



**REGULAR MEETING AGENDA
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, OCTOBER 24, 2018
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

Call to Order

Invocation

Pledge of Allegiance

Adoption of Agenda

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

Consent Agenda

Attachment

1. Minutes ----- A
Regular Meeting of October 10, 2018
2. Committee Reports
Finance Committee Report of 10/17/18 ----- B
Parks and Recreation Commission Report of 10/09/18 ----- C
3. Request for Approval to Conduct Rabies Clinics ----- D
4. Resolution of Appreciation for Ann Lloyd ----- E
5. Resolution Supporting Del. LaRock’s Legislative Proposal Regarding
Tax Exemptions ----- F
6. Employee of the Month Resolution, July 2018 - John P. Vidal ----- G
7. Employee of the Month Resolution, August 2018 - Gene D. Boyce----- H

Board of Supervisors Comments

County Officials

1. Presentation – Employee of the Month Awards to John Vidal and Gene Boyce

2. Presentation – Northern Shenandoah Valley Substance Abuse Coalition
Lauren Cummings, Executive Director

3. Committee Appointments ----- |
 - 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. Shenandoah Area Agency on Aging
4-year term of Frederick Co. Representative ended 9/30/18 (Application of Richard Bever attached)

Note: The Agency is also seeking nominations for an At-Large Board Member.

 - d. 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)

 - e. Historic Resources Advisory Board
Back Creek District Representative --
4-year term of Gary Crawford ending 12/10/18 (Eligible for reappointment)

 - f. Board of Equalization
3-year term of Timothy McKee ending 12/31/18 (Eligible for reappointment)

Committee Business

Finance Committee

(See Tab_B_ for additional information)

1. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$174,185 from proffer funds. This amount represents funds needed for a restroom at Northwest Sherando Park. No local funds required. *The committee recommends approval.*
2. The Social Services Director provides an update on Medicaid expansion. A General Fund supplemental appropriation in the amount of \$290,450.50. This amount represents expected state/federal revenue for Medicaid expansion. *The committee recommends approval.*

Public Hearings (Non Planning Issues) - None

Planning Commission Business

Public Hearings - None

Other Planning Business - None

Board Liaison Reports

Citizen Comments

Board of Supervisors Comments

Adjourn

A

**MINUTES
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, OCTOBER 10, 2018
6:00 AND 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

ATTENDEES

Board of Supervisors: Charles S. DeHaven, Jr., Chairman; 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; Karen Vacchio, Public Information Officer; Mike Ruddy, Director of Planning; John Bishop, Assistant Director of Planning-Transportation; Tyler Klein, Planner; Scott Varner, Director of Information Technology; and Mark Cheran, Zoning & Subdivision Administrator.

CALL TO ORDER

Chairman DeHaven called the meeting to order at 6:00 p.m.

Supervisor Slaughter recused herself from the Closed Session.

CLOSED SESSION

Vice Chairman Lofton moved that the Board convene in closed session pursuant to Section 2.2-3711 A (3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Supervisor Dunn seconded the motion which carried on a voice vote.

At 6:20 p.m., the Board members being assembled within the designated meeting place in the presence of members of the public and the media desiring to attend, the meeting was reconvened on motion of Vice Chairman Lofton, seconded by Supervisor Wells. Vice Chairman Lofton moved that the Board of Supervisors of Frederick County certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board. Supervisor Dunn seconded the motion which carried as follows on a roll call vote:

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

At 6:25 p.m., Chairman DeHaven recessed the meeting until 7:00 p.m.

CALL TO ORDER

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

INVOCATION

The Reverend Ross Halbersma, New Hope Alliance Church delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice Chairman Lofton led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

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

CITIZENS COMMENTS - NONE

ADOPTION OF CONSENT AGENDA – APPROVED

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

-Minutes: Regular Meeting of September 26, 2018 - CONSENT AGENDA APPROVAL

- Transportation Committee Report of September 24, 2018 (Attachment 1) - CONSENT AGENDA APPROVAL

- Approval of Letter of Support Requested by Potomac Conservancy - CONSENT AGENDA APPROVAL

- Resolution adding Security Drive to Secondary Road System - CONSENT AGENDA APPROVAL

RESOLUTION BY THE FREDERICK COUNTY BOARD OF SUPERVISORS

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk’s Office of the Circuit Court of Frederick County; and
WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and
WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this request for addition; and
NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department’s Subdivision Street Requirements; and
BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and
BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

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BOARD OF SUPERVISORS COMMENTS - None

COUNTY OFFICIALS:

PRESENTATION OF RESOLUTION OF APPRECIATION TO SERENA “RENNY”

MANUEL

Chairman DeHaven read the resolution of appreciation adopted on September 12, 2018 for the service of Serena “Renny” Manuel and presented Ms. Manuel with a framed copy of the resolution.

COMMITTEE APPOINTMENTS

JOSEPH BAILEY APPOINTED TO WINCHESTER REGIONAL AIRPORT AUTHORITY - APPROVED

Upon motion of Chairman DeHaven, seconded by Supervisor Slaughter, Joseph Bailey was appointed to the Winchester Regional Airport Authority for a 4-year term ending October 10, 2022. The motion carried on a voice vote.

REQUEST FROM THE COMMISSIONER OF THE REVENUE FOR REFUND – APPROVED

Mr. Tierney explained the request for a refund saying it had been reviewed by the County Attorney. Supervisor Slaughter moved for approval of and the corresponding supplemental appropriation for the refund request by Toyota Lease Trust for \$ 3,713.60. 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 | | |

2019 GENERAL ASSEMBLY LEGISLATIVE AGENDA

Mr. Tibbs explained the proposed 2019 legislative agenda. He outlined the top five priorities and noted one Board member had requested an additional item seeking full reimbursement for the costs associated with Medicaid expansion. He said staff is seeking endorsement of the agenda prior to it being forwarded to the legislators.

Vice Chairman Lofton suggested separating the taxing authority question for Frederick County specifically from that initiative statewide in order to highlight Frederick County’s individual request for legislation. The Board agreed by consensus.

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

2019 LEGISLATIVE INITIATIVES
FREDERICK COUNTY, VIRGINIA

Priority Items:

1. **Reconsideration of SB 549 re Proffers** – Frederick County encourages the General Assembly to reconsider the provisions of SB 549, which enacted § 15.2-2303.4 as an amendment to the Code of Virginia, so that localities might have the flexibility to better work with the development community in order to address the increased demand for public facilities and services (e.g. schools, roads, parks, and public safety services) caused by increased residential growth. At a minimum, the legislation needs to provide guidelines for localities to follow for implementation. Further Frederick County supports consideration of legislation that would enable the capturing of capital costs relative to development through development impact fees or capital cost recovery.
2. **Tax Exemptions** – Frederick County supports reverting authority to the locality to continue existing tax exemptions previously granted by the General Assembly, prior to January 1, 2003.
3. **Local Taxing Authority** –Frederick County desires legislation to provide local specific taxing authority to increase taxes on meals and transient occupancy, without legislative imposition of mandatory specific uses of the realized gain in revenue.
4. **Equal Taxing Authority for Counties Eligible for City Status** - Frederick County supports legislation to provide equal taxing authority for Counties based on population density (i.e. Counties that already have the population density to be eligible for city status should also be recognized for

needing additional taxing authority to address the impacts of urbanization and higher density, as currently defined in the State Code).

- 5. **Funding for Transportation Improvements** – Frederick County supports increased funding for local transportation improvements. Frederick County supports increased funding for revenue sharing projects and opposes decreased funding for this program. In addition to funding, Frederick County seeks support from the General Assembly to assist in lobbying the U.S. Congress to resume long range planning coupled with potential funding strategies for the Interstate 81 Corridor.
- 6. **Education Funding** – Frederick County calls upon the Governor and General Assembly to fully fund the Virginia Standards of Quality as recommended by the Board of Education and the Standards of Accreditation. Further, Frederick County supports the full reinstatement of the COCA (Cost of Competing Adjustment) for teachers and support staff. In addition, Frederick County supports the exclusive use of state lottery proceeds to fund public education.

Other Positions:

- 1. **Wireless Infrastructure Bill** - Frederick County opposes any bill which limits local control over review and regulation of wireless facilities and/or regulates the fees localities can charge for applications for approval of wireless facilities.
- 2. **Funding for Jails** – The state should fully fund any increased costs or operational issues faced by local or regional jails when a change to the definition of state-responsible prisoner or other term results in an increase.
- 3. **Additional Resources for Department of Corrections** – Frederick County encourages the General Assembly to provide sufficient resources to the Department of Corrections in order that they may comply with the Code of Virginia requirement that they take state responsible inmates within 60 days of being notified by the courts.
- 4. **Medicaid coverage for jail inmates.** – Frederick County supports legislation to eliminate the ineligibility of incarcerated inmates to receive Medicaid benefits. Currently state law requires that incarcerated individuals lose their Medicaid coverage while they are in jail. This negatively impacts the locality’s contribution to local or regional jail budgets, especially with the increasing numbers of chronically and mentally ill inmates on the rise. This proposed change would also allow state inmates to receive Medicaid benefits while incarcerated.
- 5. **Machinery and Tools/BPOL Taxes** – Frederick County opposes any efforts to restrict local government revenue sources.
- 6. **Unfunded Mandates** – Frederick County opposes the enactment of any new mandates on local governments or school systems unless state appropriations are made to fully fund those mandates.
- 7. **Tax Incentives for Land Conservation** – Frederick County supports increasing the tax incentives in order to encourage landowners to participate in land conservation programs.
- 8. **Medicaid Expansion** – Frederick County supports full reimbursement for the local share of the additional administrative costs associated with Medicaid expansion.

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COMMITTEE BUSINESS - None

PUBLIC HEARINGS (Non-Planning Items) –

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: Development Projects Fund Supplemental Appropriation in the Amount of \$9,370,435.09 for additional funds for the I81 Bridge/Tevis/Roundabout/Airport Road/Northern Y project.

Mr. Tierney explained the proposed amendment and noted that no local funds are involved.

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

Chairman DeHaven closed the public hearing.

Vice Chairman Lofton moved for approval of the Budget Amendment and Supplemental appropriation of \$9,370,435.09 for additional funds for the I81 Bridge/Tevis/Roundabout/Airport Road/Northern Y project. Supervisor Dunn seconded the motion which carried on a roll call vote as follows:

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

**RESOLUTION
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 October 10, 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:

Development Projects Fund Supplemental Appropriation in the Amount of \$9,370,435.09 for Additional Funds for the I-81 Bridge/Tevis/Roundabout/Airport Road/Northern Y Project.

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PLANNING COMMISSION BUSINESS

Public Hearings

CONDITIONAL USE PERMIT #09-18 FOR CARRIE MYERS AND MATTHEW GAMBINO - APPROVED

Submitted for Establishment of a Special Event Facility in the RA (Rural Areas) Zoning District. The Property is Located at 233 Burnt Factory Road Stephenson, Virginia and is Identified with Property Identification Number 55-A-152 in the Stonewall Magisterial District.

Planner Klein explained the permit request. He said the Planning Commission has recommended approval of the permit with certain revised conditions.

Supervisor Dunn asked for clarification on the CUP requirement for certain uses of the property.

The Applicant, Carrie Myers explained the request for the CUP.

