA Credits	\$ 76,264	\$ 94,742	\$ 127,343	\$ 127,343	\$ -
[3] Federal - QSCB	277,270	276,973	275,782	277,865	2,083
[4] Local Funds - Frederick County	14,626,151	15,972,475	15,972,475	15,972,475	-
[5] Transfers from Other Funds					
[6] Total Revenues	\$14,979,685	\$16,344,190	\$ 16,375,600	\$ 16,377,683	\$ 2,083
Expenditures:					
[7] Principal Payments	\$10,119,992	\$10,863,296	\$ 10,784,583	\$ 10,784,583	\$ -
[8] Interest Payments	5,017,438	5,547,953	4,969,168	4,969,168	\$ -
[9] Miscellaneous	15,900	16,350	25,000	16,100	8,900
[10] Total Expenditures	\$15,153,330	\$16,427,599	\$ 15,778,751	\$ 15,769,851	\$ 8,900
[11] Transfers to Other Funds	\$ -	\$ -	\$ 617,478	\$ 617,478	
[12] Balance June 30	\$ 113,879	\$ 30,470	\$ -	\$ 20,823	
[13] Balance Assigned	\$ 113,879	\$ 30,470		\$ 20,823	

Numbers may not add correctly due to rounding.

Insurance Reserve Fund

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

The health insurance program provided coverage for just over 1,800 FCPS employees and retirees plus their dependents. The program includes two medical plan options, one vision, and one dental plan—all provided by Anthem. The two medical plan options are known as KeyCare 25 and the Health Savings Account (HSA).

Column [e] shows the current year activity compared to expected and maximum levels shown in columns [c] and [d]. Medical and dental claims, affordable care act and other expenses for FY 2018 were \$19,431,557, below the expected level of \$19,783,734. The insurance reserve fund year-end balance decreased by \$41,408 to an ending balance of \$2,476,552. The fund balance equates to just below two months of claims activity. The fund balance is assigned to support future health claims.

Columns [f] and [g] provide a range of activity projected for FY 2019. Overall, the fund needs to support about \$21.1 million in expected claims for the FY 2019. It is important to maintain a fund balance sufficient to support claims exceeding the expected level.

Frederick County Public Schools
 Insurance Reserve Fund
 Year Ended June 30, 2018

	[a] Actual 2015-16	[b] Actual 2016-17	[c] Expected Activity 2017-18	[d] Maximum Claim Liability 2017-18	[e] Actual 2017-18	[f] Expected Activity 2018-19	[g] Maximum Claim Liability 2018-19	
[1] Balance July 1	\$ 3,639,783	\$ 1,878,863	\$ 2,517,960	\$ 2,517,960	\$ 2,517,960	\$ 2,476,552	\$ 2,476,552	[1]
Revenues:								
[2] Interest on Bank Deposits	\$ 15,395	\$ 26,949	\$ 20,000	\$ 20,000	\$ 74,451	\$ 50,000	\$ 50,000	[2]
[3] Health Insurance Premiums	16,345,445	17,931,992	19,763,734	19,763,734	19,314,084	21,095,400	21,095,400	[3]
[4] Donations/Grants/Other	1,505	1,785			1,664			[4]
[5] Total Revenues	\$ 16,362,345	\$ 17,960,676	\$ 19,783,734	\$ 19,783,734	\$ 19,390,149	\$ 21,145,400	\$ 21,145,400	[5]
Expenditures:								
[6] Contracted Activities	\$ 251,263	\$ 198,603	\$ 198,000	\$ 198,000	\$ 77,301	\$ 90,000	\$ 90,000	[6]
[7] Taxes & Fees	6,194	6,964			7,255			[7]
[8] Supplies	4,471	2,203			5,474			[8]
[9] Health Care Claims	16,763,280	16,022,741	18,465,606	21,235,447	18,222,080	19,925,400	22,914,210	[9]
[10] Dental Claims	1,098,057	1,091,069	1,120,128	1,120,128	1,119,448	1,130,000	1,130,000	[10]
[11] Total Expenditures	\$ 18,123,265	\$ 17,321,578	\$ 19,783,734	\$ 22,553,575	\$ 19,431,557	\$ 21,145,400	\$ 24,134,210	[11]
[12] Revenues Over/(Under) Expenditures	\$ (1,760,920)	\$ 639,098	\$ -	\$ (2,769,841)	\$ (41,408)	\$ -	\$ (2,988,810)	[12]
[13] Balance June 30	\$ 1,878,863	\$ 2,517,960	\$ 2,517,960	\$ (251,881)	\$ 2,476,552	\$ 2,476,552	\$ (512,258)	[13]

Numbers may not add correctly due to rounding.

Northwestern Regional Educational Programs (NREP) Funds

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

Total revenues were \$4,907,743 and were \$282,822 less than budgeted. This amount represents a reduction in the localities' contributions due to the distribution of the FY 2017 surplus of \$315,243, as well as positive variances in interest earnings, tuition payments, and state grant funds of \$13,444. Expenditure savings of \$742,057 were realized throughout the year. The residual surplus is \$453,144, which will be credited back to the localities in FY 2019. The residual surplus was generated from vacancy and turnover savings in personnel and reduced contracted costs for autism specialization services.

The NREP textbook fund concluded the year with a fund balance of \$49,524. The fund balance is accumulated over time and is assigned to future disbursements driven by textbook adoption requirements.

Frederick County Public Schools
 Northwestern Regional Educational Programs (NREP) Funds
 Year Ended June 30, 2018

	(a) 2015-16 Actual	(b) 2016-17 Actual	(c) 2017-18 Adjusted Budget	(d) 2017-18 Actual	(e) Variance from Adj. Budget
OPERATING FUND					
Balance at July 1	\$ 218,442	\$ 292,243	\$ 321,334	\$ 315,243	\$ (6,091)
REVENUES:					
[1] Interest	\$ 1,615	\$ 4,054	\$ -	\$ 11,010	\$ 11,010
[2] Tuition	4,646	3,110	-	7,967	7,967
[3] Revenue from Commonwealth	37,458	39,444	26,000	39,444	13,444
[4] Revenue from Federal Government	-	-	-	-	-
[5] Local Funds – Frederick County, Winchester City, and Clarke County	4,666,066	4,721,101	5,164,565	4,849,322	(315,243)
[6] TOTAL REVENUES	\$ 4,709,785	\$ 4,767,709	\$ 5,190,565	\$ 4,907,743	\$ (282,822)
EXPENDITURES:					
[7] Instruction	\$ 3,791,549	\$ 3,884,791	\$ 4,274,529	\$ 3,891,592	\$ 382,937
[8] Administration, Attendance & Health	186,934	196,475	202,880	202,805	75
[9] Pupil Transportation Services	-	2,917	6,250	5,858	392
[10] Operations and Maintenance	580,897	607,360	652,513	615,054	37,460
[11] Food Services	-	-	-	-	-
[12] Fund Transfers/Contingency	25,000	0	321,334	-	321,334
[13] Technology	51,604	53,166	54,392	54,532	(140)
[14] TOTAL EXPENDITURES	\$ 4,635,984	\$ 4,744,708	\$ 5,511,899	\$ 4,769,842	\$ 742,057
[15] Balance at June 30	\$ 292,243	\$ 315,243	\$ -	\$ 453,144	
[16] Balance Committed	\$ 292,243	\$ 315,243		\$ 453,144	
TEXTBOOK FUND					
Balance at July 1	\$ 38,493	\$ 62,689	\$ 65,000	\$ 63,010	\$ (1,990)
REVENUES:					
[1] Interest	\$ 163	\$ 321	\$ -	\$ 665	\$ 665
[2] Transfers from NREP Operating Fund	25,000	0	-	-	-
[3] TOTAL REVENUES	\$ 25,163	\$ 321	\$ -	\$ 665	\$ 665
EXPENDITURES:					
[4] Payments for Textbooks	\$ 967	\$ -	\$ 50,849	\$ -	\$ 50,849
[5] Payments for Technology Devices	-	-	14,151	14,151	-
[5] TOTAL EXPENDITURES	\$ 967	\$ -	\$ 65,000	\$ 14,151	\$ 50,849
Balance at June 30	\$ 62,689	\$ 63,010	\$ -	\$ 49,524	
[6] Balance Committed	\$ 62,689	\$ 63,010		\$ 49,524	

Numbers may not add correctly due to rounding.

Consolidated Services Fund

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

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

FY 2018 revenues totaled \$2,909,987 and expenses totaled \$2,864,403. Revenues are over expenditures by \$45,584 which is absorbed by fund balance.

**Frederick County Public Schools
Consolidated Services Fund
Year Ended June 30, 2018**

	[a] 2015-16 Actual	[b] 2016-17 Actual	[c] 2017-18 Adjusted Budget	[d] 2017-18 Actual	[e] Variance from Adj. Budget
Balance July 1	\$ 359,970	\$ 364,312	\$ 527,493	\$ 333,598	\$ (193,895)
[1] Revenue:					
[2] Building Services					
Billings to Regional Library Board	\$ 5,109	\$ 3,569	\$ 9,000	\$ 6,618	\$ (2,382)
Billings to County Government	2,789	569	6,000	2,470	(3,530)
Sub-total Building Services	<u>\$ 7,898</u>	<u>\$ 4,138</u>	<u>\$ 15,000</u>	<u>\$ 9,088</u>	<u>\$ (5,912)</u>
[3] Vehicle Services					
Billings to FCPS	\$ 2,148,181	\$ 2,154,526	\$ 2,571,276	\$ 2,453,672	\$ (117,604)
Billings to Outside Agencies	397,678	372,247	486,123	445,717	(40,406)
Other Receipts	-	818	108	1,510	1,402
Sub-total Vehicle Services	<u>\$ 2,545,859</u>	<u>\$ 2,527,591</u>	<u>\$ 3,057,507</u>	<u>\$ 2,900,898</u>	<u>\$ (156,608)</u>
[4] Transfers from School Operating Fund	\$ -	\$ -	\$ -	\$ -	\$ -
[5] Prior Year Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -
[6] Total Receipts	\$ 2,553,758	\$ 2,531,730	\$ 3,072,507	\$ 2,909,987	\$ (162,520)
Total Receipts and Beginning Balance	\$ 2,913,728	\$ 2,896,042	\$ 3,600,000	\$ 3,243,585	
[7] Expenditures:					
[8] Building Services					
County Administration Building	\$ 2,060	\$ 569	\$ 6,000	\$ 2,470	\$ 3,530
Bowman Regional Library	5,109	3,569	9,000	6,618	2,382
Other Agencies	729	-	-	-	-
Sub-total Building Services	<u>\$ 7,898</u>	<u>\$ 4,138</u>	<u>\$ 15,000</u>	<u>\$ 9,088</u>	<u>\$ 5,912</u>
[9] Vehicle Services					
Salaries	\$ 698,968	\$ 683,754	\$ 758,052	\$ 737,965	\$ 20,087
Fringe Benefits	221,380	216,170	251,358	234,299	17,059
Purchased Services	21,866	42,268	508,384	33,614	474,770
Other Charges	52,343	61,347	95,500	87,833	7,667
Materials and Supplies	1,546,960	1,548,205	1,971,706	1,754,803	216,903
Capital Outlay	-	6,562	-	6,800	(6,800)
Sub-total Vehicle Services	<u>\$ 2,541,517</u>	<u>\$ 2,558,306</u>	<u>\$ 3,585,000</u>	<u>\$ 2,855,314</u>	<u>\$ 729,686</u>
[10] Total Expenditures	\$ 2,549,415	\$ 2,562,444	\$ 3,600,000	\$ 2,864,403	\$ 735,597
[11] Revenues Over/ (Under) Expenditures	<u>\$ 4,342</u>	<u>\$ (30,714)</u>		<u>\$ 45,584</u>	
[12] Balance June 30	<u>\$ 364,312</u>	<u>\$ 333,598</u>		<u>\$ 379,182</u>	
[13] Balance Nonspendable, Inventory	\$ 278,961	\$ 308,500		\$ 367,788	
[14] Balance Unreserved	\$ 85,351	\$ 25,098		\$ 11,394	

Numbers may not add correctly due to rounding.

Special Grants Fund

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

Currently, there are no active grants and programs reported.

Frederick County Public Schools
Special Grants Fund
 Year Ended June 30, 2018

	[a] 2015-16 Actual	[b] 2016-17 Actual	[c] 2017-18 Adjusted Budget	[d] 2017-18 Actual
Balance July 1	\$ 3,403	\$ -	\$ -	\$ -
REVENUES:				
[1] Donations and Grants	\$ -	\$ -	\$ -	\$ -
Fees from Business & Industry	\$ -	\$ -	\$ -	\$ -
Tuition Payments from Localities	-	-	-	-
Revenue from the Commonwealth	-	-	-	-
Revenue from the Federal Government	-	-	-	-
[2] Sub-total Regional Adult Ed. Revenues	\$ -	\$ -	\$ -	\$ -
[3] Federal Grant - Teaching American History	\$ -	\$ -	\$ -	\$ -
[4] TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENDITURES:				
[5] Chain of Checks	\$ 3,313	\$ -	\$ -	\$ -
[6] At Risk/Low Income	89	-	-	-
[7] Teacher of the Year	-	-	-	-
[8] Regional Adult Education	-	-	-	-
[9] Teaching American History	-	-	-	-
[10] TOTAL EXPENDITURES	\$ 3,403	\$ -	\$ -	\$ -
[11] Balance June 30	\$ -	\$ -	\$ -	\$ -

Numbers may not add correctly due to rounding.

Private Purpose Funds

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

The fund balance at June 30, 2018, is comprised of the following:

	Private-Purpose Endowment Balance	Private-Purpose Income Fund Balance
Armstrong Foundation Scholarship	\$224,861	\$ 5,323
Della Stine Scholarship	\$ 13,465	\$ 445
Axalta Scholarship	N/A	\$ 0
Clyde & Alfretta M. Logan Scholarship	N/A	\$ 37,500
Bright Futures Program	N/A	\$ 95,979
Teacher of the Year	N/A	\$ 505
Total	\$ 238,326	\$139,752

Private-Purpose Endowment Funds

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

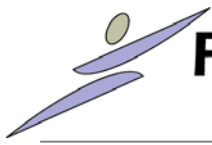
Private-Purpose Income Fund

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

Frederick County Public Schools
Private Purpose Funds
Year Ended June 30, 2018


	[a]	[b]	[c]	[d]
	<u>FY16-17 Private-Purpose Endowment</u>	<u>FY16-17 Private-Purpose Income</u>	<u>FY17-18 Private-Purpose Endowment</u>	<u>FY17-18 Private-Purpose Income</u>
[1] Balance July 1	\$ 238,326	\$ 36,533	\$ 238,326	\$ 78,231
REVENUES:				
[2] Interest on Bank Accounts	\$ -	\$ 1,538	\$ -	\$ 4,349
[3] Interest on Investments				
[4] Donations and Grants		68,073		96,952
[5] Transfers from Other Funds				
[6] Investment Earnings				
[7] TOTAL REVENUES	\$ -	\$ 69,612	\$ -	\$ 101,301
EXPENDITURES:				
[8] Personnel	\$ -	\$ -	\$ -	\$ 54
[9] Scholarship Payments	-	8,000	-	14,000
[10] Other Expenses	-	10,895	-	70
[11] Other Operating Supplies	-	8,020	-	20,659
[12] Instructional Supplies	-	99	-	4,998
[13] Technology Hardware	-	899	-	-
[14] Transfers to Other Funds	-	0	-	-
[15] TOTAL EXPENDITURES	\$ -	\$ 27,913	\$ -	\$ 39,781
[16] Balance June 30	<u>\$ 238,326</u>	<u>\$ 78,231</u>	<u>\$ 238,326</u>	<u>\$ 139,752</u>

Numbers may not add correctly due to rounding.



DATE: September 5, 2018

TO: Cheryl Shiffler, Frederick County Finance Director

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

RE: FY 2019 Budget Items for Consideration by the Board of Supervisors

On September 4, 2018, the School Board approved the following budget adjustments which are subject to consideration and approval by the Board of Supervisors. Please include the following FY 2019 requests on the agenda for the County Finance Committee meeting scheduled for September 19, 2018.

Budget Adjustments to the School Operating Fund

1. A budget adjustment to the School Operating Fund is requested for the \$316,537.71 which represents restricted grant funds received during FY 2018 and are to be used for specific purposes such as Apple Federal Credit Union Education Foundation, SOL Algebra Readiness program, Project Graduation and other miscellaneous grants.
2. The School Board is requesting an FY 2019 budget adjustment to the School Operating Fund for \$186,878.76 which represents the FY 2018 unobligated surplus in the School Operating Fund. Approval of this request will provide appropriation for funds to be spent on one bus and security equipment.