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

Norman Lamson, Stonewall District property owner, said his property adjoins the subject property. He said the CUP will adversely affect his property with noise making it uninhabitable for the neighbors. He said approving the permit will take away his ability to either develop or live on his property.

Heather Miller, Stonewall District, said she strongly objects to the CUP. She said approving the CUP will change the character of the surrounding neighborhood and affect safety on Burnt Factory Road.

Ed Ward, Stonewall District, said he is opposed to the CUP and cited the width of Pine and Burnt Factory Roads. He questioned why the applicants want to compete with Jordan Springs

which is close to the subject property and offers the same service.

Dawn Baker, Stonewall District, said noise will be a problem if the CUP is approved. She said safety will be an issue on Pine Road since internet direction services route drivers on that road to reach the subject property. She noted concern about the water table.

Cynthia Ward, Stonewall District, said the zoning change that allows events centers was intended to address agri-tourism, but that weddings and birthday parties have nothing to do with agri-tourism.

Michael Bolling, Stonewall District, said the subject property is in a special land use zone and a commercial enterprise in the neighborhood is inconsistent with what the neighbors want.

Doug Rawlins, Stonewall District, said he is in favor of the CUP approval.

John Wood, Stonewall District, said he is in favor of the CUP. He said the neighborhood already has noise and road safety issues. He added that with two services at Burnt Factory church on Sunday, there is a lot of traffic during that time on Burnt Factory Road.

Brian Hinson, Stonewall District property owner, said he is in favor of the CUP. He said there is already noise such as football games in the area.

Carol Vincent, Stonewall District, said that there is already noise and traffic in the neighborhood. She said she was in favor of the CUP.

The applicant, Ms. Myers, noted the water table will not be adversely affected since the plan is to use restroom trailers and off-site caterers. She noted if the property is developed, traffic will be permanently increased rather than only during weekend festivals.

Chairman DeHaven closed the public hearing.

Supervisor Slaughter moved for approval of CUP #09-18 with the condition that it expire upon the transfer of ownership of the subject property. Supervisor Trout seconded the motion.

Supervisor McCarthy discussed whether there was another agricultural operation at the subject property that could supplement the subject property remaining in agricultural.

Vice Chairman Lofton said there are 12 special events centers in the Back Creek District and he has received no complaints about noise or traffic.

Supervisor Dunn noted concerns about traffic and the use not really being agricultural. He said he was not in favor of an unlimited number of events.

Supervisor Trout said she was in favor of the CUP because she believes in property rights and prefers this use to seeing the land developed for housing.

Supervisor McCarthy noted that approving a CUP does not prevent development.

The motion for approval of CUP # 09-18 with the added condition of expiration upon the transfer of the property ownership passed 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. | Aye |
| Judith McCann-Slaughter | Aye | | |

**CONDITIONAL USE PERMIT #09-18
CARRIE MYERS & MATTHEW GAMBINO
SPECIAL EVENT FACILITY**

WHEREAS, Conditional Use Permit #09-18 for a Special Event Facility, submitted by Carrie Myers & Matthew Gambino was considered. The subject property is generally located about 0.5 miles north on Burnt Factory Road (Route 659) from Route 7 west and generally south of Pine Road (Route 661) at 233 Burnt

Factory Road, Stephenson; and is further identified with Property Identification Number 55-A-152 in the Stonewall Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the Conditional Use Permit on September 19, 2018 and recommended approval of the Conditional Use Permit with conditions; and,

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

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #09-18 for a Special Event Facility on the parcel identified by Property Identification Number 55-A-152 with the following conditions:

1. All review agency comments shall be complied with at all times.
2. An illustrative sketch plan, in accordance with the requirements of Article VIII of the Frederick County Zoning Ordinance, shall be submitted to and subject to approval by Frederick County prior to the establishment of the use.
3. An engineered commercial entrance site plan shall be submitted to and subject to approval by VDOT, prior to the establishment of the use. Entrance to the subject property for events shall be limited to the existing private drive from Burnt Factory Road.
4. The Applicant shall post a sign along their driveway to direct traffic southbound (i.e. a turn right out only) from the subject property onto Burnt Factory Road.
5. Events shall start no earlier than 10 a.m., all music should end by 10 p.m. and all events and related activities shall conclude by 11 p.m. Events shall be limited to weekends only (i.e. Friday through Sunday).
6. Special events may accommodate up to and not to exceed 200 persons.
7. One (1) monument style sign with a maximum sign area not to exceed 50 square feet (SF) and not to exceed 10 feet (FT) in height is permitted.
8. Any expansion or modification of this use will require the approval of a new CUP.

This CUP shall expire upon sale or transfer of the property to new ownership.

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Other Planning Business

REQUEST FOR A COMMERCIAL PUMP & HAUL PERMIT- 1429 S. PIFER ROAD, THE CORNERS BAR AND GRILL - APPROVED

Mr. Cheran explained the permit request. He noted the applicant has been unable to obtain an offsite easement to support an onsite disposal system.

The applicant, Kathryn Garcha, noted her inability to obtain a right of way. She said she wishes to re-open the business that was closed briefly after her husband's death.

Supervisor Dunn and the applicant discussed her plans for continuing the family business.

Vice Chairman Lofton said there are concerns about pump and haul permits, but there are mitigating circumstances that would justify the approval of a permit. He moved for approval of the permit. Supervisor Trout seconded the motion.

Supervisor McCarthy voiced his concerns about the permit being permanent regardless of any future owners' plans.

Supervisor Dunn said he has similar concerns and has discussed pump and haul operations with the Health Department.

Vice Chairman Lofton said the applicant is operation a commercial business. He said a pump and haul system is a viable alternative to closing a business. He noted there about 300 such systems in the County and is not aware of any on-going issues. He added that the Health Department inspects pump and haul systems every three years.

The motion for approval of the pump and haul permit was 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 | Aye | Charles S. DeHaven, Jr. | Aye |
| Judith McCann-Slaughter | Aye | | |

BOARD LIAISON REPORTS

Vice Chairman Lofton provided reports on activities of the Extension Leadership Council and the Social Services Board.

CITIZEN COMMENTS - None

BOARD OF SUPERVISORS COMMENTS

Supervisor Trout noted the supplemental appropriation for transportation earlier in the meeting. She said her hope is that the Board will be as proactive in responding to growth in the community for education as they have been for transportation projects.

Supervisor Wells said that CUPs can be problematic when residents disagree about property use. He suggested the Board review the CUP process and the use of CUPs.

Supervisor McCarthy agreed with Supervisor Wells.

Mr. Tierney noted that staff has recently requested the Planning Department review the CUP process and uses.

ADJOURN

On motion of Vice Chairman Lofton, seconded by Supervisor Dunn the meeting was adjourned at 8:31 p.m.

B

FINANCE COMMITTEE REPORT to the BOARD OF SUPERVISORS
Wednesday, October 17, 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, October 17, 2018 at 8:00 a.m.

ATTENDEES:

Committee Members Present: Judith McCann-Slaughter, Chairman; Gary Lofton; and Angela Rudolph.

Committee Members Absent: Charles DeHaven; Jeffrey Boppe; Ellen Murphy, Commissioner of the Revenue (non-voting liaison); and 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; Jon Turkel, Assistant Parks & Recreation Director; Tamara Green, DSS Director; and Delsie Jobe, DSS Administrative Manager.

Others Present: Kathleen Bowe, Senior Managing Consultant, PFM Asset Management; and Allison Corbally, Director, PFM Asset Management.

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

1. The Parks & Recreation Director requests a General Fund supplemental appropriation in the amount of \$174,185 from proffer funds. This amount represents funds needed for a restroom at Northwest Sherando Park. No local funds required. See attached memo and proffer policy, p. 3 – 4. The committee recommends approval.
2. The Social Services Director provides an update on Medicaid expansion. A General Fund supplemental appropriation in the amount of \$290,450.50. This amount represents expected state/federal revenue for Medicaid expansion. See attached memo, p. 5 – 6. The committee recommends approval.

NO ACTION REQUIRED

1. The Finance Director requests discussion on an OPEB Trust. A representative from PFM will present. See attached information, p. 7 – 41.
2. The Finance Committee Chairman has provided FY 2020 budget overview and the FY 2020 budget calendar is attached, see p. 42 – 44.

ITEMS FOR INFORMATION ONLY

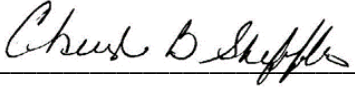
1. The Finance Director provides a Fund 10 Transfer Report for September 2018. See attached, p. 45.
2. The Finance Director provides financial statements ending September 30, 2018. See attached, p. 46 – 56.
3. The Finance Director provides an FY 2019 Fund Balance Report ending October 12, 2018. See attached, p. 57.

4. The Fire & Rescue Chief provides information on training reimbursements as requested at the August 2018 Finance Committee meeting. See attached memo, p. 58 – 59.

Respectfully submitted,

FINANCE COMMITTEE

Judith McCann-Slaughter, Chairman
Gary Lofton
Angela Rudolph

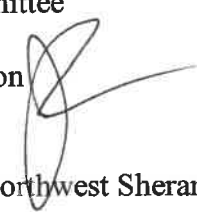
By 

Cheryl B. Shiffler, Finance Director



MEMO

To: Finance Committee

From: Jason Robertson
Director 

Subj: Restroom at Northwest Sherando

Date: October 10, 2018

The Frederick County Parks and Recreation Commission is requesting \$ 174,185 in Parks and Recreation proffer funds for a restroom at Northwest Sherando Park. This project is consistent with the Sherando Park Master Plan, and the restroom building is identified as a priority on the 2018/2019 Capital Improvements Plan. As a regional park the service area of Sherando Park is 15 miles, an area encompassing most of the proffer contributing developments in Frederick County.

The restroom building is part of a larger project currently underway at Sherando Park. Other elements of this project funded by a combination of proffer funds and VDOT grant funds include an entrance road, parking lot, and outdoor gym.

Please feel free to contact me with any questions.

Parks proffer balance @ 9/30/18: 309,122.87

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.)

Memo

To: Finance Committee/Cheryl Shiffler
 From: Tamara Green, Director of Social Services
 CC: Delsie D Jobe, Administrative Services Manager
 Date: October 17, 2018
 Re: Medicaid Expansion Update

Update on staffing of 7 new Medicaid positions:

- Benefit Programs Supervisor has been hired, effective October 1, 2018
- Benefit Programs Specialist IV (senior worker), recruitment in progress (Goal: November 1, 2018)
- Benefit Programs Specialist III (3 positions needed), recruitment in progress (Goal: November 1, 2018)
- Benefit Programs Specialist II (1 needed), position was filled on July 1, 2018.
- Office Associate II (1 needed), position has not been recruited; assessing office support needs.

Update on costs related to Medicaid Expansion:

| | Project Budget | YTD Exp | Remaining Exp | Proj Yearly Exp | Proj Unspent |
|---|----------------|----------|---------------|-----------------|--------------|
| Salary & Fringes | \$559,932 | \$13,431 | \$360,098 | \$373,529 | \$186,403 |
| Office Furniture & Admin costs | 12,000 | 2,270 | 1,110 | 3,380 | 8,620 |
| Reconstruction of offices | 38,000 | 12,909 | 23,017 | 35,926 | 2,074 |
| | \$609,932 | \$28,610 | \$384,225 | \$412,835 | \$197,097 |

Update on budget versus projected for FY '19:

| | | |
|-------------------------------|--|----------------|
| FY 2019:
Original Request | Federal Funding 30% = | \$182,980.00 |
| | Local Funding 70% = | \$426,952.00 |
| | Total = | \$609,932.00 |
| | | |
| FY 2019:
Projected Request | State funds received w/ no local match | = \$238,000.00 |
| | Federal funding of remaining 30% = | \$52,450.50 |
| | Total Federal/State reimbursement = | \$290,450.50 |
| | Local Funding of remaining 70% = | \$122,384.50 |
| | Total projected FY 19 expenses = | \$412,835.00 |



Frederick County Finance Committee

Other Post-Employment Benefits (“OPEB”) Discussion

October 18, 2018

PFM Asset
Management LLC

4350 N. Fairfax Drive
Suite 580
Arlington, VA 22203

(703) 741-0175
pfm.com



Agenda

- I. Other Post-Employment Benefits (“OPEB”)
- II. Benefits of Funding an OPEB Trust
- III. Establishing an OPEB Trust
- IV. How PFM Can Help
- V. Appendix



Other Post-Employment Benefits ("OPEB")



What is OPEB?

- Other (*than pension*) Post-Employment Benefits
 - Retiree medical, dental, vision, prescription drug, life, and long-term disability and care
- Deemed a form of deferred compensation
- Promise to provide retiree benefits must be accrued during the working years of employees



OPEB Concerns / Considerations

- ◆ Growing liabilities
- ◆ High healthcare inflation rate
- ◆ Compliance with GASB standards
- ◆ New GASB Rules
- ◆ Investment of an OPEB Trust



Frederick County's OPEB Program

◆ Frederick County offers the following benefits to retirees:

◆ If hired prior to July 1, 1995:

- Benefits offered to employees who retire under VRS or after age 50 with at least 20 years of continuous service
- County provides 100% health insurance coverage until eligible for Medicare
- Once eligible for Medicare, County provides 100% supplemental insurance

◆ If hired after July 1, 1995 through June 30, 2012:

- Benefits offered to employees who retire under VRS *with full benefits* and with at least 30 years of continuous service (or at least 25 years for law-enforcement officers)
- County provides 100% health insurance coverage until eligible for Medicare
- Once eligible for Medicare, County provides 100% supplemental insurance

◆ If hired after July 1, 2012

- ***No benefit offered***



History of GASB Accounting Standards for OPEB Providers

- ◆ **Prior to 2004, OPEB liabilities were grossly understated on financial reports of public employers**
- ◆ **GASB standards (GASB 43 and 45) were designed to improve the information reported on OPEB for:**
 - Decision-making and accountability purposes
 - Comparability across governments
 - Transparency
- ◆ **New GASB accounting rules (GASB 74 and 75) have increased the visibility and impact of OPEB liabilities**



Benefits of Funding an OPEB Trust



Common Funding Options

PAYGO or “Pay-as-you-go”



Convenient/
low upfront
costs



Potential
unsustainable
liability



Red flag to
credit raters



Concerns from
constituents



Guaranteed loss
due to inflation

Irrevocable Trust



Sustainable
solution



GFOA best
practice



Lower long-
term
spending



★★★★☆
Appealing
to credit
raters



Addressing
inflation



Access funds
for benefit
payments



GASB
reporting
benefits



Budget
commitment
upfront



Benefits of Funding an OPEB Trust

- ◆ Frederick County has an unfunded OPEB liability of \$39.5 million
- ◆ By prefunding an OPEB Trust, the County is able to:
 - Use a higher interest rate assumption, resulting in a lower actuarial liability
 - Offset its liability with Trust assets
 - Invest for higher potential returns to outpace healthcare inflation
 - Reduce annual costs of paying benefits over time
 - Access funds at any time to pay for retiree OPEB benefits
 - Demonstrate to creditors that you are proactively addressing the growing liabilities

Source: Frederick County Virginia Post-Employment Medical and Life Insurance Benefits Actuarial Valuation as of 11/14/17



A Sustainable OPEB Plan for Frederick County

PayGo vs. Funding an OPEB Trust

| | Scenario 1:
PayGo | Scenario 2:
OPEB Trust* |
|-----------------------------|----------------------|----------------------------|
| Discount Rate | 3.58% | 7.0% |
| Actuarial Accrued Liability | \$39.5 million | \$24.3 million |
| Market Value of Assets | \$0 | \$10 million |
| Net OPEB Liability | \$39.5 million | \$14.3 million |
| Funded Ratio | 0.0% | 41.2% |

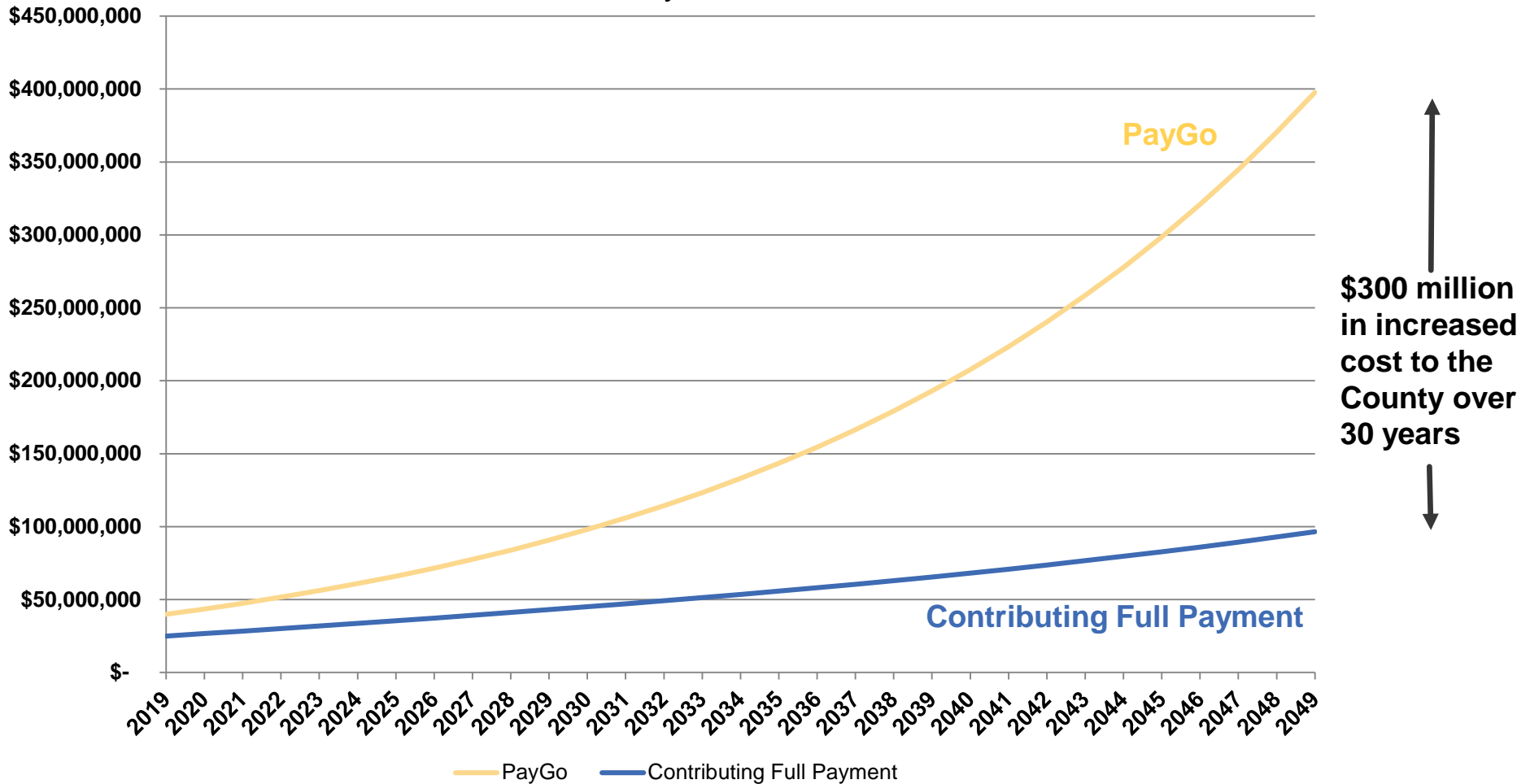
\$25 Million Reduction in Reported Liability

Source: Frederick County Virginia Post-employment Medical and Life Insurance Benefits Actuarial Valuation as of 11/14/17
Assumes \$10 mm contribution is made to OPEB Trust and discount rate of 7.0%. For illustrative purposes only.



PayGo versus Funding an OPEB Trust (Fully Funding)

Total Payments & Net Liabilities

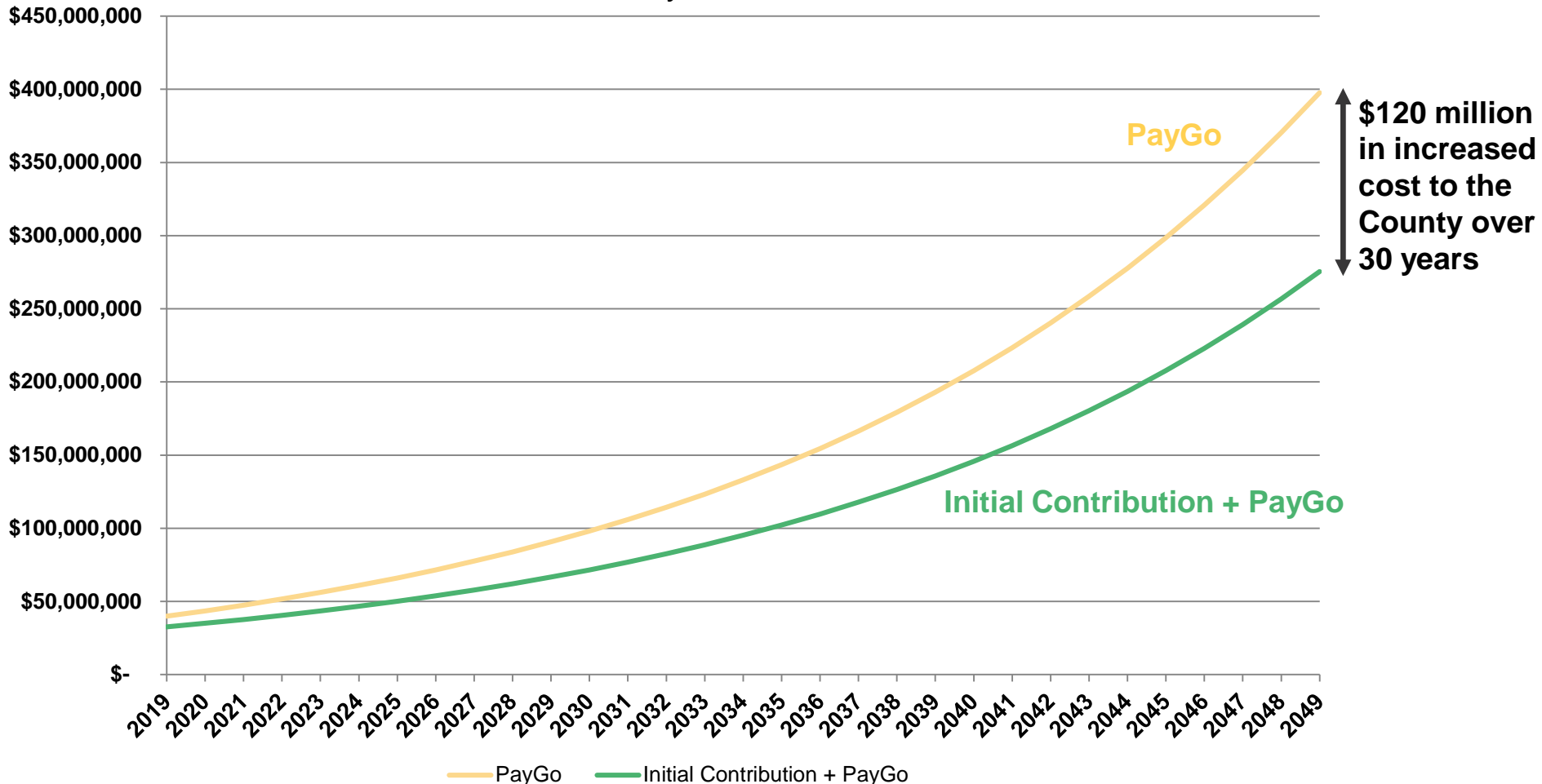


Contributing Full Payment assumes \$10 million contribution in year 1 to fund Trust and ongoing ADC