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



COUNTY of FREDERICK, VIRGINIA

DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS
1080 Coverstone Dr, Winchester, VA 22602

Tel: 540-665-6356
Fax: 540-723-8848

LeeAnna Pyles,
Director of Public Safety

September 12, 2018

To: Cheryl Shiffler: Finance Director

Fm: LeeAnna Pyles; Director

Date: September 12, 2018

Ref: Insurance Reimbursement

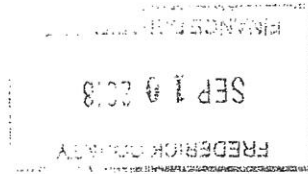
I am requesting general fund appropriation in the amount of \$14,166.88. The amount represents funds received from VACORP for damage sustained to the Communications Tower during a lightning strike on July 4, 2018. I request the funds into line 3506-3004-001.

Respectfully,

LeeAnna Pyles; Director



VACORP



June 27, 2018

Frederick County
Attn: Jennifer Place
107 North Kent Street
Winchester, VA. 22601

Virginia Association of Counties Self Insurance Risk Pool
Member: Frederick County
Claim Number: 0342018212125
Date of Loss: 7/4/2018

Dear Ms. Place:

Enclosed please find VACORP property damage check in the amount of \$14,166.88 for the damage sustained Emergency Communications Tower in Winchester, VA. on 7/4/2018. This payment was based on the appraisal submitted from *Metis Appraisal Services* for \$15,166.88 less the \$1,000.00 deductible.

If you should have any questions regarding this payment, please feel free to call me at 1-888-822-6772 ext. 174.

Sincerely,

Jared Mullen
Claims Specialist

Enclosed – Check

VACORP CLAIMS
1315 Franklin Road SW
Roanoke, VA 24016-4607
540-345-8500

68-183/514
412

PAY TO THE ORDER OF Fourteen Thousand One Hundred Sixty-Six and 88/100 Dollars*****

DATE	CHECK NO.
9/6/2018	322600
AMOUNT	
\$ **14,166.88**	

Frederick County

AUTHORIZED ACCOUNT SIGNER
TWO SIGNATURES REQUIRED OVER \$30,000

REMITTANCE STATEMENT - PLEASE DETACH BEFORE DEPOSITING


Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Inland Marine			RCV	\$15,166.88	\$15,166.88
Inland Marine			deductible	(\$1,000.00)	(\$1,000.00)

Claim Number: 0342018212125 Claimant: Frederick County Payee: Frederick County
Check Number: 322600 Total Check Amt: \$14,166.88 Event Date: 7/4/2018 Department: 034 Frederick Date of Check: 9/6/2018
Memo: LETTER

3-010-018990-
0001
1096

MEMORANDUM

TO: Finance Committee

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

RE: Project Increase Request – I-81 Bridge/Tevis/Roundabout/Airport Road/Northern Y

DATE: September 12, 2018

Staff has recently received the final pre-bid cost estimate for the Tevis Bridge/Roundabout/Airport Road project. Estimate and agreement with private partner attached. In addition, per the attached agreement we are proceeding with 30% design of the Northern Y portion of the project at a cost of up to \$70,000.00.

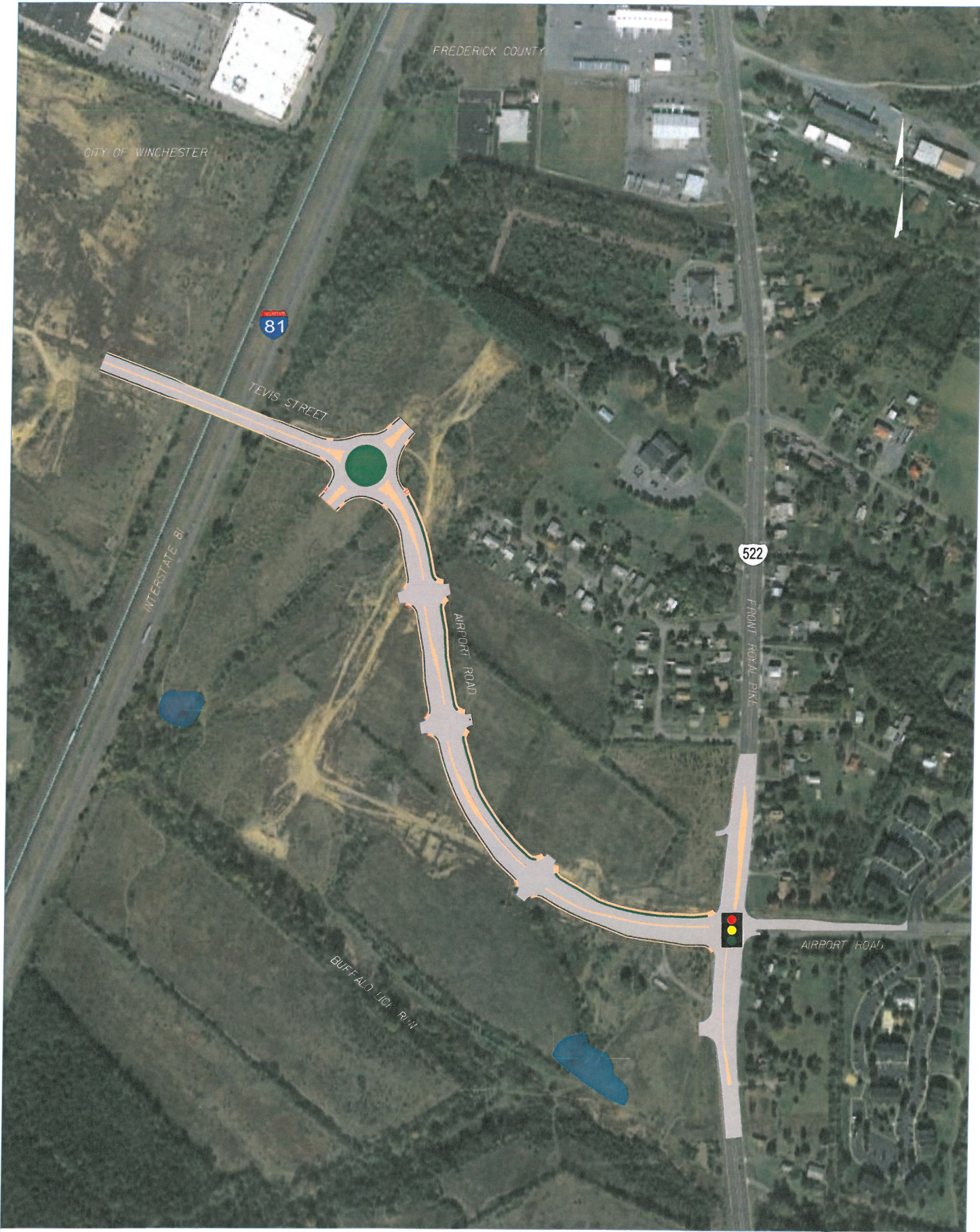
The construction project and the 30% design for Northern Y are both funded via a combination of VDOT revenue sharing funds and Private Party funds.

To meet the attached cost estimate and the \$70,000.00 for design on Northern Y, staff is seeking to increase the line item for the overall project to \$20,616,145.51.

Attachments: Revenue Sharing Agreements, Map of project area, construction cost estimate

JAB/pd

currently budgeted balance: \$11,245,710.42
increase to: \$20,616,145.51
supplemental approp needed: \$9,370,435.09



CITY OF WINCHESTER

FREDERICK COUNTY

81

TEVIS STREET

INTERSTATE 81

AIRPORT ROAD

522

FRONT ROYAL PIKE

AIRPORT ROAD

BUFFALO LICK RUN

SCALE: 1"=100'



PENNONI ASSOCIATES
PARTNERS FOR WHAT'S POSSIBLE
107 E. POCOCKEY STREET
WINCHESTER, VA 22601

LEGEND	
	PAVEMENT
	Grass
	UTILITY
	Grading - Cut
	Grading - Fill
	WATER
	Other

TEVIS STREET ROUNDABOUT
&
AIRPORT ROAD DESIGN



FREDERICK COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
107 N. KING STREET
WINCHESTER, VA 22601



Pennoni Associates Inc.

Consulting Engineers

Project: FRED1301 Comprehensive Project Total

Subject: 100% Submittal Estimate

Projects with Revenue Sharing		
		PRICE TOTAL
Crossover Blvd/Roundabout	\$	10,020,161.88
Airport Road	\$	4,909,259.64
Rt. 522 - Front Royal Pike and East Airport Road	\$	2,480,576.09
Utility Relocation	\$	75,000.00
Ponds for Crossover and Airport (VDOT and County Private Partner Contribution for Right of Way Runoff - 15%)	\$	125,376.04
Subtotal for Project with Revenue Sharing	\$	17,610,373.65
Administration/Inspection Subtotal for Project with Revenue Sharing	\$	2,113,244.84
Total for Project with Revenue Sharing	\$	19,723,618.49
Projects without Revenue Sharing		
Ponds for Crossover and Airport (Developer Contribution to Mitigate Runoff from Future Private Development - 85%)	\$	752,256.27
Administration/Inspection Subtotal for Project with Revenue Sharing	\$	90,270.75
Total for Project with Revenue Sharing	\$	842,527.02
GRAND TOTAL	\$	20,566,145.51



Pennoni Associates Inc.		Job No:	FRED1301
Consulting Engineers		Date:	8/31/2018
Project: Crossover Blvd and Roundabout		Des By:	WHT/EDS
Subject: 100% Revised Submittal Estimate		Chk By:	CLA

DEMOLITION	UNIT	QTY	PRICE PER	PRICE TOTAL
REMOVAL OF LIMITED ACCESS FENCE	LF	214	\$10.00	\$2,140.00
REMOVE SAN. SEWER PIPE	LF	181	\$45.00	\$8,145.00
REMOVE SAN. SEWER MANHOLE	EA	2	\$750.00	\$1,500.00

PAVEMENT	UNIT	QTY	PRICE PER	PRICE TOTAL
RADIAL CURB CG-2	LF	428	\$40.00	\$17,120.00
MODIFIED CG-3	LF	490	\$51.00	\$24,990.00
STD. COMB. CURB & GUTTER CG-6	LF	1,234	\$22.17	\$27,357.78
RADIAL COMB. CURB & GUTTER CG-6	LF	906	\$25.00	\$22,650.00
MEDIAN STRIP MS-1A	SY	380	\$100.00	\$38,000.00
MEDIAN STRIP MS-2	LF	961	\$35.00	\$33,635.00
HYDRAULIC CEMENT CONC. 4" SIDEWALK	SY	911	\$48.27	\$43,973.97
1.5" SURFACE COURSE - SM-9.5D	TON	941	\$75.31	\$70,866.71
2" SURFACE COURSE MULTI-USE PATH - SM-9.5AL	TON	56	\$75.31	\$4,217.36
2.5" INTERMEDIATE COURSE - IM-19.0D	TON	836	\$115.00	\$96,140.00
3" BASE COURSE - BM-25.0D	TON	1,346	\$68.37	\$92,026.02
AGGREGATE BASE - NO.21B	TON	5,121	\$18.40	\$94,226.40
TACK COAT	GAL	343	\$3.50	\$1,200.50
CG-12 WITH DETECTABLE WARNING SURFACE	SY	271	\$329.00	\$89,159.00

EARTHWORKS	UNIT	QTY	PRICE PER	PRICE TOTAL
CLEARING AND GRUBBING	AC	4.5	\$10,000.00	\$45,200.00
REGULAR EXCAVATION	CY	25	\$18.00	\$455.40
SELECT MATERIAL, TYPE I	TON	186,107	\$10.00	\$1,861,072.20
EXCAVATION UNSUITABLE MATERIAL	CY	10,138	\$17.00	\$172,346.00
TOPSOIL CLASS B 2"	AC	4.5	\$11,000.00	\$49,720.00
GRADING	SY	452	\$2.50	\$1,130.00
TEMPORARY SEED	LB	847	\$12.00	\$10,164.00
REGULAR SEED	LB	678	\$12.50	\$8,475.00
OVERSEEDING	LB	2,220	\$5.00	\$11,100.00
FERTILIZER (15-30-15)	LB	22	\$2.50	\$55.00
LIME	TON	22	\$350.00	\$7,700.00
SETTLEMENT PLATE	EA	6	\$1,800.00	\$10,800.00

GUARDRAIL / FENCING	UNIT	QTY	PRICE PER	PRICE TOTAL
STD GR-MGS1	LF	1,282	\$20.00	\$25,640.00
STD GR-MGS2	EA	2	\$2,500.00	\$5,000.00
STD GR-MGS3 TERMINAL TREATMENT	EA	2	\$800.00	\$1,600.00
STD GR-MGS4 GUARDRAIL HIEGHT TRANSITION	EA	4	\$670.00	\$2,680.00
LIMITED ACCESS FENCE	LF	74	\$55.00	\$4,070.00
STD FOA-2, TYPE 1	EA	4	\$2,500.00	\$10,000.00

DRAINAGE	UNIT	QTY	PRICE PER	PRICE TOTAL
VDOT STD. UD-2	LF	427	\$30.00	\$12,810.00
VDOT STD. UD-4	LF	2,141	\$15.00	\$32,115.00
VDOT STD. DI-2B, L=6'	EA	2	\$6,000.00	\$12,000.00
VDOT STD. DI-2B, L=8'	EA	1	\$6,400.00	\$6,400.00
VDOT STD. DI-2B, L=10'	EA	1	\$7,500.00	\$7,500.00
VDOT STD. DI-2AA	EA	2	\$8,500.00	\$17,000.00
VDOT STD. DI-2BB, L=6'	EA	6	\$6,000.00	\$36,000.00
VDOT STD. DI-2BB, L=8'	EA	1	\$5,500.00	\$5,500.00
VDOT STD. DI-2C, L=8'	EA	1	\$5,500.00	\$5,500.00
VDOT STD. DI-2CC, L=6'	EA	1	\$8,500.00	\$8,500.00
VDOT STD. DI-2CC, L=8'	EA	1	\$9,500.00	\$9,500.00
VDOT STD. MH-1	LF	69	\$330.00	\$22,770.00
VDOT STD. FRAME AND COVER MH-1	EA	6	\$560.00	\$3,360.00
STORM SEWER, CONC. PIPE, 15"	LF	745	\$45.00	\$33,525.00
STORM SEWER, CONC. PIPE, 18"	LF	320	\$55.00	\$17,600.00
STORM SEWER, CONC. PIPE, 21"	LF	210	\$130.00	\$27,300.00
STORM SEWER, CONC. PIPE, 24"	LF	140	\$145.00	\$20,300.00
STORM SEWER, CONC. PIPE, 30"	LF	395	\$169.00	\$66,755.00
STORM SEWER, CONC. PIPE, 42"	LF	190	\$200.00	\$38,000.00
STORM SEWER, CONC. PIPE, 48"	LF	630	\$226.00	\$142,380.00
VDOT STD ES-1, 30"	EA	1	\$2,000.00	\$2,000.00
VDOT STD ES-1, 48"	EA	1	\$4,500.00	\$4,500.00
POST INSTALLATION INSPECTION	LF	2,630	\$3.00	\$7,890.00



Pennoni Associates Inc.