PayGo versus Funding an OPEB Trust (Initial Contribution)

Total Payments & Net Liabilities

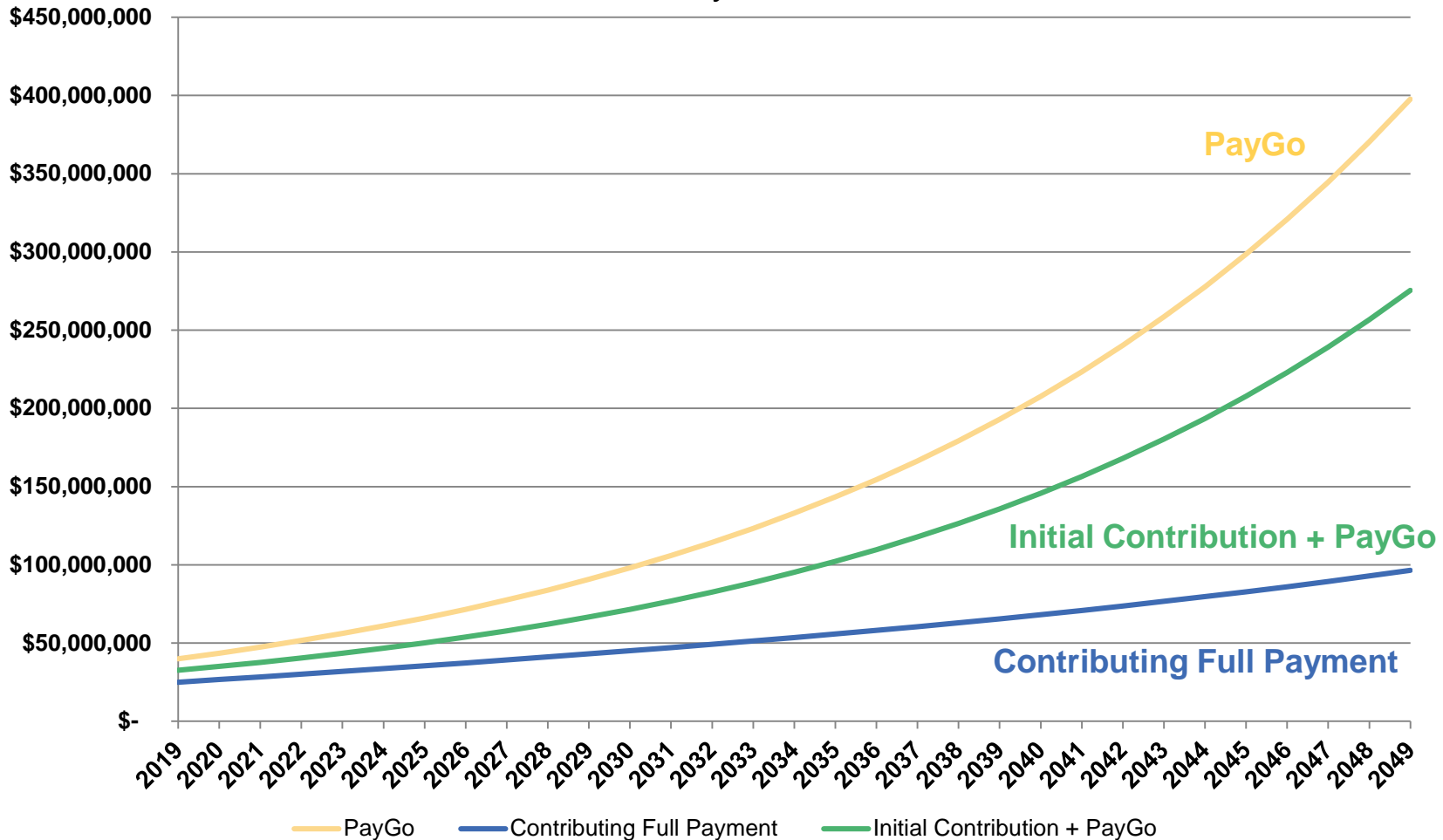


Initial Contribution Only assumes \$10 million contribution in year 1 to fund Trust but PayGo thereafter



PayGo versus Funding an OPEB Trust

Total Payments & Net Liabilities



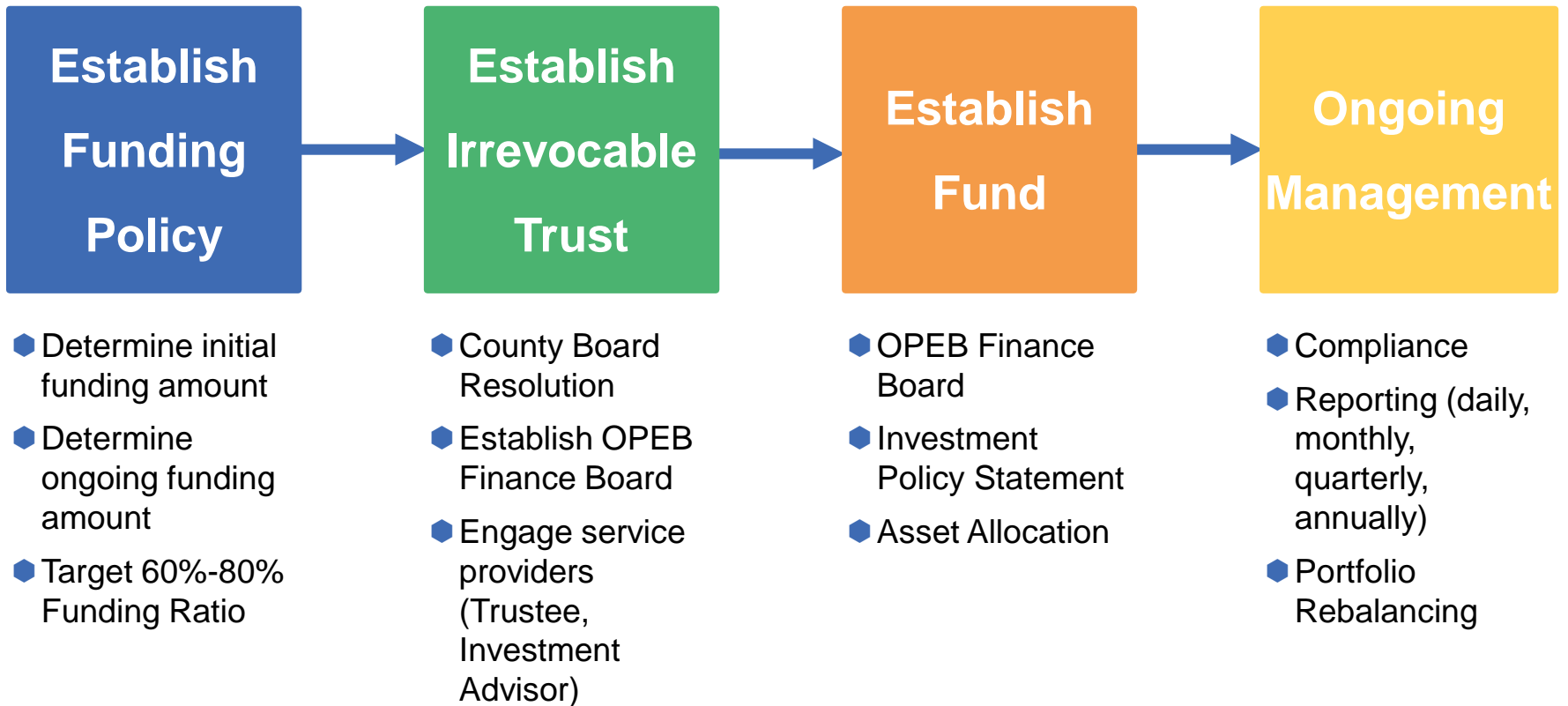
Contributing Full Payment assumes \$20 million contribution in year 1 to fund Trust and ongoing ADC
Initial Payment Only assumes \$10 million contribution in year 1 to fund Trust but PayGo thereafter

Establishing an OPEB Trust

The background of the slide features a series of overlapping, thick, yellow lines that create a stylized, abstract architectural or structural form. The lines are arranged in a way that suggests a series of parallel beams or supports, possibly representing a bridge or a modern building facade. The overall aesthetic is clean and modern, with a monochromatic yellow color scheme.



OPEB Funding Roadmap





GASB Rules for an OPEB Trust

Current GASB standards state that to be allowed as a direct balance sheet offset to the OPEB liability, the OPEB assets must have the following characteristics:¹

1. Must be irrevocable;
 2. Remote from creditors; and,
 3. For the exclusive benefit of participants and beneficiaries.
- ◆ Remoteness from creditors has been widely viewed as having two components:
 - The trust is its own legal entity; and,
 - The employer and its agents do not exert specific control over investment of the assets.
 - ◆ Employing a discretionary advisor assists in meeting the remoteness standard.

¹Current GASB Standards 43 & 45



OPEB Trust Requirements in Virginia

- ◆ Chapter 15 (§ 15.2-1544 et seq.) of the Code of Virginia allow Virginia municipalities to develop OPEB Trusts.
- ◆ Virginia Code requires:
 - Assets must be held in an irrevocable trust for the exclusive benefit of providing postemployment benefits to active or former employees
 - Assets may be transferred from one trust or equivalent arrangement to another
 - A finance board must be formed to serve as trustee of the OPEB trust
 - The finance board must consist of the chief financial officer, treasurer, and a citizen of the Commonwealth
 - Alternatively, an established retirement board or deferred compensation board responsible for managing pension benefits may serve as trustee
 - The finance board must meet no less than four times per year
 - Assets must be invested according to the prudent person standard and are not limited by Chapter 45 (§ 2.2-4501 et seq.)



Who Can Help

TRUST CREATION

- ◆ **Actuary** | Regular valuations and scenario evaluation
- ◆ **Auditor** | Confirmation of accounting treatment
- ◆ **Tax counsel/benefits counsel** | Resolution development and legal opinion

ONGOING ADMINISTRATION

- ◆ **Actuary** | Regular valuations
- ◆ **Auditor** | Disclosure and review
- ◆ **Legal Counsel** | Ongoing resolutions
- ◆ **Investment Advisor**
- ◆ **Custody Bank**



Single Employer vs. Multiple Employer Trust

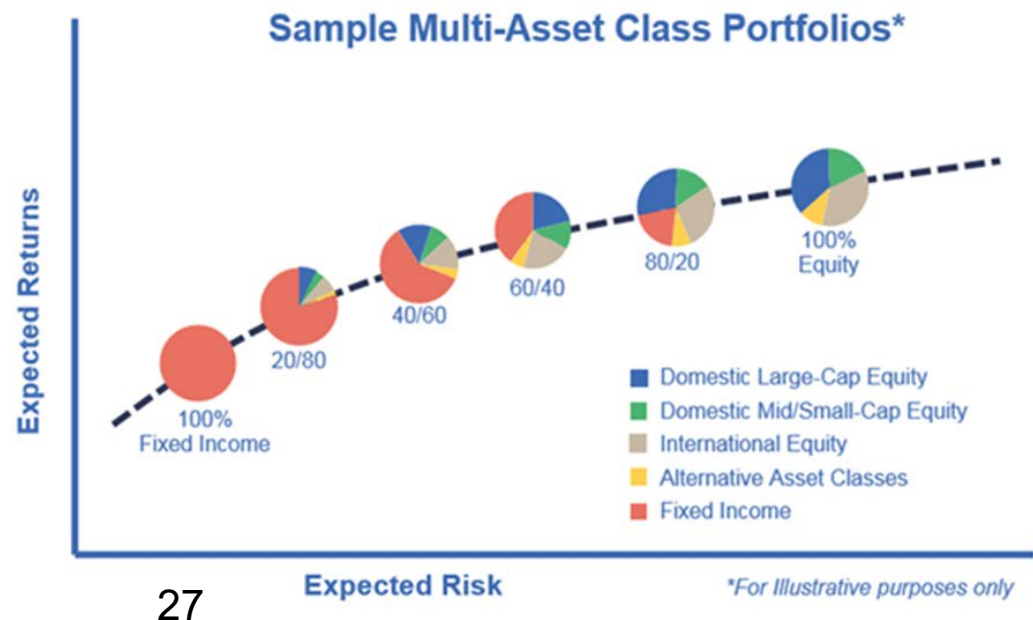
| | Single Employer | Multiple Employer |
|------------------------|---|---|
| Governing Board | OPEB Finance Board | OPEB Finance Board |
| Set-up | Start new (or existing trust) | Existing trust |
| Documents | Created new by attorney, or existing template | Existing master trust (vetted) ¹ |
| IRS Private Ruling | Not required (IRC 115) | Not required |
| Customization | High | May be limited |
| Investment Flexibility | High | May be limited |
| Control | High | May be limited |
| Fees | Depend on level of assets | Depend on level of assets |

¹An adoption agreement and service agreement may contain customization options for employers.



Determining a Customized Asset Allocation

- ◆ Asset allocation is the most important investment decision and has the largest impact on performance.
- ◆ When determining an appropriate asset allocation, the County should consider:
 - Discount rate
 - Funded status
 - Expected risk/return of asset classes
 - Board's risk tolerances
 - Liquidity needs
 - Potential changes to benefit level



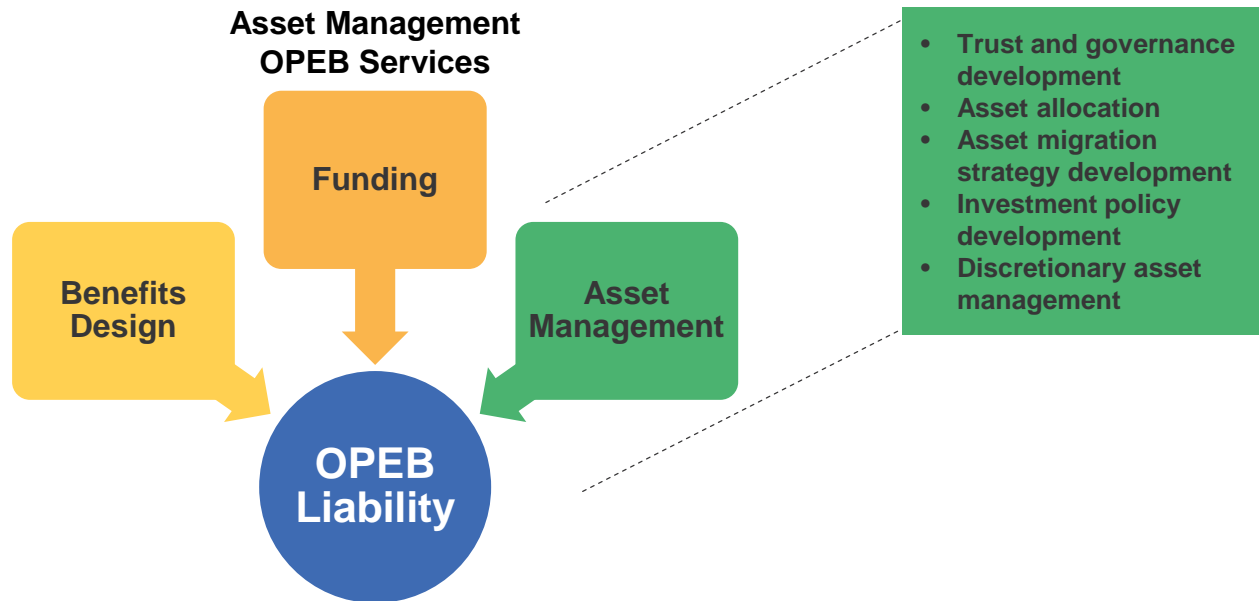


How PFM Can Help



Expertise in Providing OPEB Solutions

- As an investment advisor, PFM's asset management business works with a wide range of clients that have specific OPEB needs.
- We will continue to implement a time-tested investment approach that is customized to reflect the specific needs of the County's OPEB Trust



Amid the ever-changing market and regulatory environment, we believe our clients are best served through a consistent approach to investing.



National OPEB Experience

- Abington Township
- Alameda County Mosquito Abatement District
- Battery Park City Authority
- Blackhawk Technical College
- Brazos County
- City Of Chesapeake
- City Of Culver City
- City Of Lewisville, Texas OPEB
- City Of Roseville OPEB Trust
- City Of Santa Rosa OPEB
- City Of Signal Hill, Ca - OPEB Trust
- City Of Simi Valley, Ca OPEB Trust
- City Of Sunnyvale OPEB Trust
- City Of Tempe
- City Of Titusville
- City Of Victoria, Texas
- City Of West Palm Beach VEBA Trust Fund
- City of Winchester
- City Of Wyoming
- Coachella Valley Water District
- Dallas Area Rapid Transit OPEB
- De River Joint Toll Bridge Commission
- Delaware Transit Corporation
- Eastern Carver County Schools (ISD #112)
- Elk River ISD #728
- Golden Gate Bridge Highway & Trans District
- Grand Rapids Intermediate Sd#318
- Great Lakes Water Authority
- Greater Pennsylvania Carpenters
- Hampton Roads Sanitation District OPEB
- Hanover County
- Howard County OPEB Trust
- IBEW Local #269
- LA County MTA
- Lake Crystal Wellcome Memorial SD
- Lower Gwynedd Township

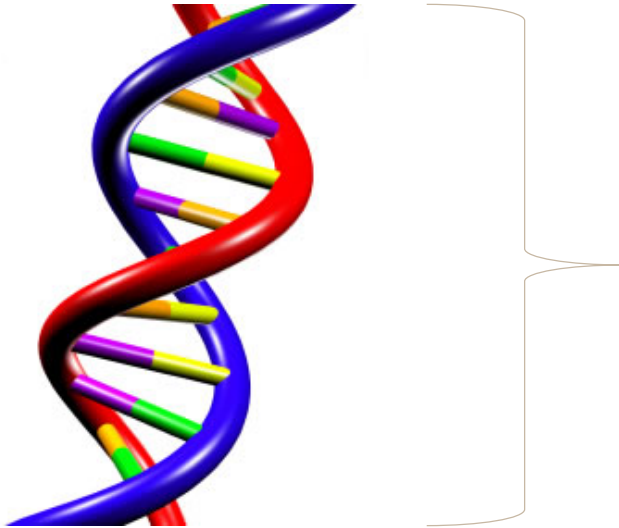


- Mankato Area Schools ISD 77 OPEB Trust
- Massachusetts Port Authority
- Mid-State Technical College-MACM
- Milwaukee Public Schools
- Minneapolis Special School District #1
- Moorhead Area Public Schools ISD 152
- Moraine Park Technical College
- Mt. Lebanon
- New Jersey Economic Development Authority
- New London Spicer OPEB Trust
- New York State Public Schools
- NJ Arm-Atlantic County Utilities Authority
- Northampton County
- Plymouth Township Pension Fund
- Prince William County
- Radnor Township
- Robbinsdale ISD No. 281
- Rochester Public Schools ISD #535
- San Bernardino Municipal Water District
- SEIU Local 32Bj District 36 Building Operators
- Shakopee Public School ISD #720
- Spring Lake Park Schools (ISD#16)
- St Johns County OPEB Trust
- Standard School District
- Strasburg Borough
- The Port Authority Of NY / NJ
- The RWDSU Local 1034
- Town Of Leesburg OPEB Trust
- Upper Gwynedd Township
- Walworth County OPEB
- Warroad ISD No. 690 OPEB Trust
- Waukesha County Technical College
- Wayzata Public Schools
- West Whiteland Township OPEB
- Winona Area Public Schools

As of December 31, 2017. Clients listed include all OPEB clients under discretionary or non-discretionary management. This list does not represent an endorsement of PFM's asset management business or its services.



Importance of Understanding Your Needs



- ◆ Plan Demographics
- ◆ Market Value of Assets
- ◆ Actuarial Value of Assets
- ◆ Actuarial PV of Accumulated Benefits
- ◆ Funded Status
- ◆ Investment Return Assumption
- ◆ Actuarially Determined Contribution
- ◆ Actual Contributions
- ◆ Projected Benefit Payments
- ◆ Benefits Structure
- ◆ Unusual events (litigation, unexpected lump sum payments, etc.)



Enhancing the Finance Board’s Fiduciary Responsibility

| Task | Fiduciary Responsibility | |
|---|--------------------------|------------|
| | County | PFM |
| Determine Goals and Objectives | Co-fiduciary | |
| Establish Target Asset Allocation | Co-fiduciary | |
| Create/Modify Investment Policy Statement | Co-fiduciary | |
| Select, Monitor, and Terminate Investment Managers | | PFM |
| Communicate Allocation and Manager Changes | | PFM |
| Allocate and Rebalance Assets | | PFM |
| Provide Reporting of Investment Performance | | PFM |
| Conduct Investment Education and Training | | PFM |
| Recommend Investment Strategy Changes | | PFM |

PFM’s asset management business provides unbiased views and recommendations in our role as a fiduciary partner



Our Investment Approach



See Disclosures for additional important information.