Consulting Engineers

Project: Crossover Blvd and Roundabout

Subject: 100% Revised Submittal Estimate

Job No: FRED1301

Date: 8/31/2018

Des By: WHT/EDS

Chk By: CLA

SIGNAGE / PAVEMENT MARKING

SIGN PANEL	SF	437	\$30.00	\$13,110.00
CONCRETE FOUNDATION STP-1, TY. A	EA	5	\$742.00	\$3,710.00
CONCRETE FOUNDATION STP-1, TY. D	EA	17	\$595.00	\$10,115.00
CONCRETE FOUNDATION STP-1, TY. E	EA	20	\$600.00	\$12,000.00
TRAFFIC SIGN SQUARE TUBE STEEL POST 2-1/2", 12 GA.	LF	607	\$35.00	\$21,245.00
TRAFFIC SIGN SQUARE TUBE STEEL POST 2", 14 GA.	LF	187	\$25.00	\$4,675.00
TYPE B CLASS I PAVE. LINE MARKING 4"	LF	5,425	\$0.85	\$4,611.25
TYPE B CLASS I PAVE. LINE MARKING 12"	LF	60	\$10.00	\$600.00
TYPE B CLASS I PAVE. LINE MARKING 24"	LF	392	\$35.00	\$13,720.00
NS PAVEMENT MARKING, YIELD BAR (12"x18" YIELD SYMBOL TRIANGULAR)	EA	53	\$17.00	\$901.00
PAVEMENT MESSAGE MARK. ELONGATED ARROW SINGLE	EA	2	\$102.00	\$204.00
PAVEMENT MESSAGE MARK. (FISH HOOK, LEFT, THRU)	EA	8	\$410.00	\$3,280.00
PAVEMENT MESSAGE MARK. (FISH HOOK, THRU, RIGHT)	EA	2	\$410.00	\$820.00
PAVEMENT MESSAGE MARK. (FISH HOOK, THRU)	EA	2	\$410.00	\$820.00
TYPE III BARRICADE, 8'	EA	8	\$450.00	\$3,600.00
TYPE B CLASS IV CONTRAST PAVE. LINE MARKING 6"	LF	1,626	\$7.00	\$11,382.00

EROSION AND SEDIMENT CONTROL

SILT FENCE (EC-5, TYPE A)	LF	12,430	\$2.50	\$31,075.00
SILT FENCE (EC-5, TYPE B)	LF	1,598	\$7.50	\$11,985.00
INLET PROTECTION, TYPE B	EA	21	\$225.00	\$4,725.00
SOIL STABILIZATION BLANKET, (EC-2, TYPE 3)	SY	5,697	\$4.00	\$22,788.00
DEWATERING BASIN (EC-8)	EA	4	\$1,750.00	\$7,000.00
TEMPORARY CONSTRUCTION ENTRANCE	EA	4	\$2,500.00	\$10,000.00
CULVERT INLET PROTECTION	EA	2	\$300.00	\$600.00

UTILITIES

18" STEEL CASING PIPE	LF	197	\$95.00	\$18,715.00
8" SCH 40 PVC CONDUIT	LF	340	\$37.00	\$12,580.00
12 CONDUIT DUCT BANK	LF	355	\$120.00	\$42,600.00

BRIDGE

SUPERSTRUCTURE:

CONCRETE LOW SHRINKAGE CLASS A4 MODIFIED	CY	839.2	\$930.00	\$780,456.00
CORROSION RESISTANT REINFORCING STEEL, CLASS I	LB	147,120	\$2.20	\$323,664.00
STRUCTURAL STEEL PLATE GIRDERS, ASTM A709 GRADE 50W	LB	858,000	\$2.40	\$2,059,200.00
RAILING, BR27C - 3 RAILS	LF	643	\$350.00	\$225,050.00
BRIDGE DECK GROOVING	SY	1,928	\$10.00	\$19,280.00
PEDESTRIAN FENCE 10'	LF	625	\$120.00	\$75,000.00
COVER DEPTH SURVEY	SY	2,560	\$10.00	\$25,600.00

SUBSTRUCTURE:

ABUTMENTS


CONCRETE CLASS A3	CY	498	\$750.00	\$373,725.00
CONCRETE CLASS C1	CY	50	\$850.00	\$42,500.00
REINFORCING STEEL	LB	51,090	\$1.20	\$61,308.00
STRUCTURE EXCAVATION	CY	1,127	\$120.00	\$135,240.00
NS BRIDGE SUBSTRUCTURE, UNDER EXCAVATION	CY	50	\$80.00	\$4,000.00
RAILING, BR27C - 3 RAILS	LF	90	\$350.00	\$31,500.00
SELECT BACKFILL (ABUTMENT ZONE)	TON	4,024	\$50.00	\$201,200.00
CONCRETE SLAB SLOPE PROTECTION 4"	SY	652	\$190.00	\$123,880.00
STEEL PILES 12"	LF	1,828	\$70.00	\$127,960.00
DRIVING TEST FOR 12" STEEL PILES	LF	99	\$110.00	\$10,890.00
PILE POINT FOR 12" STEEL PILES	EA	48	\$130.00	\$6,240.00
DYNAMIC PILE TEST	EA	2	\$5,000.00	\$10,000.00
NS BRIDGE SUBSTRUCTURE, EPS MATERIAL 18"	SY	86	\$250.00	\$21,500.00
GEOCOMPOSITE WALL DRAIN	SY	130	\$50.00	\$6,500.00
PIPE UNDERDRAIN 6"	LF	288	\$30.00	\$8,640.00

MISCELLANEOUS

CONSTRUCTION SURVEYING	LS	1	\$10,000.00	\$10,000.00
NBIS ACCESS, UNDER BRIDGE (STR. NO. 034-6161)	DAY	2	\$1,500.00	\$3,000.00

MOT FOR BRIDGE

TEMPORARY CONSTRUCTION SIGN	SF	924	\$15.00	\$13,852.50
TYPE III BARRICADE 8' (MOT)	EA	2	\$750.00	\$1,500.00
TRUCK MOUNTED ATTENUATOR	HR	2,130	\$7.50	\$15,975.00
GROUP 2 CHANNELIZING DEVICES	DAY	36,444	\$0.80	\$29,155.20
ELECTRONIC ARROW BOARD	HR	2,244	\$5.00	\$11,220.00
PORT. CHANGEABLE MESSAGE SIGN	HR	2,856	\$5.00	\$14,280.00
TRAFFIC BARRIER SERVICE, CONCRETE, TYPE MB-11A	LF	2,640	\$25.00	\$66,000.00
IMPACT ATTENUATOR SERVICE, TYPE 1, (TL-3, >=40 MPH)	EA	4	\$11,000.00	\$44,000.00

	Pennoni Associates Inc.			Job No:	FRED1301
	Consulting Engineers			Date:	8/31/2018
	Project: Crossover Blvd and Roundabout			Des By:	WHT/EDS
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POLICE PATROL	TEC	84,000	\$1.00	\$84,000.00	
PILOT VEHICLE	HR	1,008	\$20.00	\$20,160.00	
TOTAL BID AMOUNT				\$8,687,097.29	
MOBILIZATION				\$464,354.86	
CONTINGENCIES @ 10%				\$868,709.73	
GRAND TOTAL				\$10,020,161.88	



Pennoni Associates Inc.

Consulting Engineers

Project: Airport Road Extension

Subject: 100% Revised Submittal Estimate


Job No: FRED1301

Date: 8/31/2018

Des By: WHT/EDS

Chk By: CLA

DEMOLITION	UNIT	QTY	PRICE PER	PRICE TOTAL
REMOVE EXISTING 36" RCP	LF	191	\$45.00	\$8,595.00
REMOVE EXISTING 54" RCP	LF	204	\$60.00	\$12,240.00
REMOVE EXISTING 54" WINGWALL	EA	2	\$1,400.00	\$2,800.00
REMOVE EXISTING 18" RCP	LF	604	\$40.00	\$24,160.00
REMOVE EXISTING 30" RCP	LF	112	\$45.00	\$5,040.00
REMOVE EXISTING 36" CMP	LF	22	\$45.00	\$990.00
REMOVE EXISTING DROP INLET	EA	6	\$1,200.00	\$7,200.00
REMOVE EXISTING MANHOLE	EA	1	\$750.00	\$750.00
REMOVE EXISTING SAN. SEWER PIPE	LF	230	\$45.00	\$10,350.00
REMOVE EXISTING SAN. SEWER MANHOLE	EA	2	\$750.00	\$1,500.00
REMOVE EXISTING WATER VALVE	EA	3	\$500.00	\$1,500.00
REMOVE EXISTING WATER PIPE	LF	920	\$5.00	\$4,600.00
PAVEMENT				
STD. COMB. CURB & GUTTER CG-6	LF	3,558	\$22.17	\$78,880.86
RADIAL COMB. CURB & GUTTER CG-6	LF	993	\$25.00	\$24,825.00
MEDIAN STRIP MS-1A	SY	569	\$100.00	\$56,900.00
MEDIAN STRIP MS-2	LF	933	\$35.00	\$32,655.00
HYDRAULIC CEMENT CONC. 4" SIDEWALK	SY	1,114	\$48.27	\$53,772.78
1.5" SURFACE COURSE - SM-9.5D	TON	2,392	\$75.31	\$180,141.52
2" SURFACE COURSE MULTI-USE PATH - S-9.5AL	TON	447	\$75.31	\$33,663.57
2.5" INTERMEDIATE COURSE - IM-19.0D	TON	2,126	\$115.00	\$244,490.00
3" BASE COURSE - BM-25.0D	TON	3,421	\$68.37	\$233,893.77
AGGREGATE BASE - NO.21B	TON	12,624	\$18.40	\$232,281.60
TACK COAT	GAL	870	\$3.50	\$3,045.00
CG-12 WITH DETECTABLE WARNING SURFACE	SY	533	\$329.00	\$175,357.00
EARTHWORKS				
CLEARING AND GRUBBING	AC	7.6	\$10,000.00	\$76,000.00
REGULAR EXCAVATION	CY	16,295	\$18.00	\$293,310.00
SELECT MATERIAL, TYPE I	TON	64,977	\$10.00	\$649,771.20
GRADING	SY	15,325	\$2.50	\$38,312.50
REGULAR SEEDING	LB	1,432	\$12.50	\$17,900.00
OVER SEEDING	LB	1,146	\$5.00	\$5,730.00
LIME	TON	35	\$350.00	\$12,250.00
FERTILIZER (15-30-15)	TON	3,782	\$2.50	\$9,455.00
TEMPORARY SEEDING	LB	764	\$12.00	\$9,168.00
TOPSOIL CLASS B 2"	AC	7.6	\$11,000.00	\$84,040.00
DRAINAGE				
VDOT STD. UD-2	LF	640	\$30.00	\$19,200.00
VDOT STD. UD-3	LF	4,167	\$25.00	\$104,175.00
VDOT STD. UD-4	LF	4,642	\$15.00	\$69,630.00
VDOT STD. DI-1	EA	1	\$4,500.00	\$4,500.00
VDOT STD. DI-7B	EA	2	\$5,000.00	\$10,000.00
VDOT STD. DI-3B, L=6'	EA	8	\$5,000.00	\$40,000.00
VDOT STD. DI-3B, L=8'	EA	15	\$5,500.00	\$82,500.00
VDOT STD. DI-3B, L=10'	EA	2	\$6,000.00	\$12,000.00
VDOT STD. DI-3B, L=12'	EA	1	\$6,200.00	\$6,200.00
VDOT STD. DI-3BB, L=6'	EA	3	\$6,500.00	\$19,500.00
VDOT STD. DI-3BB, L=8'	EA	3	\$6,750.00	\$20,250.00
VDOT STD. DI-3BB, L=10'	EA	1	\$7,000.00	\$7,000.00
VDOT STD. DI-3BB, L=12'	EA	2	\$7,250.00	\$14,500.00
VDOT STD. DI-3C, L=10'	EA	2	\$6,400.00	\$12,800.00
VDOT STD. MH-1 OR MH-2	LF	69	\$330.00	\$22,713.90
VDOT STD. FRAME AND COVER MH-1	EA	5	\$560.00	\$2,800.00
STORM SEWER, CONC. PIPE, 15"	LF	2,390	\$45.00	\$107,550.00
STORM SEWER, CONC. PIPE, 18"	LF	40	\$55.00	\$2,200.00
STORM SEWER, CONC. PIPE, 21"	LF	430	\$130.00	\$55,900.00
STORM SEWER, CONC. PIPE, 24"	LF	1,595	\$145.00	\$231,275.00
STORM SEWER, CONC. PIPE, 30"	LF	405	\$169.00	\$68,445.00
STORM SEWER, CONC. PIPE, 36"	LF	630	\$180.00	\$113,400.00
STORM SEWER, CONC. PIPE, 42"	LF	285	\$200.00	\$57,000.00
VDOT STD ES-1 - 24"	EA	2	\$1,750.00	\$3,500.00
VDOT STD ES-1 - 30"	EA	1	\$2,000.00	\$2,000.00
VDOT STD ES-1 - 42"	EA	1	\$4,200.00	\$4,200.00
VDOT STD EC-3	SY	497	\$5.00	\$2,486.67
POST INSTALLATION INSPECTION	LF	5,775	\$3.00	\$17,325.00

	Pennoni Associates Inc.			Job No:	FRED1301
	Consulting Engineers			Date:	8/31/2018
	Project: Airport Road Extension			Des By:	WHT/EDS
	Subject: 100% Revised Submittal Estimate			Chk By:	CLA
SIGNAGE / PAVEMENT MARKING					
CONCRETE FOUNDATION STP-1, TY. A	EA	4	\$742.00	\$2,968.00	
CONCRETE FOUNDATION STP-1, TY. B	EA	6	\$771.00	\$4,626.00	
CONCRETE FOUNDATION STP-1, TY. C	EA	6	\$600.00	\$3,600.00	
CONCRETE FOUNDATION STP-1, TY. D	EA	12	\$595.00	\$7,140.00	
CONCRETE FOUNDATION STP-1, TY. E	EA	4	\$600.00	\$2,400.00	
SIGN PANEL	SF	380	\$30.00	\$11,400.00	
TRAFFIC SIGN SQUARE TUBE STEEL POST 2-1/2", 10 GA.	LF	152	\$40.00	\$6,080.00	
TRAFFIC SIGN SQUARE TUBE STEEL POST 2-1/2", 12 GA.	LF	88	\$35.00	\$3,080.00	
TRAFFIC SIGN SQUARE TUBE STEEL POST 2", 14 GA.	LF	189	\$25.00	\$4,725.00	
TYPE B CLASS I PAVE. LINE MARKING 4"	LF	7,656	\$0.85	\$6,507.60	
TYPE B CLASS I PAVE. LINE MARKING 8"	LF	78	\$10.00	\$780.00	
TYPE B CLASS I PAVE. LINE MARKING 24"	LF	594	\$35.00	\$20,790.00	
PAVEMENT MESSAGE MARK. ELONGATED ARROW SINGLE	EA	32	\$102.00	\$3,264.00	
PAVEMENT MESSAGE MARK. ONLY	EA	4	\$375.00		
EROSION AND SEDIMENT CONTROL					
CONSTRUCTION ENTRANCE	EA	3	\$2,500.00	\$7,500.00	
SILT FENCE (EC-6 TYPE A)	LF	4,963	\$2.50	\$12,407.50	
LEVEL SPREADER	EA	3	\$2,900.00	\$8,700.00	
CULVERT INLET PROTECTION	EA	1	\$300.00	\$300.00	
INLET PROTECTION	EA	38	\$300.00	\$11,400.00	
UTILITIES					
6" GATE VALVE	EA	1	\$1,552.00	\$1,552.00	
8" DIP WATERLINE	LF	554	\$93.00	\$51,522.00	
8" GATE VALVE	EA	7	\$2,500.00	\$17,500.00	
12" DIP WATERLINE	LF	626	\$125.00	\$78,250.00	
12" GATE VALVE	EA	8	\$3,000.00	\$24,000.00	
18" STEEL CASING PIPE	LF	646	\$93.00	\$60,078.00	
8" SCH 40 PVC CONDUIT	LF	592	\$37.00	\$21,904.00	
12 CONDUIT DUCT BANK	LF	500	\$120.00	\$60,000.00	
6" DIP WATERLINE	LF	20	\$85.00	\$1,700.00	
RELOCATE EXISTING FIRE HYDRANT	EA	1	\$6,500.00	\$6,500.00	
AIR RELEASE VALVE	EA	3	\$2,514.00	\$7,542.00	
FLUSHING ASSEMBLY	EA	14	\$4,000.00	\$56,000.00	
TOTAL BID AMOUNT					\$4,242,834.47
MOBILIZATION					\$242,141.72
CONTINGENCIES @ 10%					\$424,283.45
GRAND TOTAL					\$4,909,259.64



Pennoni Associates Inc.