Historical Performance – PFM Composites

- We have a 10-year track record of producing strong investment performance relative to established benchmarks.

| Strategy/Benchmark | Average Annual Total Returns | | | | | | | | | No. of Accounts | Assets (in \$ millions) |
|--|---------------------------------|------------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------|-------------------------|
| | 2Q18 | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years | 7 Years | 9 Years | 10 Years | | |
| | for periods ended June 30, 2018 | | | | | | | | | | |
| PFM Multi Asset Class 75:25 Composite
<i>49% Russell 3000, 26% MSCI ACWI ex US, 25% Barclays Aggregate</i> | 1.55%
1.18% | 10.38%
8.98% | 11.64%
11.51% | 8.07%
7.50% | 6.76%
6.28% | 9.09%
8.69% | 8.32%
8.10% | | | 3 | 8.7 |
| PFM Multi Asset Class 70:30 Composite
<i>46% Russell 3000, 24% MSCI ACWI ex US, 30% Barclays Aggregate</i> | 1.30%
1.11% | 9.56%
8.36% | 11.23%
10.69% | 8.02%
7.14% | 6.89%
6.01% | 9.05%
8.29% | 8.28%
7.78% | 10.62%
9.93% | | 22 | 977.9 |
| PFM Multi Asset Class 65:35 Composite
<i>42% Russell 3000, 23% MSCI ACWI ex US, 35% Barclays Aggregate</i> | 1.01%
0.97% | 8.27%
7.67% | 9.83%
9.86% | 6.90%
6.72% | 5.95%
5.66% | 7.97%
7.82% | 7.44%
7.36% | 9.75%
9.43% | 6.82%
6.50% | 50 | 2,117.6 |
| PFM Multi Asset Class 60:40 Composite
<i>39% Russell 3000, 21% MSCI ACWI ex US, 40% Barclays Aggregate</i> | 1.05%
0.90% | 8.01%
7.06% | 9.32%
9.05% | 6.81%
6.36% | 5.83%
5.39% | 7.83%
7.42% | 7.36%
7.03% | 9.55%
9.01% | | 111 | 2,002.9 |
| PFM Multi Asset Class 55:45 Composite
<i>36% Russell 3000, 19% MSCI ACWI ex US, 45% Barclays Aggregate</i> | 0.78%
0.83% | 6.50%
6.45% | 7.80%
8.25% | 5.64%
6.00% | 4.95%
5.12% | 6.98%
7.01% | 6.74%
6.69% | 9.00%
8.58% | | 12 | 469.1 |
| PFM Multi Asset Class 50:50 Composite
<i>33% Russell 3000, 17% MSCI ACWI ex US, 50% Barclays Aggregate</i> | 0.81%
0.75% | 6.66%
5.84% | 7.75%
7.46% | 6.00%
5.64% | 5.20%
4.85% | 7.06%
6.61% | 6.81%
6.36% | 8.87%
8.15% | | 37 | 449.8 |

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate. Data shown is prior to the deduction of investment advisory fees. GIPS compliant composite presentations are available upon request.



Ongoing Reporting and Communication

We will maintain transparency & accountability through:

Portfolio Alerts

- Updates on manager or allocation changes
- Updates on market events

Reporting

- Consolidated monthly statement
- Monthly market updates
- Quarterly performance reporting

Education

- Ongoing education for staff, board, and Trustees
- Educational workshops and seminars

Multi-Asset Class Portfolio Update
February 24, 2017

EVENT
The PFM Asset Management LLC ("PFMAM") Multi-Asset Class Investment Committee (the "Committee") has made the following changes to client portfolios:
 • Terminated the Vanguard Real Estate Investment Trust (REIT) Index Fund and transferred those proceeds to international equities.
 • Maintained underweight to fixed income by modestly reducing fixed income allocation, thereby resulting in an increased total equity overweight.
 The Committee still maintains a favorable view of domestic equity markets relative to their international peers in addition to equity markets relative to fixed income. Portfolios will remain overweight domestic equities. However, the tactical underweight to international equity will be diminished.

SUMMARY
Over the last several months, economic data and business sentiment have improved. This has largely

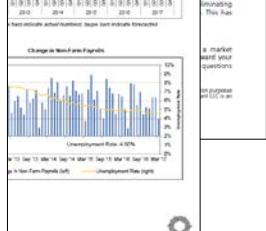


Multi-Asset Class | May 2017
Monthly Market Review

U.S. Equity
Following a recent March domestic equity market, represented by the S&P 500 index (SPX), ended April up 1.1%. Despite the positive news, domestic equity markets trended negative over the first two thirds of the month. However, they rose sharply in the last third of the month. The S&P 500 index closed at 2,085.42, up 1.1% from the previous month's close of 2,061.71. Performance was based on the S&P 500 index, which is the most widely followed index in the U.S. The index rose 1.1% from the previous month's close of 2,061.71 to 2,085.42. The index rose 1.1% from the previous month's close of 2,061.71 to 2,085.42. The index rose 1.1% from the previous month's close of 2,061.71 to 2,085.42.

Non-U.S. Equity
Non-U.S. equity markets were positive for the first consecutive month in April. Benchmarking the MSCI EAFE index, developed markets (represented by the MSCI EAFE index) ended the month with a 0.5% gain over the previous month. The index rose 0.5% from the previous month's close of 4,125.12 to 4,145.12. The index rose 0.5% from the previous month's close of 4,125.12 to 4,145.12.

Fixed Income
The Bloomberg Barclays U.S. Aggregate index moderately rose 0.1% in a volatile and largely calm public-debt market over the month. Investment grade (IG) ended within the Aggregate rate 0.9%, up slightly from the end of the March session. The index rose 0.1% from the previous month's close of 135.12 to 135.22. The index rose 0.1% from the previous month's close of 135.12 to 135.22.





Opportunities for Frederick County

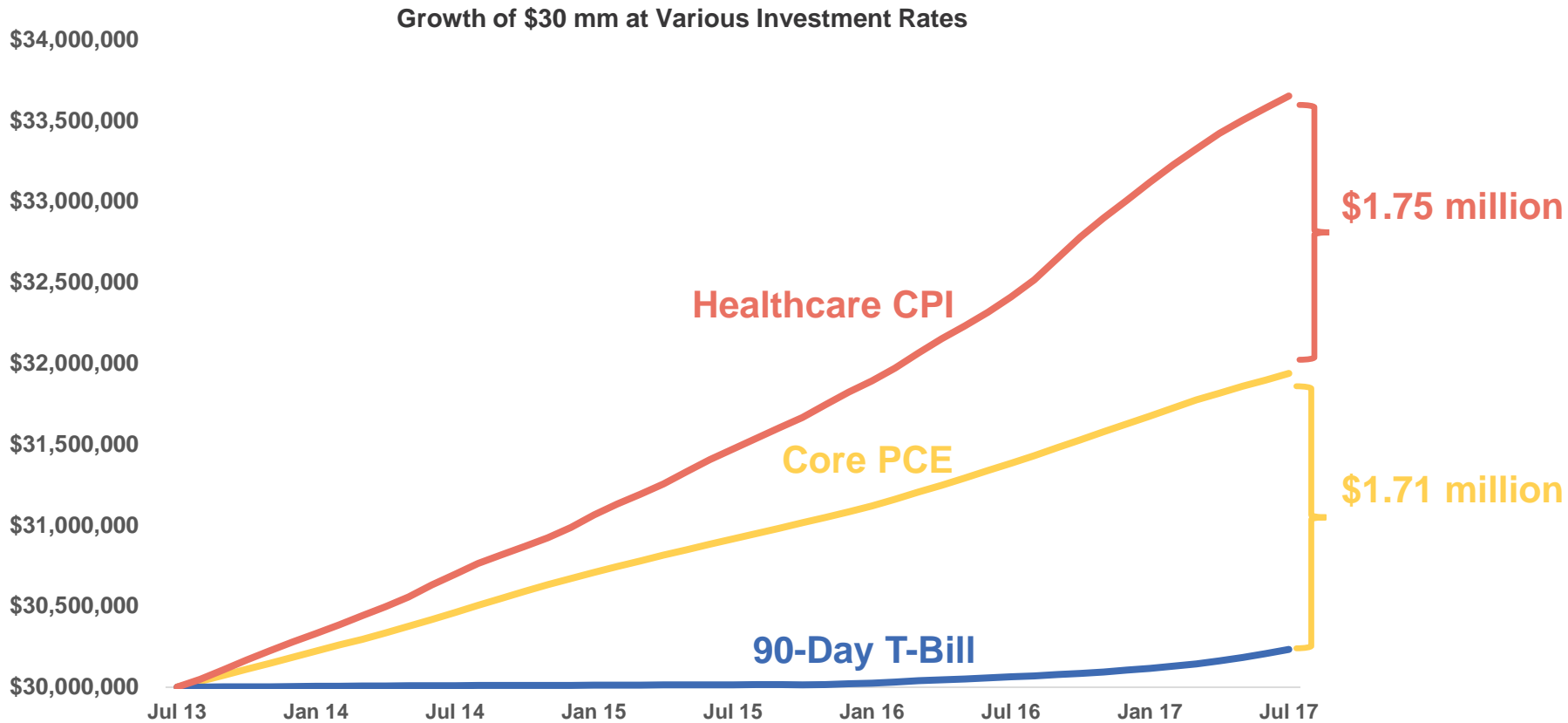
- ◆ By establishing an independent OPEB Trust and engaging PFM as investment advisor and fiduciary partner to the Frederick County Finance Board, the County has the opportunity to:
 - Develop a **customized** investment policy and **customized** asset allocation
 - Improve performance and future ability to achieve discount rate
 - Meet its fiduciary responsibility with complete control over the OPEB Trust's investment strategy
 - Access education and training opportunities