Consulting Engineers

Project: Rt. 522 - Front Royal Pike and East Airport Road

Subject: 100% Revised Submittal Estimate

Job No: **FRED1301**

Date: **8/31/2018**

Des By: **WHTEDS**

Chk By: **CLA**

DEMOLITION	UNIT	QTY	PRICE PER	PRICE TOTAL
SAWCUT 5/8"	LF	4,150	\$20.00	\$83,000.00
TYPE A MILLING (1 1/2" DEPTH)	SY	12,776	\$30.00	\$383,280.00
REMOVE EXISTING 15" RCP	LF	83	\$40.00	\$3,320.00
REMOVE GROUND MOUNTED SIGN STRUCTURE AND PANEL	EA	1	\$400.00	\$400.00
REMOVE CURB AND GUTTER (CG-7 ALONG RTE 522)	LF	1,433	\$20.00	\$28,652.20
REMOVE DROP INLET	EA	4	\$1,200.00	\$4,800.00
REMOVE MANHOLE	EA	1	\$750.00	\$750.00
SALVAGE EXISTING GUARDRAIL	LF	207	\$10.00	\$2,070.00
PAVEMENT				
STD. COMB. CURB & GUTTER CG-6	LF	541	\$22.17	\$11,993.97
RADIAL COMB. CURB & GUTTER CG-6	LF	29	\$25.00	\$725.00
STD CURB CG-7	LF	1,065	\$19.93	\$21,225.45
RADIAL CURB CG-7	LF	421	\$19.93	\$8,390.53
MEDIAN STRIP MS-1	SY	282	\$100.00	\$28,200.00
MEDIAN STRIP MS-2	LF	1,161	\$35.00	\$40,635.00
SURFACE COURSE - SM-9.5D	TON	1,131	\$75.31	\$85,175.61
SURFACE COURSE - SM-12.5D	TON	839	\$75.31	\$63,185.09
INTERMEDIATE COURSE - IM-19.0D	TON	593	\$115.00	\$68,195.00
BASE COURSE - BM-25.0D	TON	1,460	\$68.37	\$99,820.20
AGGREGATE BASE - NO.21B	TON	3,182	\$18.40	\$58,548.80
TACK COAT	GAL	1,026	\$3.50	\$3,591.00
CG-12 WITH DETECTABLE WARNING SURFACE	SY	108	\$329.00	\$35,532.00
GUARDRAIL / FENCING				
STD GR-MGS1	LF	134	\$20.00	\$2,680.00
STD GR-MGS2	EA	1	\$2,500.00	\$2,500.00
EARTHWORKS				
CLEARING AND GRUBBING	AC	1.2	\$10,000.00	\$12,000.00
REGULAR EXCAVATION	CY	2,465	\$18.00	\$44,370.00
SELECT MATERIAL, TYPE I	TON	5,077	\$10.00	\$50,772.15
EXCAVATION UNSUITABLE MATERIAL	CY	444	\$17.00	\$7,548.00
GRADING	SY	2,151	\$2.50	\$5,377.50
REGULAR SEEDING	LB	150	\$12.50	\$1,875.00
OVER SEEDING	LB	120	\$5.00	\$600.00
LIME	TON	4	\$350.00	\$1,400.00
FERTILIZER (15-30-15)	TON	396	\$2.50	\$990.00
TEMPORARY SEEDING	LB	80	\$12.00	\$960.00
TOPSOIL CLASS B 2"	AC	0.8	\$11,000.00	\$8,800.00
DRAINAGE				
VDOT STD. UD-2	LF	453	\$30.00	\$13,590.00
VDOT STD. UD-4	LF	2,271	\$15.00	\$34,065.00
CONVERT DI TO VDOT STD. DI-3B, L=8'	EA	2	\$6,800.00	\$13,600.00
VDOT STD. DI-3C, L=6'	EA	1	\$5,500.00	\$5,500.00
VDOT STD. DI-3B, L=8'	EA	1	\$5,500.00	\$5,500.00
VDOT STD. DI-3B, L=10'	EA	1	\$6,000.00	\$6,000.00
VDOT STD. DI-3B, L=12'	EA	1	\$6,200.00	\$6,200.00
STORM SEWER, CONC. PIPE, 15"	LF	290	\$50.00	\$14,500.00
VDOT STD. MH-1 OR MH-2	LF	20	\$330.00	\$6,600.00
VDOT STD. FRAME AND COVER MH-1	EA	3	\$560.00	\$1,680.00
CONVERT DI TO MH	EA	2	\$4,000.00	\$8,000.00
POST INSTALLATION INSPECTION	LF	290	\$3.00	\$870.00
SIGNAGE / PAVEMENT MARKING				
CONCRETE FOUNDATION STP-1, TY. A	EA	7	\$742.00	\$5,194.00
CONCRETE FOUNDATION STP-1, TY. C	EA	10	\$600.00	\$6,000.00
CONCRETE FOUNDATION STP-1, TY. D	EA	13	\$595.00	\$7,735.00
CONCRETE FOUNDATION STP-1, TY. E	EA	7	\$600.00	\$4,200.00
SIGN PANEL	SF	232	\$30.00	\$6,960.00
TRAFFIC SIGN SQUARE TUBE STEEL POST 2-1/2", 12 GA.	LF	67	\$35.00	\$2,345.00
TRAFFIC SIGN SQUARE TUBE STEEL POST 2-1/2", 10 GA.	LF	171	\$40.00	\$6,840.00
TRAFFIC SIGN SQUARE TUBE STEEL POST 2", 14 GA.	LF	236	\$25.00	\$5,900.00
TYPE B CLASS I PAVE. LINE MARKING 4"	LF	7,730	\$0.85	\$6,570.50
TYPE B CLASS I PAVE. LINE MARKING 8"	LF	60	\$10.00	\$600.00
TYPE B CLASS I PAVE. LINE MARKING 24"	LF	1,381	\$35.00	\$48,335.00
PAVEMENT MESSAGE MARK. ELONGATED ARROW SINGLE	EA	24	\$102.00	\$2,448.00
PAVEMENT MESSAGE MARK. ONLY	EA	9	\$375.00	\$3,375.00
EROSION AND SEDIMENT CONTROL				
SILT FENCE (EC-5, TYPE A)	LF	2,566	\$2.50	\$6,415.00
INLET PROTECTION	EA	15	\$300.00	\$4,500.00
CULVERT INLET PROTECTION	EA	2	\$300.00	\$600.00



Pennoni Associates Inc.

Consulting Engineers

Project: Rt. 522 - Front Royal Pike and East Airport Road

Subject: 100% Revised Submittal Estimate

Job No: **FRED1301**

Date: **8/31/2018**

Des By: **WHT/EDS**

Chk By: **CLA**

MAINTENANCE OF TRAFFIC


GROUP 2 CHANNELIZING DEVICES	DAY	71,240	\$0.73	\$52,005.20
PORTABLE CHANGEABLE MESSAGE SIGN	HR	3,472	\$7.40	\$25,692.80
TRUCK MOUNTED ATTENUATOR	HR	2,433	\$82.07	\$199,676.31
ELECTRONIC ARROW BOARD	HR	2,433	\$4.80	\$11,678.40
TYPE III BARRICADE 4'	EA	19	\$400.00	\$7,600.00
TEMPORARY PAVEMENT MARKING, TYPE A, 6"	LF	18,907	\$2.50	\$47,267.50
TEMPORARY PAVEMENT MARKING, TYPE A, 24"	LF	306	\$12.00	\$3,672.00
TEMPORARY PAVEMENT SYMBOL MARKING (THRU ARROW), TYPE A	EA	43	\$100.00	\$4,300.00
TEMPORARY PAVEMENT SYMBOL MARKING (SINGLE TURN ARROW), TYPE A	EA	34	\$300.00	\$10,200.00
TEMPORARY CONSTRUCTION SIGN	SF	662	\$26.72	\$17,688.64
TRAFFIC SIGNAL HEAD SEC. 12" LED	EA	11	\$300.00	\$3,300.00
VIDEO DETECTION CAMERA	EA	1	\$5,000.00	\$5,000.00
VIDEO DETECTION CABLE	LF	140	\$2.75	\$385.00
14/4 CONDUCTOR CABLE	LF	205	\$2.50	\$512.50
SPAN WIRE 3/4"	LF	220	\$5.00	\$1,100.00
TETHER WIRE 1/4"	LF	220	\$5.00	\$1,100.00
ERADICATION OF EXISTING LINEAR PAVEMENT MARKING	LF	7,717	\$0.95	\$7,331.15
ERADICATION OF EXISTING NON-LINEAR PAVEMENT MARKING	LF	1,344	\$8.80	\$11,827.20
TEMPORARY PAVEMENT MARKING, TYPE A, 4"	LF	350	\$0.65	\$227.50
WOOD POLE CL. 6 3/5"	EA	3	\$750.00	\$2,250.00

TRAFFIC SIGNAL

LOCAL CONTROLLER, TY. A	EA	1	\$12,000.00	\$12,000.00
INSTALL CONTROLLER	EA	1	\$6,500.00	\$6,500.00
ELECTRICAL SERVICE SE-9	EA	1	\$3,500.00	\$3,500.00
TRAFFIC SIGNAL HEAD SEC. 12" HVS BACKPLATE	EA	64	\$300.00	\$19,200.00
PEDESTRIAN ACTUATION PA-2	EA	4	\$250.00	\$1,000.00
PEDESTRIAN ACTUATION PA-4	EA	2	\$1,250.00	\$2,500.00
PEDESTAL POLE PF-2	EA	3	\$1,200.00	\$3,600.00
CONCRETE FOUNDATION PF-2	EA	3	\$1,500.00	\$4,500.00
CONCRETE FOUNDATION CF-4	EA	1	\$2,500.00	\$2,500.00
CONCRETE FOUNDATION SIGNAL POLE PF-8	EA	4	\$7,500.00	\$30,000.00
SIGNAL POLE MP-3, TYPE B	EA	4	\$10,000.00	\$40,000.00
MAST ARM 65'	EA	2	\$6,500.00	\$13,000.00
MAST ARM 75' (CASE I LOADING)	EA	1	\$9,500.00	\$9,500.00
MAST ARM 60'	EA	1	\$8,515.00	\$8,515.00
14/2 CONDUCTOR CABLE	LF	825	\$1.75	\$1,443.75
14/4 CONDUCTOR CABLE	LF	1,320	\$5.20	\$6,864.00
14/7 CONDUCTOR CABLE	LF	1,505	\$3.00	\$4,515.00
14/2 CONDUCTOR CABLE SHIELDED	LF	4,555	\$2.50	\$11,387.50
HANGER ASSEMBLY, SM-3	EA	18	\$350.00	\$6,300.00
HANGER ASSEMBLY, SMB-2	EA	1	\$450.00	\$450.00
LOOP SAW CUT 5/8"	LF	1,869	\$20.00	\$37,380.00
REMOVE EXISTING POLE	EA	3	\$1,750.00	\$5,250.00
REMOVE EXISTING FOUNDATION	EA	6	\$1,000.00	\$6,000.00
REMOVE EXISTING SIGNAL HEAD	EA	6	\$140.00	\$840.00
REMOVE EXISTING CONTROLLER	EA	1	\$400.00	\$400.00
REMOVE EXISTING JUNCTION BOX	EA	5	\$325.00	\$1,625.00
INSTALL SIGN	EA	20	\$200.00	\$4,000.00
PEDESTRIAN SIGNAL HEAD SP-8	EA	6	\$650.00	\$3,900.00
CONDUCTOR CABLE, NO. 8 EGC	LF	495	\$4.00	\$1,980.00
JUNCTION BOX JB-S1	EA	1	\$1,500.00	\$1,500.00
JUNCTION BOX JB-S2	EA	12	\$1,500.00	\$18,000.00
JUNCTION BOX JB-S3	EA	1	\$1,800.00	\$1,800.00
CONDUIT BORED 3"	LF	780	\$40.00	\$31,200.00
8 CONDUCTOR CABLE	LF	75	\$1.50	\$112.50
CONDUIT 1"	LF	80	\$5.48	\$438.40
CONDUIT 2"	LF	1,165	\$5.30	\$6,174.50
CONDUIT 3"	LF	72	\$6.54	\$470.88
CONDUIT 1-1/4" (M)	LF	14	\$15.00	\$210.00
SIGN PANEL	SF	136	\$30.00	\$4,080.00

TOTAL BID AMOUNT				\$2,130,935.73
MOBILIZATION				\$136,546.79
CONTINGENCIES @ 10%				\$213,093.57

GRAND TOTAL				\$2,480,576.09
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	Pennoni Associates Inc.		Job No:	FRED1301
	Consulting Engineers		Date:	8/31/2018
	Project: Ponds		Des By:	WHT/EDS
	Subject: 100% Submittal Estimate		Chk By:	CLA
EARTHWORKS				
CLEARING AND GRUBBING	UNIT	QTY	PRICE PER	PRICE TOTAL
VDOT STD. SWM-1 EXCAVATION CROSSOVER	AC	6	\$10,000.00	\$59,000.00
VDOT STD. SWM-2 EXCAVATION AIRPORT	CY	5,379	\$15.00	\$80,685.00
SELECT MATERIAL, TYPE I AIRPORT	CY	3,665	\$15.00	\$54,975.00
GRADING	TON	16,708	\$15.00	\$250,614.00
TEMPORARY SEED	SY	3,683	\$2.50	\$9,207.50
REGULAR SEED	LB	315	\$12.00	\$3,780.00
LIME	LB	591	\$12.50	\$7,387.50
FERTILIZER	TON	15	\$350.00	\$5,250.00
	LB	1,583	\$2.50	\$3,957.50
DRAINAGE				
BEST MANAGEMENT PRACTICES - BIORETENTION EXCAVATION	CY	943	\$15.00	\$14,146.67
MULCH	CY	112	\$70.00	\$7,857.60
BIORETENTION MEDIA	CY	1,347	\$45.00	\$60,615.80
AGGR. NO. 8 STONE - PEA GRAVEL	TON	216	\$30.00	\$6,489.12
AGGR. NO. 57 STONE	TON	649	\$45.00	\$29,201.05
6" PERFORATED PVC PIPE	LF	480	\$18.00	\$8,640.00
6" SOLID PVC PIPE	LF	15	\$18.00	\$270.00
GEOTEXTILE FILTER FABRIC	SY	160	\$3.00	\$478.90
VDOT STD SWM-1	EA	4	\$1,200.00	\$4,800.00
VDOT STD ES-1, 24"	EA	2	\$600.00	\$1,200.00
VDOT STD ES-1, 30"	EA	3	\$1,500.00	\$4,500.00
STORM SEWER, CONC. PIPE, 18"	LF	115	\$55.00	\$6,325.00
STORM SEWER, CONC. PIPE, 24"	LF	225	\$145.00	\$32,625.00
STORM SEWER, CONC. PIPE, 30"	LF	145	\$169.00	\$24,505.00
POST INSTALLATION INSPECTION	LF	343	\$3.00	\$1,029.00
BAFFLE	CY	50	\$100.00	\$5,000.00
EROSION AND SEDIMENT CONTROL				
SILT FENCE	LF	2,380	\$3.50	\$8,331.05
VDOT STD. EC-1 OUTLET PROTECTION	TON	116	\$85.00	\$9,860.00
TOTAL BID AMOUNT				
				\$700,730.69
MOBILIZATION				\$65,036.53
CONTINGENCIES @ 10%				\$70,073.07
GRAND TOTAL				
				\$835,840.30

REVENUE SHARING AGREEMENT

THIS AGREEMENT, made and dated this 17th day of June , 2016, is made by and between the **COUNTY OF FREDERICK, VIRGINIA** (the "County"), a political subdivision of Virginia, and **R 150 SPE, LLC** ("R 150 SPE"), a Virginia limited liability company.

RECITALS:

R 150 SPE is the owner of the following lots or parcels of land encompassed by Frederick County Rezoning #10-15 (the "Rezoning"): tax parcel numbers 63-A-150, 64-A-10, and 64-A-12 (collectively, the "Property").

1. The parties desire to arrange for the design and construction of multiple street sections as follows (the "Project"):
 - a. Airport Road, as a segment from Route 522 to a roundabout intersection with the Tevis Street extension, the segment being more fully identified as Section A on the Generalized Development Plan (the "GDP"), the GDP having been included as Exhibit A to the Proffer Statement approved as part of the Rezoning. This segment shall be designed and constructed as an Urban Four-Lane Divided Section (U4D) with curb and gutter, a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk; and intersections providing full access and/or partial access commercial entrances into Land Bay 1 and Land Bay 2 (as the Land Bays are identified on the GDP) that meet or exceed Virginia Department of Transportation ("VDOT") entrance spacing requirements that are in force at the time of final road design plan approval.
 - b. Tevis Street, as a segment including a bridge over Interstate 81 from the City of Winchester to a roundabout intersection with the Tevis Street extension and including the roundabout intersection, the segment being more fully identified as Section B on the GDP. This segment shall be designed and constructed as a bridge with four travel lanes, a raised concrete median, and sidewalks; an Urban Four-Lane Divided Section (U4D) with curb and gutter, a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk for East Tevis Street between the Interstate 81 bridge and the roundabout; and a dual-lane roundabout with a 10' asphalt pedestrian and bicycle trail and 5' concrete sidewalk; and intersections providing full access and/or partial access commercial entrances into Land Bay 1 and Land Bay 2 (as the Land Bays are identified on the GDP) that meet or exceed VDOT entrance spacing requirements that are in force at the time of final road design plan approval.
2. The parties desire to finance the Project using funds that R 150 SPE will provide (the "R 150 SPE Funds"), along with funds to be provided by VDOT (the "VDOT Funds"). In

addition, R 150 SPE shall provide such additional funds as may be necessary in the event unforeseen engineering, environmental, or construction issues are encountered during the construction of the Project (the "Additional Funds"), as more fully set forth herein.

3. The R 150 SPE Funds, the VDOT Funds, and the Additional Funds are collectively referred to herein as the "Project Funds."

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

1. **RECITALS:** The Recitals are made a material part hereof and incorporated herein by reference as if set out in full.
2. **THE PROJECT:**
 - a. The R 150 SPE Funds and the VDOT Funds shall be applied and expended in order to design and construct the Project noted in item 1 in the Recitals.
 - b. In the event that unforeseen design, engineering, environmental, and/or construction issues are encountered, R 150 SPE agrees to expend such Additional Funds as are necessary in order to address such unforeseen design, engineering, environmental, and/or construction issues; the County agrees to seek to obtain additional VDOT Funds, if available, but, pursuant to 3f, 4g, and 4h of this Agreement, R 150 SPE shall cover 100% of all costs over and above the VDOT Funds.
3. **COUNTY RESPONSIBILITIES:**
 - a. The County shall act as fiscal agent and project manager for the Project. The County's responsibilities as fiscal agent and project manager shall include management and oversight of all roadway and bridge design, construction, approvals and permitting, construction management, as well as invoicing of Project costs to VDOT and to R 150 SPE.
 - b. The County shall give notice to R 150 SPE of the intended commencement of construction of the Project not less than fifteen (15) days prior to the commencement of construction.
 - c. The County shall provide R 150 SPE with a budget estimate of County Services in addition to a copy of the low bid, prior to execution of a contract with the low bidder.

- d. The County shall enter into agreements, if necessary, with: utility companies, VDOT, railroad companies, or unforeseen others as relate to the Project.
- e. As project manager, the County shall supervise all aspects of the Project, which shall be done in a good and workmanlike fashion in accordance with applicable VDOT standards.
- f. The County shall give written notice to R 150 SPE of any unforeseen design, engineering, construction, or environmental issues that are encountered within forty-eight hours of discovery of such issues. Thereafter, the County shall promptly provide written notice to R 150 SPE of the intended remediation measures and costs thereof prior to commencement of such work. Such notice shall specify the recommended remediation work which shall be verified and approved by the County and shall further set forth the date upon which the remediation work shall commence, which date shall be not less than five days after the date that notice of the intended commencement of the remediation work is given to R 150 SPE. Following approval of the remediation work by R 150 SPE, or in the event that R 150 SPE fails to object to the remediation work within the five-day period referenced above, R 150 SPE shall provide payment of the Additional Funds through the usual and customary invoicing procedures under this Agreement. In the event that R 150 SPE objects to the Remediation Work during the five-day period referenced above, then such dispute shall be submitted to a neutral engineering firm to be agreed upon by R 150 SPE and the County, whose decision shall be final and binding upon the County and R 150 SPE.
- g. In the event that a mechanic's lien or other claim is filed against the Property arising from or in connection with the Project, the County shall promptly bond off any such mechanic's lien or claim with a portion of the Project Funds, to the extent permissible under applicable law.
- h. The County will make a good faith effort to procure the VDOT Funds from VDOT. In the event the County is unable to procure the VDOT Funds from VDOT, which results in a decision not to continue the Project, any funds provided by the parties hereto shall be returned to the respective parties, to the extent not used for the Project, and the parties hereto shall have no further obligations under this Agreement
- i. The County shall return all unspent R 150 SPE Funds to R 150 SPE at the conclusion of the Project.

- j. No obligation regarding County performance of items noted in County Responsibilities shall apply until all necessary right of way has been provided by R 150 SPE.

4. R 150 SPE'S RESPONSIBILITIES:

- a. Upon execution of the agreement, R 150 SPE shall pay to the County 50% of the estimated design cost as provided by the County's design consultant. Actual costs, including any additional amounts that exceed the estimate, will be due per invoice from the County. Overpayments, if any, will be applied to the construction portion of the project.
- b. Upon the County receiving estimates for the fees of utility companies, VDOT, railroad companies, or unforeseen others that will be required as part of agreements with those entities, R 150 SPE shall pay to the County 100% of the provided estimate. Actual costs, including any additional amounts that exceed the estimate, will be due per invoice from the County. Overpayments, if any, will be applied to the construction portion of the project.
- c. Upon execution of the agreement, R 150 SPE shall provide a letter of credit or bond in the amount of 50% of the estimated cost of the Project. The estimated cost of the Project shall be based on the estimate prepared by the County's consultant. R 150 SPE shall pay to the County 25% of the chosen bid prior to the County awarding the contract for the Project. At that time, the amount of the bond or letter of credit will be reduced to 35% of the chosen bid for the Project. The remaining expected funding needs will be invoiced at such time as 80% of the initial payment has been expended.
- d. R 150 SPE shall provide full access to the Property for the purposes of construction, surveys, geotechnical work, or any other tasks related to design, engineering, environmental, and construction needs of the Project.
- e. R 150 SPE shall provide all required right of way dedication, permanent grading and drainage easements, and temporary construction easements to the County prior to County award of the construction contract. Costs for provision of these items will be borne by R 150 SPE and not be reimbursable with VDOT Funds.
- f. R 150 SPE shall pay all invoices from the County within 30 days.
- g. R 150 SPE shall cover 100% of all costs over and above the VDOT Funds.

h. In the event that unforeseen costs are encountered, R 150 SPE agrees to expend Additional Funds as are necessary in order to address such unforeseen issues and the County agrees to match these Additional Funds with the VDOT Funds, if available.

5. **NOTICES:** All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, addressed respectively as follows:

County: Department of Planning and Development
107 North Kent Street, Suite 202
Winchester, VA 22601
Attn: John A. Bishop, AICP

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

R 150 SPE:

R 150 SPE, LLC
c/o MMA Capital Management, LLC
3600 O'Donnell Street, Suite 600
Baltimore, MD 21224
Attention: Brooks Martin

With a copy to: Gallagher Evelius & Jones, LLP
218 N. Charles Street, Suite 400
Baltimore, MD 21201
Attention: Philip F. Diamond, Esquire

6. **ENTIRE AGREEMENT; AMENDMENTS; TIME:**

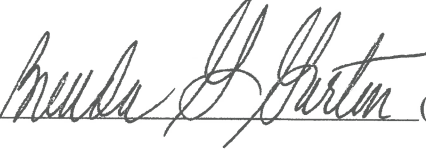
- a. This Agreement constitutes the entire agreement of the parties and supersedes any prior understandings, whether oral or written, of the parties regarding the subject matter of the Agreement and no amendment to this Agreement shall be effective unless made in writing and signed by both parties.
- b. Time is of the essence with respect to all matters set forth in this Agreement.

c. This Agreement shall be binding upon and the obligations and benefits hereof shall accrue to the parties hereto and their successors and assigns.


7. **GOVERNING LAW; VENUE:** This Agreement shall be governed by and interpreted according to the laws of the Commonwealth of Virginia and any dispute hereunder shall be heard only in the Circuit Court of Frederick County, Virginia.

WITNESS the following signatures and seals:

COUNTY OF FREDERICK, VIRGINIA

By  (SEAL)

R 150 SPE, LLC

By  (SEAL)

Name:

Title:

Gary A. Mentasana
Executive Vice President

REVENUE SHARING AGREEMENT

THIS AGREEMENT, made and dated this 10th day of April, 2018, is made by and between the **COUNTY OF FREDERICK, VIRGINIA** (the "County"), a political subdivision of Virginia, and **FLG RESIDUAL TRUST PROPERTIES, LLC ("FLG") and CAMPFIELD LLC ("Campfield")** (collectively, FLG and Campfield are referred to as "Glaize"), a Virginia limited liability company.

RECITALS:

1. Glaize is the owner of tax parcel numbers 64-A-9 and 64B-A-73B (the "Property").
2. The Virginia Department of Transportation ("VDOT") administers the Revenue Sharing Program ("Revenue Sharing Program"), in cooperation with participating localities, under the authority of Section 33.2-357, effective Oct. 1, 2014, of the *Code of Virginia*.
3. The County and Glaize intend to fund the Project (defined below) using funds from Glaize and matching revenue sharing funds that the County has obtained from the Commonwealth's Revenue Sharing Program.
4. The parties desire to arrange for the design and construction a street section as follows (the "Project"):

Tevis Street Extension, as a segment from the shared property boundary with parcel 64-A-10 to Route 522, relocation of the Elks lodge entrance, required upgrades to Route 522 as needed to accommodate the new intersection, right of way acquisition, VDOT approved entrance to the adjoining parcels with turn lanes, bicycle and pedestrian accommodations consistent with County requirements and within VDOT standards, required landscaping and streetlights allowable within the scope of the Revenue Sharing Program, and any unforeseen required items to implement the roadway. This segment shall be designed and constructed in a form mutually agreed upon by the County and Glaize that meets or exceeds VDOT standards that are in force at the time of final road design plan approval.
5. The parties desire to finance the Project using funds of up to \$1,200,000.00 Glaize will provide which can be matched on a dollar for dollar basis with VDOT revenue sharing funds (the "Matching Funds") to be provided by VDOT within the rules and scope of the VDOT Revenue Sharing Program. In addition, the County shall provide such additional funds (the "County Funds"), which can be matched on a dollar for dollar basis by VDOT revenue sharing funds as available, as may be necessary in the event costs for the Project

exceed \$2,400,000.00. Expenditure of the County Funds will become applicable only after the Glaize Funds have been fully expended.

6. The Glaize Funds, County Funds, and the Matching Funds are collectively referred to herein as the "Project Funds."

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

1. **RECITALS:** The Recitals are made a material part hereof and incorporated herein by reference as if set out in full.

2. **THE PROJECT:**
 - a. The Glaize Funds, County Funds, and the Matching Funds shall be applied and expended in order to design and construct the Project described in the Recitals.

 - b. In the event that unforeseen design, engineering, right of way, environmental, and/or construction issues are encountered that exceed a project budget of \$2,400,000 (\$1,200,000 in Glaize funds and \$1,200,000 in Matching funds), the County agrees to expend such additional funds as are necessary in order to address such unforeseen design, engineering, right of way, environmental, and/or construction issues.

3. **COUNTY RESPONSIBILITIES:**
 - a. The County shall act as fiscal agent and project manager for the Project. The County's responsibilities as fiscal agent and project manager shall include management and oversight of all roadway design, approvals and permitting, construction management, and right-of-way acquisition, as well as invoicing of Project costs to VDOT and to Glaize.

 - b. The County shall give notice to Glaize of the intended commencement of construction of the Project not less than fifteen (15) days prior to the commencement of construction.

 - c. The County shall arrange for use of Matching Funds once the Glaize \$1,200,000.00 is expended and 100% of project funding after all available VDOT funds are expended.

 - d. Upon receipt of the bids for the Project, if the bids show that the Project cost will exceed \$2,400,000.00, the County may elect not to proceed with the Project, in which

case this Agreement shall be deemed terminated and the parties shall have no further obligations to each with respect to the subject matter of this Agreement.

- e. The County may enter into agreements, if necessary, with utility companies, VDOT, or unforeseen others as may be necessary in relation to the Project.
- f. As project manager, the County shall supervise all aspects of the Project, which shall be done in a good and workmanlike fashion in accordance with applicable VDOT standards.
- g. In the event that a mechanic's lien or other claim is filed against the Property arising from or in connection with the Project, the County agrees to promptly bond off any such mechanic's lien or claim with a portion of the Project Funds, to the extent permissible under applicable law.
- h. The County shall return all unspent Glaize Funds to Glaize at the conclusion of the Project.
- i. The County shall request the new roadway to be adopted into the State system within 30 days of receiving final paperwork and clearances required for adoption from VDOT.

4. GLAIZE'S RESPONSIBILITIES:

- a. Glaize shall provide all required right of way dedication of property it controls, permanent grading and drainage easements, and temporary construction easements to the County prior to County award of the construction contract. Costs for provision of these items will be borne by Glaize and not be reimbursable with Matching Funds.
- b. The County shall undergo the design process in two phases, with Phase I being complete at the conclusion of approximately 60% of the design and associated updated cost estimate. Phase II shall be the completion of the design and subsequent bidding and construction of the project. The County will not proceed to Phase II without prior written consent of Glaize. In the event that Glaize fails to authorize Phase II within 45 days of County request, such lack of response shall be deemed a denial to proceed and the County shall have the ability to cancel the Project.
- c. Glaize's contribution to the total amount of incurred for Phase I road design services shall not exceed \$70,000.00. Glaize will pay the County \$35,000.00 toward Phase I costs upon execution of this Agreement. In the event the Project does not proceed to

Phase II, Glaize shall pay the County an additional \$35,000.00 for a total payment of \$70,000.00 for Phase I costs, within 10 days of receipt of written notice terminating this Agreement for failure to proceed to Phase II. Upon payment by Glaize in response to such notice, this Agreement shall thereupon be terminated.

- d. Upon issuing approval to proceed to Phase II of the project, Glaize shall provide to the County a letter of credit payable to the County in the amount of \$1,165,000.00 to secure the payments due from Glaize under the terms of this Agreement. In no event shall any institution issuing a letter of credit on behalf of Glaize be liable to the County for any amount greater than the amount to which Glaize may be liable to the County pursuant to the terms of this Agreement on the date the County makes claim for payment under the terms of any such letter of credit. Upon payment in full of all amounts due from Glaize under the terms of this Agreement the County consents to the release of any such letter of credit without further action from the County.
 - e. Subject to the terms and conditions of this Agreement and so long as the County is not in default, Glaize shall remit one-half of the total amounts properly incurred by the County in the prior calendar month for the performance of services within the project description outlined in the recitals of this Agreement, up to \$1,200,000.00, within 30 days of receipt of an invoice for the same.
 - f. Glaize shall provide full access to the Property for the purposes of construction, surveys, geotechnical work, or any other tasks related to design, engineering, environmental, and construction needs of the Project.
5. **NOTICES:** All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, addressed respectively as follows:

County: Department of Planning and Development
107 North Kent Street, Suite 202
Winchester, VA 22601
Attn: John A. Bishop, AICP

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

Glaize: J.P. Carr, President
Glaize Developments, Incorporated
112 E. Piccadilly Street
Winchester, VA 22601

With a copy to:

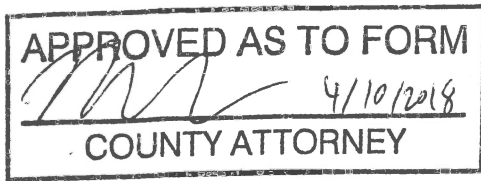
Stephen L. Pettler, Jr.
Harrison and Johnston, PLC
21 South Loudoun Street
Winchester, VA 22601

6. ENTIRE AGREEMENT; AMENDMENTS; TIME:

- a. This Agreement constitutes the entire agreement of the parties and supersedes any prior understandings, whether oral or written, of the parties regarding the subject matter of the Agreement and no amendment to this Agreement shall be effective unless made in writing and signed by both parties.
- b. Time is of the essence with respect to all matters set forth in this Agreement.
- c. This Agreement shall be binding upon and the obligations and benefits hereof shall accrue to the parties hereto and their successors and assigns.

- 7. GOVERNING LAW; VENUE:** This Agreement shall be governed by and interpreted according to the laws of the Commonwealth of Virginia and any dispute hereunder shall be heard only in the Circuit Court of Frederick County, Virginia.

WITNESS the following signatures and seals:



COUNTY OF FREDERICK, VIRGINIA

By [Handwritten Signature] (SEAL)

FLG RESIDUAL TRUST PROPERTIES, LLC

By [Handwritten Signature] (SEAL)

CAMPFIELD LLC

By [Handwritten Signature] (SEAL)



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

FREDERICK COUNTY

SEP 12 2018

FINANCE DEPARTMENT

MEMO

To: Finance Committee
From: Jason Robertson, Parks and Recreation Director
Subject: Northwest Sherando Park Restroom Utilities
Date: September 12, 2018

The Frederick County Parks and Recreation Commission is requesting \$41,600 in Parks and Recreation proffer funds for utility infrastructure at Northwest Sherando Park.

Parks and Recreation has received bids, and is preparing to award a contract, for the Sherando Park Recreation Access Program project to install a parking lot and entrance from Warrior Drive. The department also received cost amounts to install utility infrastructure in conjunction with the project. The amount to install water and sewer lines, as well as bring electric service to the property line totals \$41,600. The utilities would serve a future restroom and shelter building adjacent to the parking lot.

Parks Proffer balance @ 8/31/18 : \$270,880 (including FY19 rec'd)

Frederick County
Cash Proffer Policy

As approved by the Board of Supervisors on January 28, 2009.

Proffered funds received by Frederick County will be held for the use specified by the proffer language. In the case of funds proffered to offset impacts to fire and rescue services, in the absence of other proffered specifications, the funds will be earmarked for the first due company in the area of the subject rezoning at the time the proffered funds are received. All proffered funds will be collected, held, and will accumulate until such time as a capital project funding request is received from a qualifying County department, agency, or volunteer fire and rescue company.

Qualifying agency or departmental **requests to access proffered funds shall be submitted to the County=s Finance Department** for processing. In order to qualify as a capital project the following criteria must be met:

- 1) the item or project must have a minimum value of five thousand dollars (\$5,000), and;*
- 2) the item/project must have an anticipated useful life of at least five (5) years.*

The Finance Department will forward requests to the Finance Committee for a recommendation to the Board of Supervisors on the appropriateness of the use of proffered funds for the requested purpose. To assist the Finance Committee and Board in their deliberations requests to utilize proffered funds should include the following: 1) the amount of funds requested, 2) the total project cost, 3) a detailed description of the desired capital project or purchase including a discussion of how recent or anticipated development contributes to the need for the expenditure, and, 4) indicate whether or not the item or project is listed on the County=s Capital Improvements Plan (CIP).