Appendix



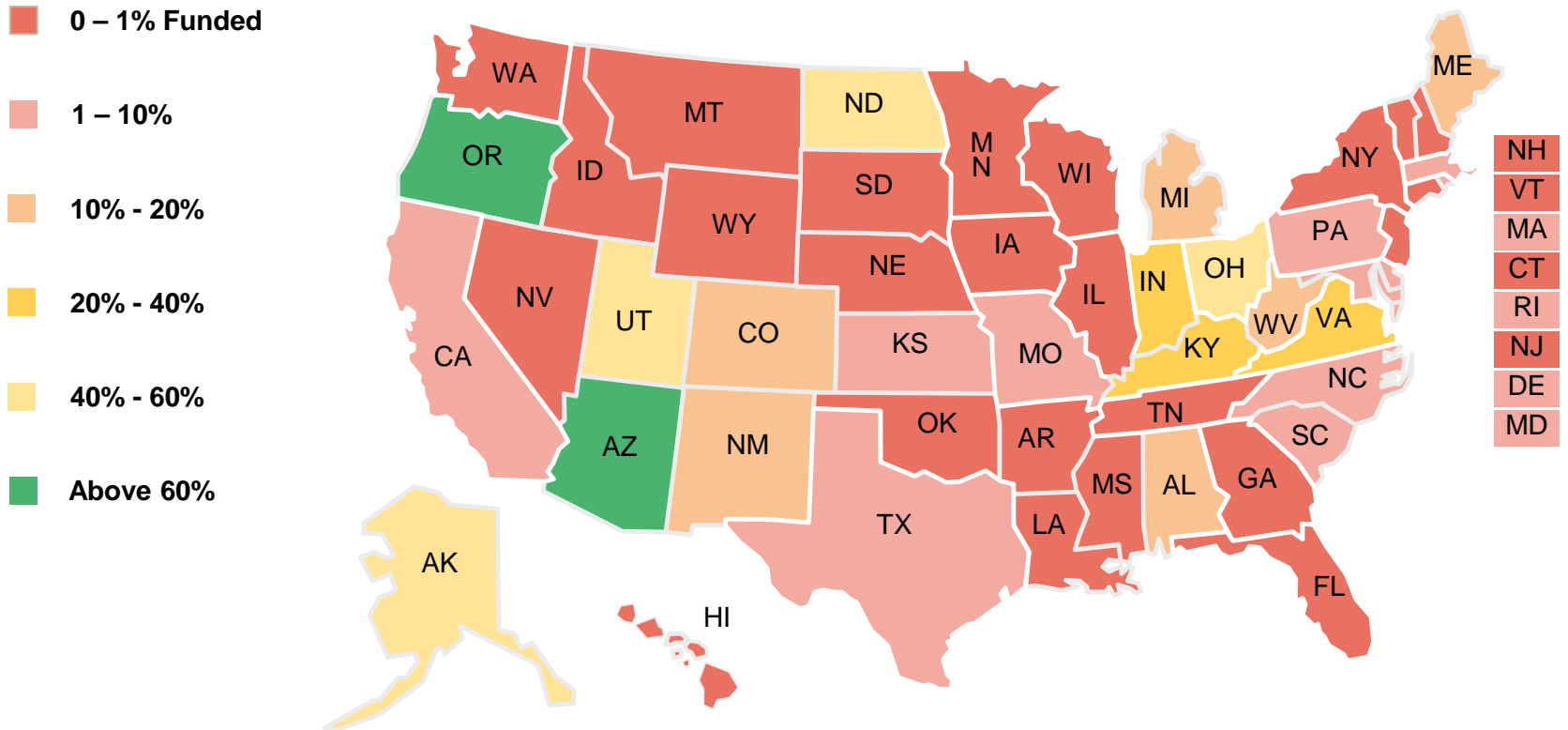
OPEB Liabilities Grow at Faster Rate than General Funds



Source: Bureau of Labor Statistics, Bloomberg. For illustrative purposes only. Calculations are based on an initial investment of \$30,000,000.



Most States Lag in OPEB Funding



Source: Standard & Poor's 2016



GASB 74/75 – Impact on Financials

| GASB Change | Expense Volatility | Impact on Liabilities |
|--|--------------------|-----------------------|
| Unfunded liability moved from notes to balance sheet | — | ↑ |
| Accrued unfunded liability recognized immediately, not amortized | — | ↑ |
| Lower discount rate mandated for projected unfunded benefits | ↑ | ↑ |
| Shorter, closed amortization periods | ↑ | — |
| Pooled cost-sharing plans report allocated liabilities, expenses | — | ↑ |
| ARC requirement eliminated, funding & accounting separated | ? | ? |



Disclosures

ABOUT PFM

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Financial advisory services are provided by PFM Financial Advisors LLC and Public Financial Management, Inc. Both are registered municipal advisors with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) under the Dodd-Frank Act of 2010. Investment advisory services are provided by PFM Asset Management LLC which is registered with the SEC under the Investment Advisers Act of 1940. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. Institutional purchasing card services are provided through PFM Financial Services LLC. PFM's financial modelling platform for strategic forecasting is provided through PFM Solutions LLC.

For more information regarding PFM's services or entities, please visit www.pfm.com.

TO: County Administration
FROM: Judith McCann-Slaughter, Finance Committee Chairman
SUBJECT: FY 20 Budget Overview
DATE: October 20, 2018

I would like to thank all departments who I have spoken with as well as those who sent me information regarding their upcoming budgets. To those departments that I have not spoken with, I look forward to having discussions during the upcoming budget process.

The purpose of this memo is to highlight preliminary FY 20 budget information that we know at this time and those areas that are considered uncertain. It is my hope that this information will give you guidance while compiling your budget requests and provide you with an understanding of the overall county budget.

Capital funding has been handled numerous ways over the past decade. We have funded capital in the operating budget as a one-time expense and we have also done supplemental appropriations from fund balance after year-end for capital requests not funded in the budget. Transportation funding for the school system and public safety continue to be emphasized. We have developed a vehicle replacement matrix to allow us to identify critical replacement needs and are currently pursuing a capital funding policy that could be funded annually.

Additional funding for staffing is one of the largest budget considerations that occurs during the budget process. This past year, an emphasis was placed on funding firefighter positions. While the demand will continue for firefighters, the demand for school resource officers, teachers, social service workers and other

administrative positions continues. Another issue that we will be facing in the near future is the retirement of many senior staff within the Fire and Rescue Department. This matter will require a strategic succession plan so that operations continue smoothly through this transitional period. We will always balance our resources with our needs for staffing. In the past two fiscal years, we have added 138 employees to our workforce during the budget adoption with 90 going to schools, 27 to fire and rescue and the remaining 21 to judicial, social services, public safety and administration. Discussions on employee retention with competitive salaries will continue to take place so that we can retain our valuable staff's knowledge.

Too often, the budget process is driven with the uncertainties. These uncertainties can often change the entire strategy of budget discussions from the beginning to the end. An example from last fiscal year was Medicaid expansion that was approved by the state after the County's budget was adopted. Other uncertainties include state funding, VRS retirement rates, health insurance, and property reassessments.

As always, we will work together in the upcoming months and develop a budget that recognizes our priorities and ability to fund those priorities. I have attached a tentative FY 2020 budget calendar for your convenience.

Budget Calendar

FY 2019-2020

| | |
|-------------------|---|
| October 17, 2018 | Finance Committee Chairman presents Budget Directive to Finance Committee |
| October 25, 2018 | Budget requests and directive sent to Departments |
| November 26, 2018 | Budget requests from departments and outside agencies due back to the Finance Department |
| December 19, 2018 | Budget Worksession following Finance Committee meeting. Preliminary discussion on notebooks, scenarios and department presentations (Time TBD) |
| January 16, 2019 | Budget Worksession, 4:00 P.M. – Commissioner of the Revenue Reassessment Presentation |
| February 5, 2019 | School Superintendent presents proposed budget to School Board (tentative) |
| February 13, 2019 | Budget Worksession prior to BOS meeting |
| February 19, 2019 | School Board Budget Public Hearing (tentative) |
| February 20, 2019 | Budget Worksession 4 P.M. Joint Board of Supervisors/School Board meeting, School Board budget presentation to Board of Supervisors (tentative) |
| February 27, 2019 | Budget Worksession prior to BOS meeting |
| March 6, 2019 | Budget Worksession, 4 P.M. |
| March 13, 2019 | Final Budget Worksession, prior to BOS meeting |
| March 19, 2019 | Budget Advertisement in newspaper |
| March 27, 2019 | Public Hearing on Budget |
| April 10, 2019 | Budget Adoption |

BUDGET TRANSFERS SEPTEMBER 2018

| DATE | DEPARTMENT/GENERAL FUND | REASON FOR TRANSFER | FROM | TO | ACCT | CODE | AMOUNT |
|-----------|-------------------------------------|---|------|------|------|------|-------------|
| 9/4/2018 | HUMAN RESOURCES | INTERIM PAY FOR HR | 1203 | 1001 | 000 | 043 | 7,101.36 |
| | HUMAN RESOURCES | | 1203 | 1001 | 000 | 001 | (7,101.36) |
| 9/17/2018 | PARKS AND RECREATION ADMINISTRATION | FREDERICK HEIGHTS PARK SEWER PIPES | 7101 | 3002 | 000 | 000 | (2,850.62) |
| | CLEARBROOK PARK | | 7109 | 8900 | 000 | 000 | 2,850.62 |
| 9/18/2018 | FIRE AND RESCUE | B.A.7/25/18 TRAINING OFFICERS | 3505 | 5408 | 000 | 000 | 11,250.00 |
| | FIRE AND RESCUE | | 3505 | 9201 | 000 | 002 | (11,250.00) |
| 9/25/2018 | COUNTY OFFICE BUILDINGS/COURTHOUSE | EMERGENCY ROOF REPAIRS FREDERICK COUNTY MIDDLE SCHOOL | 4304 | 5101 | 000 | 000 | (1,000.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 010 | 1,000.00 |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5405 | 000 | 007 | (1,000.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 010 | 1,000.00 |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5407 | 000 | 007 | (500.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 3004 | 000 | 010 | 500.00 |
| 9/25/2018 | ANIMAL SHELTER | FUNDS TO COMPLETE THE DESIGN PHASE/TRAINING CENTER | 4305 | 5413 | 000 | 000 | (1,000.00) |
| | ANIMAL SHELTER | | 4305 | 3002 | 000 | 002 | 1,000.00 |
| 9/25/2018 | COUNTY OFFICE BUILDINGS/COURTHOUSE | MATERIALS AND SUPPLIES FREDERICK COUNTY MIDDLE SCHOOL | 4304 | 5101 | 000 | 006 | (150.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5400 | 000 | 010 | 150.00 |
| 9/25/2018 | MANAGEMENT INFORMATION SYSTEMS | VERIZON, VITA, & COMCAST FOR THE YEAR | 1222 | 5401 | 000 | 000 | (600.00) |
| | MANAGEMENT INFORMATION SYSTEMS | | 1222 | 5204 | 000 | 000 | 600.00 |
| 9/26/2018 | COUNTY OFFICE BUILDINGS/COURTHOUSE | PAY WATER AND SEWER FREDERICK COUNTY MIDDLE SCHOOL | 4304 | 5407 | 000 | 007 | (200.00) |
| | COUNTY OFFICE BUILDINGS/COURTHOUSE | | 4304 | 5103 | 000 | 010 | 200.00 |
| 9/28/2018 | TREASURER | PROMOTIONS 9/18 | 1213 | 1001 | 000 | 058 | (5,121.73) |
| | TREASURER | | 1213 | 1001 | 000 | 036 | 5,121.73 |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1003 | 000 | 000 | (1,801.58) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1001 | 000 | 051 | 1,801.58 |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1003 | 000 | 000 | (2,806.54) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1001 | 000 | 005 | 2,806.54 |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1001 | 000 | 048 | (2,495.47) |
| | COMMONWEALTH'S ATTORNEY | | 2201 | 1001 | 000 | 045 | 2,495.47 |
| 10/3/2018 | FIRE AND RESCUE | Additional Field Position | 3505 | 1001 | 000 | 012 | (20,000.00) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 123 | 20,000.00 |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 102 | (5,000.00) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 123 | 5,000.00 |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 126 | (5,000.00) |
| | FIRE AND RESCUE | | 3505 | 1001 | 000 | 123 | 5,000.00 |
| 10/4/2018 | SHERIFF | THERMAL IMAGER | 3102 | 8001 | 5409 | 002 | (8,400.00) |
| | SHERIFF | | 3102 | 8001 | 8001 | 000 | 8,400.00 |