In order to comply with State Code ' 15.2-2-2298 (A) the Planning staff, working in conjunction with the County Attorney, will attempt to insure that cash proffers associated with future rezonings are appropriately addressed through inclusion of relevant capital projects in the County=s CIP prior to acceptance of the proffered funds.

For the purpose of determining whether a project or item is appropriate for individual listing on the CIP only, a threshold value of \$100,000 and useful life of at least five year shall be utilized. (This would not preclude the purchase of capital items valued at less than \$100,000 utilizing proffered funds, where other relevant criteria are met and procedures followed.)



FREDERICK COUNTY

SEP 12 2018

FINANCE DEPARTMENT

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Finance Committee
From: Jason Robertson, Parks and Recreation Director
Subject: Transfer of Funds
Date: September 10, 2018

Donations totaling \$2,550 for six park benches was received in July and August (FY19) and will require the following transfers:

- 10-1899-003 • Four benches donated to Sherando Park, a transfer of \$1,700 from Donations (3-010-01899-27) to Expenditure Line (4-010-071100-5413-000-000) for the purchase of the benches is requested. C.S. 7/27 + 8/10/18
- 10-1899-003 • Two benches donated to Clearbrook Park, a transfer of \$850 from Donations (3-010-01899-27) to Expenditure Line (4-010-071090-5413-000-000) for the purchase of the benches is requested. C.S. 8/27/18

AUGUST 2018 BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
8/1/2018	FIRE AND RESCUE	TRAINING OFFICERS /BOARD APPROVED	3505	8003	000	000	16,500.00
	FIRE AND RESCUE		3505	8005	000	000	31,500.00
	FIRE AND RESCUE		3505	9201	000	002	(48,000.00)
8/8/2018	INFORMATION TECHNOLOGY	COVER SWITCH REPLACEMENT	1220	5401	000	003	(586.00)
	INFORMATION TECHNOLOGY		1220	8007	000	003	586.00
8/8/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	ELECTRIC BILL FREDERICK COUNTY MIDDLE SCHOOL	4304	5413	000	007	(600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	010	600.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5403	000	007	(800.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5101	000	010	800.00
8/8/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	GAS BILL FOR FREDERICK COUNTY MIDDLE SCHOOL	4304	3002	000	021	(600.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5102	000	010	600.00
8/8/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	PHONE BILL FREDERICK COUNTY MIDDLE SCHOOL	4304	5400	000	006	(360.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5204	000	000	360.00
8/9/2018	PUBLIC SAFETY COMMUNICATIONS	NORTH MOUNTAIN TOWER EQUIPMENT	3506	3004	000	001	(23,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	8003	000	000	23,000.00
8/10/2018	AGRICULTURE	TO COVER INCREASE IN STORAGE UNIT RENTAL FEES	8301	5401	000	000	(19.00)
	AGRICULTURE		8301	9002	000	000	19.00
8/13/2018	FIRE AND RESCUE	COVER ALS TUITION REIMBURSEMENT	3505	5506	000	000	(1,398.60)
	FIRE AND RESCUE		3505	2013	000	000	1,398.60
8/28/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	CONTROL BOARD /ELEVATOR COUNTY ADMINISTRATION BUILDING	4304	8001	000	000	(7,374.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5407	000	000	7,374.00
8/28/2018	COUNTY OFFICE BUILDINGS/COURTHOUSE	WATER BILL FREDERICK COUNTY MIDDLE SCHOOL	4304	3004	000	007	(165.95)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5103	000	010	165.95
8/30/2018	COMMISSIONER OF THE REVENUE	PROMOTIONS 8/18	1209	1001	000	068	3,398.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	006	(3,398.00)
	FIRE AND RESCUE		3505	1007	000	001	(3,624.28)
	FIRE AND RESCUE		3505	1001	000	024	3,624.28
8/30/2018	PARKS AND RECREATION ADMINISTRATION	STAFF REORGANIZATION	7101	1001	000	004	(15,098.00)
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	013	15,098.00
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	004	(3,419.00)
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	003	3,419.00
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	004	(1,556.00)
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	036	(12,235.00)
	PARKS AND RECREATION ADMINISTRATION		7101	1001	000	012	12,235.00
	RECREATION CENTERS AND PLAYGROUNDS		7104	1001	000	010	1,556.00
9/7/2018	REASSESSMENT/BOARD OF ASSESSORS	COSTAR GROUP/REAL ESTATE STATISTICS	1210	3006	000	000	(4,705.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5411	000	000	4,705.00
9/10/2018	PARKS AND RECREATION ADMINISTRATION	FREDERICK HEIGHTS PARK SEWER PIPE	7101	3002	000	000	(2,000.00)
	CLEARBROOK PARK		7109	8900	000	000	2,000.00
9/10/2018	PUBLIC SAFETY COMMUNICATIONS	LAND CLEARING	3506	5407	000	000	(5,000.00)
	PUBLIC SAFETY COMMUNICATIONS		3506	3004	000	003	5,000.00

County of Frederick
 General Fund
 August 31, 2018

ASSETS	FY19 8/31/18	FY18 8/31/17	Increase (Decrease)
Cash and Cash Equivalents	54,378,642.71	53,498,777.64	879,865.07 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	52,972,466.05	49,820,103.63	3,152,362.42
Streetlights	12,954.48	16,354.11	(3,399.63)
Miscellaneous Charges	47,043.31	40,972.77	6,070.54
Due from Fred. Co. San. Auth.	657,083.23	657,083.23	0.00
Prepaid Postage	2,441.92	1,269.45	1,172.47
GL controls (est.rev / est. exp)	<u>(2,588,254.15)</u>	<u>(11,859,186.53)</u>	<u>9,270,932.38</u> (1) Attached
TOTAL ASSETS	<u>105,483,932.55</u>	<u>92,176,929.30</u>	<u>13,307,003.25</u>
LIABILITIES			
Performance Bonds Payable	765,187.09	1,348,059.38	(582,872.29)
Taxes Collected in Advance	128,159.99	103,219.05	24,940.94
Deferred Revenue	<u>53,004,033.30</u>	<u>49,872,961.95</u>	<u>3,131,071.35</u> *B
TOTAL LIABILITIES	<u>53,897,380.38</u>	<u>51,324,240.38</u>	<u>2,573,140.00</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	992,670.06	1,109,092.00	(116,421.94) (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	377,100.38	234,066.38	143,034.00
Prepaid Items	949.63	949.63	0.00
Advances	657,083.23	657,083.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	408,676.25	362,751.09	45,925.16
Historical Markers	17,661.79	17,455.99	205.80
Animal Shelter	1,226,179.07	1,151,175.27	75,003.80
Sheriff's Reserve	1,000.00	1,000.00	0.00
Proffers	5,309,306.68	4,155,969.57	1,153,337.11 (3) Attached
Parks Reserve	17,631.82	12,413.70	5,218.12
E-Summons Funds	163,429.73	78,269.19	85,160.54
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>41,880,692.86</u>	<u>32,538,292.20</u>	<u>9,342,400.66</u> (4) Attached
TOTAL EQUITY	<u>51,586,552.17</u>	<u>40,852,688.92</u>	<u>10,733,863.25</u>
TOTAL LIAB. & EQUITY	<u>105,483,932.55</u>	<u>92,176,929.30</u>	<u>13,307,003.25</u>

NOTES:

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

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

BALANCE SHEET

(1) GL Controls	FY19	FY18	Inc/(Decrease)
Est.Revenue	179,832,243	171,844,755	7,987,488
Appropriations	(78,244,328)	(81,339,260)	3,094,932
Est.Tr.to Other fds	(105,168,839)	(103,473,774)	(1,695,065)
Encumbrances	992,670	1,109,092	(116,422)
	(2,588,254)	(11,859,187)	9,270,932

(2) General Fund Purchase Orders 8/31/18

DEPARTMENT	Amount	
County Office Buildings	25,406.00	Heat Pump and Installation CAB
	32,400.00	Control System CAB
	37,940.00	Upgrade Building Automation System(HVAC) CAB
Fire & Rescue	3,931.90	Cap and Bedslide for Ford F-250
	19,961.25	Scott Self Contained Breathing Apparatus/Cylinders/Other Equipment
	12,153.00	Tasers, Holsters, and Supplies
	47,300.00	Uniforms
	60,857.16	(2) Ford F-250
	2,661.34	Under Counter Ice Machine
	2,760.02	Hazmat Team Equipment
	7,541.68	APX8500 Mobile Radios
	10,230.18	Emergency Lighting, Siren, Console inclues Installation for Ford F-250 Training Purpose:
	8,662.61	Emergency Lighting
	16,664.00	Washer Extractor With Installation
IT	21,133.06	(13) Dell Laptops and (10) Desktop
	4,236.58	Firewall Support
	5,210.41	Switch and Smartnet Contract
Parks	154,138.89	Wswitch Replacement Core Data Center Network
	2,138.62	Frederick Heights Design
	40,355.15	Outdoor Gym & Installation Sherando
	1,601.60	Lighting Replacement/Display
	3,045.40	Battlefield Half Marathon Trophies
	560.40	Agricultural Supplies
	37,790.00	Pedestrian Bridge Replacement Clearbrook Park
	193,000.00	Frederick Heights Park Trail
	28,692.15	2019 Ford F-250
	5,650.00	Sand for Volleyball Court
	18,352.85	Sand Pro Turf Equipment
Public Safety	40,438.46	Carousel Installation Project Management
	30,375.00	ITS Equipment& Emergency Notification Software & Service
	17,146.49	Radio Equipment
Sheriff	22,790.37	Antennas
	2,751.60	(30) Handguard Rail & Mount
	5,060.78	Ammunition
	4,512.32	Chemical Munition
	6,969.00	Lewis Machine and Tool Short Barrell Rifle
	4,540.00	One Solution Software and Installation Service
	5,650.00	Body Armor Vest Carriers (48)
	5,276.64	Combat Uniforms
	10,395.00	Breaching Tool& Power Cartridges
	27,724.00	2018 Dodge Durango AWD
Treasurer	4,666.15	Envelopes
Total	992,670.06	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance 8/31/2018	2,751,622.38	238,436.67	463,712.91	1,855,534.72	5,309,306.68

Designated Other Projects Detail

Administration	327,492.71
Bridges	14,714.00
Historic Preservation	158,000.00 12/11/14 Board Action designated \$50,000 for final debt payment
Library	200,857.01 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	81,706.00
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	1,855,534.72

Other Proffers 8/31/18

(4) Fund Balance Adjusted	
Ending Balance 8/18	46,085,703.72
Revenue 8/18	11,090,054.27
Expenditures 8/18	(15,046,281.27)
Transfers 8/18	(248,783.86)
8/18 Ending Balance	41,880,692.86

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

REVENUES:	<u>Appropriated</u>	FY19 8/31/18 <u>Actual</u>	FY18 8/31/17 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	123,179,515.00	4,573,991.53	4,472,650.75	101,340.78 (1)
Other local taxes	36,959,731.00	1,048,218.05	1,141,457.95	(93,239.90) (2)
Permits & Privilege fees	1,838,386.00	361,759.92	341,996.16	19,763.76 (3)
Revenue from use of money and property	526,810.00	291,376.86	176,207.99	115,168.87 (4)
Charges for Services	3,061,899.00	528,136.03	464,104.10	64,031.93
Miscellaneous	503,360.00	110,633.99	102,670.82	7,963.17
Recovered Costs	1,618,949.00	191,854.63	96,103.14	95,751.49 (5)
Proffers	0.00	240,184.62	192,945.48	47,239.14 (5)
Intergovernmental:				
Commonwealth	12,143,593.00	3,685,230.03	3,706,850.87	(21,620.84) (6)
Federal	0.00	2,668.28	244.16	2,424.12 (7)
Insurance Recoveries	0.00	3,104.33	0.00	3,104.33
Transfers	0.00	52,896.00	0.00	52,896.00
TOTAL REVENUES	179,832,243.00	11,090,054.27	10,695,231.42	394,822.85
EXPENDITURES:				
General Administration	12,868,678.88	3,792,389.55	3,581,415.59	210,973.96
Judicial Administration	2,894,406.82	439,160.01	409,061.59	30,098.42
Public Safety	38,651,733.65	6,878,854.06	6,809,038.80	69,815.26
Public Works	5,818,707.46	896,540.15	564,034.44	332,505.71
Health and Welfare	9,787,663.00	1,487,268.29	1,457,994.68	29,273.61
Education	81,080.00	20,270.00	19,080.00	1,190.00
Parks, Recreation, Culture	8,505,779.78	1,263,283.46	1,225,133.38	38,150.08
Community Development	2,184,007.71	268,515.75	222,624.31	45,891.44
TOTAL EXPENDITURES	80,792,057.30	15,046,281.27	14,288,382.79	757,898.48 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	102,621,109.91	248,783.86	5,876,752.58	(5,627,968.72) (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(3,580,924.21)	(4,205,010.86)	(9,469,903.95)	(5,264,893.09)
Fund Balance per General Ledger		46,085,703.72	42,008,196.15	4,077,507.57
Fund Balance Adjusted to reflect Income Statement 8/31/18		41,880,692.86	32,538,292.20	9,342,400.66

(1)General Property Taxes	FY19	FY18	Increase/Decrease
Real Estate Taxes	1,678,413	1,665,311	13,102
Personal Property	2,785,392	2,702,576	82,816
Penalties and Interest	68,597	75,476	(6,879)
Credit Card Chgs./Delinq.Advertising	(37,343)	(34,881)	(2,462)
Adm.Fees For Liens&Distress	78,932	64,168	14,764
	4,573,991	4,472,650	101,341

(2) Other Local Taxes

Utility Taxes	172,508.05	184,055.31	(11,547.26)
Business Licenses	167,016.05	226,334.56	(59,318.51)
Auto Rental Tax	11,669.95	11,249.30	420.65
Motor Vehicle Licenses Fees	48,166.87	48,058.29	108.58
Recordation Taxes	319,477.06	292,773.41	26,703.65
Meals Tax	293,466.59	341,411.96	(47,945.37)
Lodging Tax	35,656.15	37,265.12	(1,608.97)
Street Lights	137.33	220.00	(82.67)
Star Fort Fees	120.00	90.00	30.00
Total	1,048,218.05	1,141,457.95	(93,239.90)

(3)Permits&Privileges

Dog Licenses	10,286.00	7,350.00	2,936.00
Transfer Fees	585.00	630.90	(45.90)
Development Review Fees	46,352.00	69,818.00	(23,466.00)
Building Permits	242,113.86	178,700.32	63,413.54
2% State Fees	5,426.06	5,202.94	223.12
Electrical Permits	16,642.00	28,321.00	(11,679.00)
Plumbing Permits	2,622.00	3,399.00	(777.00)
Mechanical Permits	11,048.00	22,936.00	(11,888.00)
Sign Permits	425.00	1,425.00	(1,000.00)
Blasting Permits	45.00	30.00	15.00
Land Disturbance Permits	26,165.00	23,683.00	2,482.00
Commercial Pump and Haul Fee		500.00	(500.00)
Residential Pump and Haul Fee	50.00	-	50.00
Total	361,759.92	341,996.16	19,763.76

(4) Revenue from use of

Money	290,376.86	174,316.61	116,060.25
Property	1,000.00	1,891.38	(891.38)
Total	291,376.86	176,207.99	115,168.87

(5) Recovered Costs	FY19	FY18	Increase/Decrease
	8/31/2018	8/31/2017	
Recovered Costs Social Services	7,883.18	-	7,883.18
Recovered Cost Fire Companies	74,999.00	-	74,999.00
Recovered Costs Sheriff	3,400.00	3,250.00	150.00
Reimbursement Circuit Court	1,848.79	1,877.85	(29.06)
Reimb.Public Works/Planning Clean Up	450.00	575.00	(125.00)
Clarke County Container Fees	11,552.08	4,295.69	7,256.39
City of Winchester Container Fees	4,003.63	7,859.24	(3,855.61)
Refuse Disposal Fees	15,477.70	15,621.98	(144.28)
Recycling Revenue	18,076.85	21,065.33	(2,988.48)
Container Fees Bowman Library	-	304.52	(304.52)
Reimb.of Expenses Gen.District Court	5,884.44	5,232.73	651.71
Reimb.Task Force	11,209.38	5,042.44	6,166.94
Comcast PEG Grant	21,888.00	21,589.50	298.50
Fire School Programs	11,410.00	7,168.00	4,242.00
Clerks Reimbursement to County	1,449.86	2,220.86	(771.00)
Reimb. Sheriff	2,321.72	-	2,321.72
Subtotal Recovered Costs	191,854.63	96,103.14	95,751.49
Proffer Sovereign Village	21,952.38	-	21,952.38
Proffer Lynnhaven	-	3,378.31	(3,378.31)
Proffer Redbud Run	12,908.00	6,454.00	6,454.00
Proffer Canter Estates	-	16,351.88	(16,351.88)
Proffer Southern Hills	24,550.00	34,370.00	(9,820.00)
Proffer Snowden Bridge	171,012.24	117,748.29	53,263.95
Proffer Cedar Meadows	9,762.00	14,643.00	(4,881.00)
Subtotal Proffers	240,184.62	192,945.48	47,239.14
Grand Total	432,039.25	289,048.62	142,990.63

*1 Millwood Debt Payment

(6) Commonwealth Revenue	FY19	FY18	
	8/31/2018	8/31/2017	Increase/Decrease
Motor Vehicle Carriers Tax	2,319.05	22,886.25	(20,567.20)
Mobile Home Titling Tax	25,731.33	23,550.00	2,181.33
Recordation Taxes	124,578.44	89,753.60	34,824.84
P/P State Reimbursement	2,610,611.27	2,610,611.27	-
Shared Expenses Comm.Atty.	39,892.03	40,444.27	(552.24)
Shared Expenses Sheriff	159,770.90	140,193.05	19,577.85
Shared Expenses Comm.of Rev.	17,134.67	16,306.31	828.36
Shared Expenses Treasurer	11,106.83	10,458.75	648.08
Shared Expenses Clerk	33,216.60	32,376.59	840.01
Public Assistance Grants	545,680.01	536,081.75	9,598.26
Four-For-Life Funds	-	85,262.32	(85,262.32)
DMV Grant Funding	7,885.39	7,114.69	770.70
State Grant Emergency Services	4,794.20	5,800.00	(1,005.80)
JJC Grant Juvenile Justice	32,090.00	32,090.00	-
Rent/Lease Payments	42,803.19	44,736.62	(1,933.43)
Wireless 911 Grant	20,078.65	5,916.81	14,161.84
State Forfeited Asset Funds	7,537.47	3,141.09	4,396.38
F&R OEMS Reimbursement	-	127.50	(127.50)
Total	3,685,230.03	3,706,850.87	(21,620.84)

County of Frederick

General Fund

August 31, 2018

(7) Federal Revenue	FY19	FY18	Increase/Decrease
Federal Forfeited Assets DOJ	-	244.16	(244.16)
Federal Funds Sheriff	2,668.28	-	2,668.28
Total	2,668.28	244.16	2,424.12

(8) Expenditures

Expenditures increased \$757,898.48. **General Administration** increased \$210,973.96. This increase was impacted by the timing of charging out the public official's liability, property and automobile insurance in the current month compared to 9/17 in the previous year. **Public Works** increased \$332,505.71 and includes the \$163,454.70 for the Stephenson Compactor Site, timing of the charges for insurance, the timing of the County Share of the Courthouse Complex Maintenance for \$102,022.81 as the invoice was paid in September of the previous year. The transfers decreased \$5,627,968.72. See chart below:

(9) Transfers Decreased (\$5,627,968.72)	FY19	FY18	Increase/Decrease
Transfer to School Operating	0.00	1,032,255.77	(1,032,255.77) *1
Transfer to Debt Service County	196,886.61	159,184.39	37,702.22 *2
Operational Transfers	51,897.25	361,692.42	(309,795.17) *3
Board Contingency	0.00	4,323,620.00	(4,323,620.00) *4
Total	248,783.86	5,876,752.58	(5,627,968.72)

*1 School Operating FY18 was \$1,032,255.77 C/F for School Encumbrances.

*2 Payments includes the Bowman Library 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
 August 31, 2018

ASSETS	FY2019 <u>8/31/18</u>	FY2018 <u>8/31/17</u>	Increase <u>(Decrease)</u>
Cash	8,914,718.55	7,677,556.30	1,237,162.25 *1
Accounts Receivable Other	2,420.24	0.00	2,420.24
GL controls(est.rev/est.exp)	<u>(1,315,001.09)</u>	<u>(1,005,120.00)</u>	<u>(309,881.09)</u>
TOTAL ASSETS	<u>7,602,137.70</u>	<u>6,672,436.30</u>	<u>929,701.40</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,551,494.10</u>	<u>2,507,247.00</u>	<u>44,247.10</u>
TOTAL LIABILITIES	<u>2,551,494.10</u>	<u>2,507,247.00</u>	<u>44,247.10</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	227,308.83	14,042.10	213,266.73
Fund Balance	<u>4,823,334.77</u>	<u>4,151,147.20</u>	<u>672,187.57</u> *2
TOTAL EQUITY	<u>5,050,643.60</u>	<u>4,165,189.30</u>	<u>885,454.30</u>
TOTAL LIABILITY & EQUITY	<u>7,602,137.70</u>	<u>6,672,436.30</u>	<u>929,701.40</u>

NOTES:

*1 Cash increased \$1,237,162.25. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance increased \$672,187.57. The beginning balance was \$5,568,464.00 and includes adjusting entries, budget controls for FY19(\$1,316,409.00), and the year to date revenue less expenditures of \$571,279.77.

Current Unrecorded Accounts Receivable-	<u>FY19</u>
Prisoner Billing:	35,782.13
Compensation Board Reimbursement 8/18	<u>477,567.63</u>
Total	513,349.76

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

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2019 8/31/18 <u>Actual</u>	FY2018 8/31/17 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	69.62	14.37	55.25
Interest		-	-	-
Supervision Fees	56,096.00	8,590.00	3,385.00	5,205.00
Drug Testing Fees	1,000.00	60.00	25.00	35.00
Work Release Fees	350,628.00	35,680.60	18,650.49	17,030.11
Prisoner Fees from other localities	0.00	0.00	0.00	0.00
Federal Bureau Of Prisons	0.00	0.00	110.00	(110.00)
Local Contributions	7,824,994.00	1,928,414.75	1,932,686.50	(4,271.75)
Miscellaneous	7,501.00	317.79	370.97	(53.18)
Phone Commissions	400,000.00	0.00	0.00	0.00
Food & Staff Reimbursement	80,000.00	4,671.40	8,728.10	(4,056.70)
Elec.Monitoring Part.Fees	97,000.00	19,615.10	1,407.70	18,207.40
Share of Jail Cost Commonwealth	1,350,000.00	0.00	0.00	0.00
Medical & Health Reimb.	85,000.00	5,173.26	5,440.40	(267.14)
Shared Expenses CFW Jail	5,400,000.00	287,917.85	150,739.08	137,178.77
State Grants	276,233.00	0.00	0.00	0.00
D.J.C.P. Grant	0.00	0.00	0.00	0.00
Local Offender Probation	277,467.00	0.00	0.00	0.00
Bond Proceeds	0.00	0.00	0.00	0.00
Transfer From General Fund	5,266,848.00	1,297,977.50	1,348,614.75	(50,637.25)
TOTAL REVENUES	21,472,767.00	3,588,487.87	3,470,172.36	118,315.51
EXPENDITURES:	23,015,076.92	3,017,208.10	2,922,658.93	94,549.17
Excess(Deficiency)of revenues over expenditures	(1,019,162.10)	571,279.77	547,513.43	23,766.34
FUND BALANCE PER GENERAL LEDGER		<u>4,252,055.00</u>	<u>3,603,633.77</u>	<u>648,421.23</u>
Fund Balance Adjusted To Reflect Income Statement 8/31/18		4,823,334.77	4,151,147.20	672,187.57

County of Frederick
Fund 12 Landfill
August 31, 2018

ASSETS	FY2019 8/31/18	FY2018 8/31/17	Increase (Decrease)
Cash	38,875,396.12	35,806,878.95	3,068,517.17
Receivables:			
Accounts Receivable			
Fees	782,205.78	722,884.55	59,321.23 *1
Accounts Receivable Other	21,227.66	2,401.33	18,826.33
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)	<u>1,620.55</u>	<u>(2,743,935.62)</u>	<u>2,745,556.17</u>
TOTAL ASSETS	<u>57,522,557.48</u>	<u>51,378,119.88</u>	<u>6,144,437.60</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	158,608.75	183,021.61	(24,412.86)
Accrued Remediation Costs	13,126,481.90	12,807,957.65	318,524.25 *2
Retainage Payable	0.00	26,133.20	(26,133.20)
Deferred Revenue Misc.Charges	<u>21,227.66</u>	<u>2,401.33</u>	<u>18,826.33</u>
TOTAL LIABILITIES	<u>13,306,318.31</u>	<u>13,019,513.79</u>	<u>286,804.52</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	415,199.10	514,222.38	(99,023.28) *3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>33,942,598.07</u>	<u>27,985,941.71</u>	<u>5,956,656.36</u> *4
TOTAL EQUITY	<u>44,216,239.17</u>	<u>38,358,606.09</u>	<u>5,857,633.08</u>
TOTAL LIABILITY AND EQUITY	<u>57,522,557.48</u>	<u>51,378,119.88</u>	<u>6,144,437.60</u>

NOTES:

*1 Landfill receivables increased \$59,321.23. Landfill fees at 8/18 were \$749,540.41 compared to \$654,579.13 at 8/17 for an increase of \$94,961.28. Delinquent fees at 8/18 were \$78,058.76 compared to \$113,687.21 at 8/17 for a decrease of \$35,628.45.

*2 Remediation increased \$318,524.25 and includes \$271,591.00 for post closure and \$46,933.25 interest.

*3 The encumbrance balance at 8/31/18 was \$415,199.10 and includes \$29,368.55 for a 2018 Ford F150, \$31,819.55 for a 2019 Ford F-250, a CAT 963K Track Loader for \$345,228 and \$8,783 for a Woods Rotary Cutter.

*4 Fund balance increased \$5,956,656.36. The beginning balance was \$33,386,316.31 and includes adjusting entries, budget controls for FY19(\$30,199) and \$586,480.76 for year to date revenue less expenses.

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

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY2019 8/31/18 <u>Actual</u>	FY2018 8/31/17 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Charges	0.00	381.31	419.35	(38.04)
Interest on Bank Deposits	120,000.00	7,839.48	2,631.76	5,207.72
Salvage and Surplus	75,000.00	35,493.90	27,810.91	7,682.99
Sanitary Landfill Fees	6,562,000.00	1,275,230.94	1,017,327.08	257,903.86
Charges to County	0.00	114,392.20	99,207.16	15,185.04
Charges to Winchester	0.00	31,300.35	25,510.38	5,789.97
Tire Recycling	142,500.00	44,562.48	49,888.62	(5,326.14)
Reg. Recycling Electronics	91,200.00	12,585.00	11,047.00	1,538.00
Greenhouse Gas Credit Sales	0.00	9,587.57	0.00	9,587.57
Miscellaneous	0.00	72.00	0.00	72.00
Wheel Recycling	0.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	168,402.00	29,076.30	31,703.58	(2,627.28)
Landfill Gas To Electricity	312,837.00	52,516.16	59,458.99	(6,942.83)
Insurance Recoveries		4,872.23		
Waste Oil Recycling		0.00	0.00	0.00
TOTAL REVENUES	7,471,939.00	1,617,909.92	1,325,004.83	288,032.86
Operating Expenditures	5,397,138.00	448,142.37	354,382.81	93,759.56
Capital Expenditures	2,488,379.55	583,286.79	0.00	583,286.79
TOTAL Expenditures	7,885,517.55	1,031,429.16	354,382.81	677,046.35
Excess(deficiency)of revenue over expenditures	(413,578.55)	586,480.76	970,622.02	(384,141.26)
Fund Balance Per General Ledger		33,356,117.31	27,015,319.69	6,340,797.62
FUND BALANCE ADJUSTED		33,942,598.07	27,985,941.71	5,956,656.36

County of Frederick, VA
Report on Unreserved Fund Balance
September 14, 2018

Unreserved Fund Balance, Beginning of Year, July 1, 2018	46,742,138
 Prior Year Funding & Carryforward Amounts	
C/F forfeited asset funds	(1,247)
C/F Fire Company Capital	(224,818)
C/F Capital impact study	(59,067)
C/F Sheriff auto claim reimbursement	(15,191)
C/F Parks projects	(324,382)
C/F compactor rehab	(19,500)
C/F Middletown convenience site	(45,000)
C/F Stephenson convenience site	(385,342)
C/F spay/neuter program	(6,521)
C/F design/build animal shelter addition	(6,727)
C/F county admin bldg maintenance projects	(31,044)
	(1,118,839)
 Other Funding / Adjustments	
COR refund - Ascar Leasing	(2,521)
COR refund - BMW Financial	(2,790)
COR refund - Bowman Properties	(3,283)
COR refund - Capital Meats	(23,136)
Sheriff SWAT vehicle	(175,000)
COR refund - Acar Leasing	(3,026)
COR refund - Toyota Leasing	(4,087)
	(213,843)
 Fund Balance, September 14, 2018	 45,409,456

C



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

PARKS AND RECREATION COMMISSION REPORT to the BOARD OF SUPERVISORS

Tuesday, September 26, 2018

7:00 p.m.

107 NORTH KENT STREET, WINCHESTER, VIRGINIA

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Date: September 13, 2018
Subject: Parks and Recreation Commission Action

The Parks and Recreation Commission met on September 11, 2018. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Amy Strosnider, Charles Sandy, Jr., and Robert Wells (Board of Supervisors' Non-Voting Liason). Members absent: Guss Morrison, Ronald Madagan.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

None

ITEMS SUBMITTED FOR INFORMATION ONLY

1. The Commission recommends using \$41,600 in proffer funds to add utility installation to the Northwest Sherando project for future Park restrooms.

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

D



MEMORANDUM

TO: Board of Supervisors

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

RE: Draft Resolution for I-81 Corridor Study Round 2

DATE: September 18, 2018

Attached please find the draft resolution for Board of Supervisors feedback on Round 2 of the I-81 Corridor public meetings.

This draft was developed via Staff participation in the public meeting that was held at Lord Fairfax Community College on August 22, 2018 and discussion with the Transportation Committee on August 27, 2018. This item has also been circulated to the Transportation Committee and will be voted on at their meeting on September 24, 2018.

As noted in the resolution; key concerns are the lack of recommended improvements from Exit 315-317, truck parking consideration, and that potential funding scenarios be equitable in nature and not a single source.

There will be a third round of public meetings on the corridor study in October and the study is expected to be finalized in November for submission to the General Assembly for potential action in the next legislative session.

JAB/pd

Attachment



**A RESOLUTION FOR THE BOARD OF SUPERVISORS
OF THE COUNTY OF FREDERICK, VIRGINIA
TO COMMENT ON THE
INTERSTATE 81 CORRIDOR STUDY – ROUND 2**

At a regularly scheduled meeting of the Frederick County Board of Supervisors held on September 26, 2018, the following resolution was adopted:

WHEREAS, under Senate Bill 971 VDOT is conducting a corridor study for I-81; and,

WHEREAS, VDOT and the Office of Intermodal Planning and Investment are seeking comment from individuals and localities on various items under study; and,

WHEREAS, Frederick County representatives attended the second round of public meetings held August 22, 2018 at Lord Fairfax Community College, and

WHEREAS, The Frederick County Board of Supervisors would like to encourage the reconsideration of improvements from Exits 315-317 for the list of recommended improvements due to significant safety, congestion, and access to alternative facilities concerns, and

WHEREAS, The Frederick County Board of Supervisors would continue to encourage ongoing analysis of existing truck parking shortages in our area, and

WHEREAS, The Frederick County Board of Supervisors continues to support the analysis of multiple potential dedicated funding scenarios that are equitably applied, and

WHEREAS, The Frederick County Board of Supervisors believes a package of dedicated funding sources as opposed to a singular source would be the best way to meet the current and long-term needs of the I-81 Corridor, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick hereby submits this resolution for the second round of public comment for the I-81 corridor study and looks forward to further opportunities for continued involvement.

Passed this 26th day of September 2018 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman

Gary A. Lofton

Robert W. Wells

J. Douglas McCarthy

Shannon G. Trout

Judith McCann-Slaughter

Blaine P. Dunn

A COPY ATTEST

Kris C. Tierney
Frederick County Administrator

E




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: September 18, 2018
RE: Committee Appointments

Listed below are the vacancies/appointments due through November 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

Extension Leadership Council

William Austin – Red Bud District Representative
107 Rebels Circle
Winchester, VA 22602
Term Expires: 09/09/19
Four year term

(Staff has been advised that Mr. Austin has moved from the area.) *(The Extension Leadership Council is comprised of ten members, one member from each magisterial district appointed by the Board of Supervisors and four members-at large recommended by the Virginia Tech Extension Service. Members serve a four year term.)*

Planning Commission

June M. Wilmot – Member-At-Large
365 Proclamation Drive, Apt. 2417
Winchester, VA 22603
Term Expires: 11/14/21
Four year term

(Staff has been advised that Mrs. Wilmot has resigned from the Planning Commission effective September 1, 2018.)

JUNE 2018

Winchester Regional Airport Authority

Robert Bearer – Frederick County Representative
140 Kinross Drive
Winchester, VA 22602
Phone: (540)550-1898
Term Expires: 06/30/18
Four year term

(Frederick County has four representatives on the Winchester Regional Airport Authority. Members are eligible for reappointment.)

Winchester-Frederick County Tourism Board

Joint Appointment with the City of Winchester

Dan Martin – Private Sector Rep. (Lodging Industry-Hampton Inn & Suites)
General Manager
Hampton Inn & Suites
170 Getty Lane
Winchester, VA 22602
Office: (540)722-2722
Term Expires: 06/30/18

Eric Campbell – Non Profit Sector Rep. (Cedar Creek and Belle Grove National Historic Park)
P. O. Box 700
8695 Valley Pike
Middletown, VA 22645
Phone: (540)868-9176
Term Expires: 06/30/18
Three year term

(Mr. Martin and Mr. Campbell are not eligible for reappointment.)

(Staff is waiting to hear from Winchester City Council as to their action on the recommendation from Tourism Director and Tourism Board on the appointment of Lani Peterson and Shannon Moeck to fill seats of Dan Martin and Eric Campbell.) *(The Tourism Board was formed by Joint Resolution of the Board of Supervisors and the City Council in April 2001. Members serve a three year term and may only serve two consecutive terms. Recommendation for appointment is contingent upon like approval by the City of Winchester.)*

SEPTEMBER 2018

Shenandoah Area Agency on Aging (SAAA)

Thomas P. Reed – Frederick County Representative
113 Canyon Road
Winchester, VA 22602
Home: (540)722-8880
Term Expires: 09/30/18
Four year term

(Mr. Reed is not eligible for reappointment.)

*(Frederick County has one member on this board. According to agency by-laws, each jurisdiction may **nominate** one individual for appointment, **with final appointment being made by the Area Agency on Aging Board.** The Area Agency on Aging shall have the right not to accept any nominee it considers to be incompatible with the best interests of the SAAA and Board. Members may only serve two terms.)*

Member-At-Large – Frederick County

*(According to agency by-laws, the Area Agency on Aging Board may appoint up to six At-Large Members. **The Area Agency on Aging is seeking assistance in finding a candidate to fill the Frederick County Member-At-Large seat.**)*

(Attached is an Area Agency on Aging Board position description and By-Laws which have been provided by the Area Agency on Aging.)

OCTOBER 2018

No appointments due for October 2018.

NOVEMBER 2018

Handley Regional Library Board

John R. Clawson – Frederick County Representative
220 Lynn Drive
Stephens City, VA 22655
Home: (540)336-6080
Term Expires: 11/30/18
Four year term

(Mr. Clawson has served two full terms and is not eligible for reappointment.) *(The County has 5 seats on the Handley Regional Library Board as a result of the Joint Agreement and Memorandum of Understanding with the City. As stated in the library by-laws, members may only serve two terms.)*

Shawneeland Sanitary District Advisory Committee

Michelle Landon
226 Graywolfe Trail
Winchester, VA 22602
Home: (540)877-1838
Term Expires: 11/09/18
Two year term

Jeff Stevens
114 Rappahannock Trail
Winchester, VA 22602
Home: (540)327-3112
Term Expires: 11/09/18
Two year term

(The ShawneeLand Sanitary District Advisory Committee is comprised of five members made up of resident property owners and serve a two year term. Members are eligible for reappointment.)

KCT/tjp

Attachment

Shenandoah Area Agency on Aging (SAAA)

Board Position Description

General Statement of duties: Determine the policies, procedures and regulations for the Shenandoah Area Agency on Aging provide fiscal oversight; assist in raising funds to finance the organization; provide leadership for long-term and strategic planning; monitor organizational performance.

Term: 4-years

Accountability: To the Board President and the Board of Directors

Resignation: In writing to the Board Chair

Responsibilities:

1. **General**
 - a. Have an affinity towards the agency on aging's mission.
 - b. Know SAAA's values, vision, programs and services.
 - c. Know and follow organization bylaws and other policies.
 - d. Serve the organization as a whole rather than a specific interest.
 - e. Maintain independence and objectivity in all organization issue
 - f. Attend and support as many organization events as possible.
2. **Governance**
 - a. Prepare for Board meetings by previewing information provided.
 - b. Be aware that after two consecutive unexcused meetings, the Board may terminate a member.
 - c. Ask substantive questions at Board and committee meetings.
 - d. Be open to other points of views in Board deliberations.
 - e. Support all Board decisions regardless of personal stance on decisions.
 - f. Maintain confidentiality in all matters discussed at meetings.
 - g. Assume leadership positions when asked.
3. **Financial**
 - a. Annually, make financial contributions at a level according to personal means.
 - b. Actively engage in fund raising efforts, by securing sponsors and personally supporting events.
 - c. Monitor short- and long-term financial stability.
4. **Fiduciary**
 - a. Always serve the public benefit.
 - b. Accountable to the public at large.
5. **Public Relations**
 - a. Advocate for organization when appropriate.
 - b. Avoid any appearance of a conflict of interest & disclose any possible conflict to the Board.
 - c. Avoid accepting any gifts or favors or making any gifts or favors related to your Board position.
6. **Relationship with Executive Director and Staff**
 - a. Support the Executive Director in the performance of job duties.
 - b. Consult with Executive before asking for favors or information from staff.
 - c. Keep Executive informed of all activities done on behalf of organization.

Individual Board Member Goals: _____

BYLAWS
Shenandoah Area Agency on Aging

Article I – Name

The agency shall be known as Shenandoah Area Agency on Aging, Incorporated (SAAA). The agency shall be the official Area Agency on Aging of the Northern Shenandoah Valley Regional Commission, Planning Services Area 7 (PSA 7).

Article II – Authority

SAAA is chartered as an Area Agency on Aging under the Older Americans Act, Public Law 89-73. The Virginia Department for the Aging (VDA), pursuant to Virginia Code 2.2-700 and the Virginia Administrative Code, contracts with SAAA to provide services to older residents of PSA 7.

Article III - Articles of Incorporation

SAAA was incorporated as a Virginia Non-Stock Corporation (as limited by Section 501 (c) (3) of the Internal Revenue Code of 1954).

Article IV – Definitions

1. References to “region” shall mean the Northern Shenandoah Valley Regional Commission, Planning Services Area 7 (NSVRC).
2. References to “SAAA” or “Board” shall mean the Shenandoah Area Agency on Aging or the Board of Directors thereof.
3. References to “DARS” shall mean the Virginia Department for Aging and Rehabilitative Services.

Article V – Objectives

The objectives of SAAA shall be as follows:

1. to provide a variety of high quality services and opportunities that enhance the dignity and independence of older persons and promote their continued contributions to the community;

2. to enable eligible persons to live at home while maintaining a high quality of life;
3. to provide a coordinated system of services to meet the needs of the older population of the region;
4. to identify unmet needs of older persons in the region;
5. to educate the community on availability of services and provide information on accessing services;
6. to partner and coordinate with other community human service providers to enhance and expand aging service capacities;
7. to provide life enrichment opportunities for older persons;
8. to advocate on behalf of older persons;
9. to conduct periodic evaluations of all aging planning activities within the region; or as requested by local governments;
10. to actively pursue and administer grants to expand the service capacity of SAAA; and
11. to contribute to and partner with DARS in planning for aging services within the Commonwealth of Virginia.

Article VI - Service Area

SAAA shall serve the region, which includes the counties of Clarke, Frederick, Page, Shenandoah, and Warren as well as the City of Winchester.

Article VII - Board of Directors

- A. Powers and authority: SAAA shall be governed by its Board. The Board shall have the responsibility and authority to:
 1. employ the Executive Director of the SAAA, who shall serve at the pleasure of the Board;
 2. provide policy direction to the Executive Director;
 3. annually review and approve a fiscal year budget, which shall serve as the basis for the area plan submitted by the Executive Director to DARS;

4. implement policies and instructions in a manner consistent with the SAAA bylaws as well as relevant federal and state regulations;
5. elect officers of the Board in the manner provided by the SAAA bylaws;
6. review and take appropriate actions on reports and recommendations provided by the Executive Director on all policies of the SAAA;
7. appoint such committees as it may deem expedient for carrying out the objectives of the Board and to terminate the authority of any committee at any time;
8. in consultation with the Executive Director, solicit funds to support the programs of the SAAA;
9. perform such other functions as are necessary to further the objectives of the SAAA in a manner consistent with the SAAA bylaws.

B. **Membership:** The membership shall be as broadly representative as is possible. The Board shall consist of thirteen (13) voting members. The Executive Director is an ex-officio, non-voting member of the Board. Board members shall be appointed in accordance with the following provisions:

1. each jurisdiction named in Article VI may nominate one member;
2. the Board shall appoint the local government nominees, but the Board shall have the right not to accept any nominee it considers to be incompatible with the best interests of the SAAA and the Board; and
3. the Board may appoint up to six (6) At-Large members.
4. The Advisory Counsel will have one representative serve as a member of the Board.

C. **Voting and Quorums:** Each Board member shall be entitled to one vote. With the exception of special motions requiring a two-thirds vote of the quorum present, all actions taken by the Board shall require a simple majority of those members present and voting. A vote to hire or fire the Executive Director shall be a special motion. Quorums shall consist of 50% of the Board members plus one.

D. **Terms of office:**

1. the term of office for Board members shall be four years, and persons serving on the Board, except as provided herein, are eligible to serve for an additional four;
2. Board members shall assume office at the start of the fiscal year, except those appointed under paragraph D. 5 below.
3. except as provided herein, board members may serve two consecutive four-year terms;
4. if a Board member is filling an unexpired term of one year or less, he or she is eligible to serve two consecutive terms if reappointed;
5. within sixty (60) days to the degree possible, vacancies on the Board shall be filled for the unexpired term in the same manner as the original appointments;

Should the Executive Committee by a majority vote deem that the attendance pattern of a Board member at properly schedule Board or Committee meetings to be unacceptable, or should the performance of a Board member be deemed unacceptable for any other reason by a majority vote, then the Chair shall solicit the resignation of such a Board member. In the event that no resignation is forthcoming, then the Executive Committee shall recommend the termination of such a Board member to the Board. If the recommendation is approved by a majority vote of the Board members, then the appropriate jurisdiction shall be notified of the termination of the Board member and the nomination of a new Board member shall be solicited.

E. Board Meetings:

1. all Board meetings shall be open to the public except Executive sessions;
2. the Board shall meet in regular session at least six (6) times during each fiscal year at such specific times and places as the Chair may determine;
3. special meetings of the Board may be called at the discretion of the Chair, the Executive Committee, or upon the written request of at least three (3) Board members.
4. written notice of the time and place of every regular and special meeting of the Board shall be sent to all members at least seven days before the meeting; and
5. Board members are not personally liable for the debts, liabilities, or other obligations of the SAAA.

Article VIII – Officers

- A. SAAA officers shall consist of a Chair, Vice Chair, Secretary, and Treasurer.
- B. The officers shall be elected by the Board from its own membership based on nominees selected by a Nominating Committee or made by the by a majority of the Board during a regularly scheduled meeting.
- C. The Board shall elect its officers by no later than September of each year and new officers shall assume office on October 1st of year.
- D. Election shall be by secret ballot if there is more than one nominee for the same office.
- E. The term of each office shall be for a period of one (1) year or until a successor has been properly elected.
- F. The officers shall perform the usual duties assigned to such positions of leadership or as determined by the Board. These duties include but shall not be limited to:
 - 1. the Vice Chair shall perform all duties of the Chair in the absence of the Chair;
 - 2. the Secretary shall keep or cause to be kept accurate minutes of all meetings, present minutes at regular meetings and special meetings, and handle correspondence of the Board as needed;
 - 3. the Treasurer shall ensure that financial records are maintained in an appropriate manner;
 - 4. the Executive Director shall be responsible for briefing the Treasurer on all major financial transactions; and
 - 5. the Treasurer shall serve as Chair of the Finance Committee.
- G. Any vacancy occurring among the officers shall be filled for the unexpired portion of the term by the Board at any regular or special Board meeting.

Article IX – Committees

General: Committee appointments should be representative of the entire service area. All standing Committees shall meet at least once per year. Except where noted below, each committee shall consist of a Chair appointed by the Board Chair and a minimum of three additional Board members. The Board Chair sits as an ex-officio non-voting member on all Board Committees.

A. Executive Committee:

1. The Executive Committee shall consist of the officers of the Board, the Executive Director as a non-voting Ex-officio member, and two (2) Board members appointed by the Board Chair.
2. It shall be the function of the Executive Committee to make policy recommendations to the Board and to assist in the execution of policies established by the Board.
3. All policy changes recommended by the Executive Committee shall be reviewed by the Executive Committee prior to presentation to the Board.

B. Personnel Committee:

1. The Personnel Committee shall consist of a Chair appointed by the Board Chair, a minimum of two (2) additional Board members, and both the Board Chair and the Executive Director who shall serve as non-voting Ex-officio members.
2. It shall be the function of the Personnel Committee to assist the Executive Director in updating and or revising the employee manual for Board approval, establishing a salary structure, and reviewing the benefits package.

C. Finance Committee:

1. The Finance Committee shall consist of the Treasurer, the Board Chair and Executive Director in their capacity as non-voting Ex-officio members, plus two (2) additional Board members appointed by the Board Chair.
2. The Finance Committee shall be responsible for monitoring and reporting to the Board regarding the overall finance and accounting operations of the agency as well as on all matters relating to compliance with all applicable federal and state laws and regulations, ensuring the preparation of informative financial documents for periodic review by the Board, preparing at least annually a report of findings and recommendations for the Board, and receiving and reviewing the report of the auditor. The Committee may receive directly concerns of Board members regarding the financial positions and status of the organization.

D. Nominating Committee:

1. The Nominating Committee shall be appointed by the Chair and shall consist of at least two (two) Board members.
 2. It shall be the function of the Nominating Committee to select nominees from the membership of the Board for potential election to fill Board officer positions.
- E. Other Committees: The Board may appoint or authorize the appointment of such regular committees and or Ad Hoc committees as may be deemed necessary or appropriate to carry out the objectives of the Board.

Article X - Executive Director's Authority and Responsibility

- A. The Executive Director is the chief executive of the SAAA. The Executive Director derives his or her authority from the Board and is responsible to the Board for his or her performance. The SAAA Board sets policy and the Executive Director implements it.
- B. The Executive Director is an employee of the Board. The Executive Director may not be in total agreement with the Board. He or she is responsible, however, for discussing significant differences with the Board.
- C. The Executive Director is responsible for the administrative leadership of the SAAA. Within the SAAA, the Executive Director should organize the staff to ensure the successful completion of the SAAA mission and has the responsibility for hiring and firing staff.
- D. The Executive Director reports directly to the Board Chair. The Executive Director shall strive to fulfill all information requests from Board members. No Board member, acting as an individual, shall direct the Executive Director or any SAAA staff member. Neither shall any Board Committee direct the Executive Director or any SAAA staff member unless that Committee has been specifically empowered by the full Board to issue such directives.

Article XI - Fiscal Year and Budget

- A. The fiscal year of the SAAA shall be from October 1 through September 30.
- B. The budget shall be approved by the Board each year at the June Board meeting or as soon thereafter as is practical.

Article XII - Rules of Order

All meetings of the Board and committees appointed by the Board shall be conducted in accordance with these bylaws and in accordance with the then current edition of Robert's Rules of Order.

Article XIII – Amendments

These bylaws may be amended or repealed at any meeting of the Board by an affirmative vote of 2/3 of those members present provided that a quorum is present and notice of all proposed amendments shall have been mailed to the members of the Board at least fifteen (15) days prior to the meeting.

Appendix

Effective dates of bylaws

- ❖ Completely reviewed and adopted by the Board on August 28, 2015.

F

**RESOLUTION
FISCAL YEAR 2018-2019 BUDGET AMENDMENT**

WHEREAS, Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as Amended, the Frederick County Board of Supervisors, meeting in regular session and public hearing held on September 26, 2018, took the following action:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the FY 2018-2019 Budget be Amended to Reflect:

School Construction Fund Supplemental Appropriation in the Amount of \$7,500,000.00 for the Acquisition of Land, Design and Construction of a Replacement Robert E. Aylor Middle School.

Upon motion made by _____ and seconded by _____, the above budget amendment and supplemental appropriation was _____ by the following recorded vote:

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

A COPY ATTEST

Kris C. Tierney
Clerk, Board of Supervisors
County of Frederick, Virginia

**Resolution - Fiscal Year 2018-2019 Budget Amendment
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cc: Dr. David T. Sovine, School Superintendent
Patty D. Camery, School Finance Director
Cheryl B. Shiffler, Finance Director
C. William Orndoff, Jr., Treasurer

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