County of Frederick
General Fund
September 30, 2018

| ASSETS | FY19
<u>9/30/18</u> | FY18
<u>9/30/17</u> | Increase
<u>(Decrease)</u> |
|------------------------------------|------------------------------|-----------------------------|----------------------------------|
| Cash and Cash Equivalents | 53,074,204.27 | 52,334,174.14 | 740,030.13 *A |
| Petty Cash | 1,555.00 | 1,555.00 | 0.00 |
| Receivables: | | | |
| Taxes, Commonwealth, Reimb. P/P | 51,705,759.93 | 48,846,637.05 | 2,859,122.88 |
| Streetlights | 12,853.01 | 16,264.11 | (3,411.10) |
| Miscellaneous Charges | 66,104.41 | 45,154.83 | 20,949.58 |
| Due from Fred. Co. San. Auth. | 657,083.23 | 657,083.23 | 0.00 |
| Prepaid Postage | 3,159.98 | 1,875.22 | 1,284.76 |
| GL controls (est.rev / est. exp) | <u>(3,935,036.83)</u> | <u>(11,928,440.85)</u> | <u>7,993,404.02</u> (1) Attached |
| TOTAL ASSETS | <u>101,585,683.00</u> | <u>89,974,302.73</u> | <u>11,611,380.27</u> |
|
 | | | |
| LIABILITIES | | | |
| Accrued Liabilities | 2,997.72 | 6,389.97 | (3,392.25) |
| Retainage Payable | 47,010.53 | 0.00 | 47,010.53 |
| Performance Bonds Payable | 717,529.06 | 1,235,203.19 | (517,674.13) |
| Taxes Collected in Advance | 143,984.34 | 115,003.97 | 28,980.37 |
| Deferred Revenue | <u>51,757,398.68</u> | <u>48,897,197.46</u> | <u>2,860,201.22</u> *B |
| TOTAL LIABILITIES | <u>52,668,920.33</u> | <u>50,253,794.59</u> | <u>2,415,125.74</u> |
|
 | | | |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrance General Fund | 1,199,764.60 | 1,533,544.81 | (333,780.21) (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 | 5,332,706.68 | 4,155,969.57 | 1,176,737.11 (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>38,980,408.82</u> | <u>30,981,658.61</u> | <u>7,998,750.21</u> (4) Attached |
| TOTAL EQUITY | <u>48,916,762.67</u> | <u>39,720,508.14</u> | <u>9,196,254.53</u> |
|
 | | | |
| TOTAL LIAB. & EQUITY | <u>101,585,683.00</u> | <u>89,974,302.73</u> | <u>11,611,380.27</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 | 179,885,919 | 171,849,936 | 8,035,982 |
| Appropriations | (79,309,019) | (81,838,148) | 2,529,130 |
| Est.Tr.to Other fds | (105,711,701) | (103,473,774) | (2,237,928) |
| Encumbrances | 1,199,765 | 1,533,545 | (333,780) |
| | (3,935,037) | (11,928,441) | 7,993,404 |

(2) General Fund Purchase Orders 9/18

| DEPARTMENT | Amount |
|--------------------------------|---|
| County Office Buildings | 32,400.00 Control System CAB
37,940.00 Upgrade Building Automation System(HVAC) CAB
2,500.00 Roof Repair Frederick County Middle School
7,374.00 Control Board Elevator |
| Fire and Rescue | 47,300.00 Uniforms
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 |
| Parks | 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
37,790.00 Pedestrian Bridge Replacement Clearbrook Park
145,525.00 Frederick Heights Park Trail
28,692.15 2019 Ford F-250
560.40 Agricultural Supplies
527,200.00 Sherando Park Recreation Access Project
30,795.50 Event Shirts |
| Public Safety | 5,650.00 Sand for Volleyball Courts
40,438.46 Carousel Installation Project Management
30,375.00 ITS Equipment& Emergency Notification Software & Service
22,790.37 Antennas |
| Sheriff | 9,517.12 Radio Equipment
3,382.36 Police Dog Training Equipment
6,969.00 Lewis Machine and Tool Short Barrell Rifle
4,540.00 One Solution Software and Installation Service
3,851.53 Body Armor Vest Carriers (48)
5,276.64 Combat Uniforms
10,395.00 Breaching Tool& Power Cartridges
39,929.58 Ammunition
2,900.00 (100) Rifle Slings
5,313.90 Tactical Handheld Thermal Monocular
3,343.00 Ballistic Shield Armor
3,184.97 Durango Investigator Includes Lighting, Mounts, and Inverter |
| Total | 1,199,764.60 |

| (3)Proffer Information | SCHOOLS | PARKS | FIRE & RESCUE | Designated Other Projects | TOTAL |
|------------------------|--------------|------------|---------------|---------------------------|--------------|
| Balance 9/30/18 | 2,751,622.38 | 261,836.67 | 463,712.91 | 1,855,534.72 | 5,332,706.68 |

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 9/30/18

| (4) Fund Balance Adjusted | |
|---------------------------|----------------------|
| Ending Balance 9/18 | 44,462,187.89 |
| Revenue 9/18 | 16,460,378.48 |
| Expenditures 9/18 | (20,578,048.74) |
| Transfers 9/18 | (1,364,108.81) |
| 9/18 Ending Balance | 38,980,408.82 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 September 30, 2018

| REVENUES: | <u>Appropriated</u> | FY19
9/30/18
<u>Actual</u> | FY18
9/30/17
<u>Actual</u> | YTD
Actual
<u>Variance</u> |
|--|-----------------------|----------------------------------|----------------------------------|----------------------------------|
| General Property Taxes | 123,179,515.00 | 5,256,779.44 | 5,091,796.13 | 164,983.31 (1) |
| Other local taxes | 36,959,731.00 | 3,608,394.27 | 3,638,034.23 | (29,639.96) (2) |
| Permits & Privilege fees | 1,838,386.00 | 534,315.22 | 519,495.81 | 14,819.41 (3) |
| Revenue from use of money
and property | 526,810.00 | 468,728.28 | 294,440.19 | 174,288.09 (4) |
| Charges for Services | 3,061,899.00 | 718,946.98 | 630,445.45 | 88,501.53 |
| Miscellaneous | 530,579.31 | 155,352.54 | 132,351.89 | 23,000.65 |
| Recovered Costs | 1,618,949.00 | 235,477.42 | 154,637.21 | 80,840.21 (5) |
| Proffers | 0.00 | 351,276.18 | 318,612.15 | 32,664.03 (5) |
| Intergovernmental: | | | | |
| Commonwealth | 12,170,049.24 | 5,067,939.54 | 4,867,068.52 | 200,871.02 (6) |
| Federal | 0.00 | 7,168.28 | 4,943.15 | 2,225.13 (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 | 179,885,918.55 | 16,460,378.48 | 15,651,824.73 | 808,553.75 |
| EXPENDITURES: | | | | |
| General Administration | 12,875,792.26 | 4,789,871.00 | 4,471,910.82 | 317,960.18 |
| Judicial Administration | 2,924,157.74 | 733,662.18 | 618,974.91 | 114,687.27 |
| Public Safety | 38,702,859.20 | 9,384,201.44 | 9,178,011.55 | 206,189.89 |
| Public Works | 6,244,841.46 | 1,370,548.17 | 1,095,471.58 | 275,076.59 |
| Health and Welfare | 9,787,663.00 | 2,111,179.35 | 2,099,433.85 | 11,745.50 |
| Education | 81,080.00 | 20,270.00 | 19,080.00 | 1,190.00 |
| Parks, Recreation, Culture | 8,484,929.78 | 1,788,376.52 | 1,697,146.94 | 91,229.58 |
| Community Development | 2,184,007.71 | 379,940.08 | 331,876.98 | 48,063.10 |
| TOTAL EXPENDITURES | 81,285,331.15 | 20,578,048.74 | 19,511,906.63 | 1,066,142.11 (8) |
| OTHER FINANCING SOURCES (USES): | | | | |
| Operating transfers from / to | 103,735,388.83 | 1,364,108.81 | 6,672,748.51 | (5,308,639.70) (9) |
| Excess (deficiency)of revenues & other
sources over expenditures
& other uses | (5,134,801.43) | (5,481,779.07) | (10,532,830.41) | (5,051,051.34) |
| Fund Balance per General Ledger | | 44,462,187.89 | 41,514,489.02 | 2,947,698.87 |
| Fund Balance Adjusted to reflect
Income Statement 9/30/18 | | 38,980,408.82 | 30,981,658.61 | 7,998,750.21 |

| (1)General Property Taxes | FY19 | FY18 | Increase/Decrease |
|--------------------------------------|-----------|-----------|-------------------|
| Real Estate Taxes | 1,805,726 | 1,772,395 | 33,331 |
| Public Services | (348) | (2,250) | 1,902 |
| Personal Property | 3,210,096 | 3,091,544 | 118,551 |
| Penalties and Interest | 174,445 | 165,096 | 9,349 |
| Credit Card Chgs./Delinq.Advertising | (44,580) | (41,302) | (3,277) |
| Adm.Fees For Liens&Distress | 111,441 | 106,313 | 5,127 |
| | 5,256,779 | 5,091,796 | 164,983 |

(2) Other Local Taxes

| | | | |
|-----------------------------|---------------------|---------------------|--------------------|
| Local Sales Tax | 1,205,415.51 | 1,117,296.19 | 88,119.32 |
| Communications Sales Tax | 99,161.71 | 101,601.31 | (2,439.60) |
| Utility Taxes | 398,755.24 | 466,622.38 | (67,867.14) *1 |
| Business Licenses | 404,218.57 | 516,916.21 | (112,697.64) |
| Auto Rental Tax | 23,515.03 | 22,227.47 | 1,287.56 |
| Motor Vehicle Licenses Fees | 106,001.84 | 108,758.69 | (2,756.85) |
| Recordation Taxes | 502,190.52 | 432,105.14 | 70,085.38 |
| Meals Tax | 766,655.31 | 770,032.42 | (3,377.11) |
| Lodging Tax | 102,061.74 | 101,984.42 | 77.32 |
| Street Lights | 238.80 | 310.00 | (71.20) |
| Star Fort Fees | 180.00 | 180.00 | - |
| Total | 3,608,394.27 | 3,638,034.23 | (29,639.96) |

(3)Permits&Privileges

| | | | |
|-------------------------------|-------------------|-------------------|------------------|
| Dog Licenses | 15,086.00 | 14,474.00 | 612.00 |
| Transfer Fees | 885.37 | 904.50 | (19.13) |
| Development Review Fees | 91,618.00 | 107,560.00 | (15,942.00) |
| Building Permits | 324,620.62 | 275,627.53 | 48,993.09 |
| 2% State Fees | 7,628.73 | 7,505.78 | 122.95 |
| Electrical Permits | 30,375.50 | 37,300.00 | (6,924.50) |
| Plumbing Permits | 9,619.00 | 6,046.00 | 3,573.00 |
| Mechanical Permits | 19,429.00 | 28,997.00 | (9,568.00) |
| Sign Permits | 475.00 | 2,550.00 | (2,075.00) |
| Blasting Permits | 105.00 | 105.00 | - |
| Land Disturbance Permits | 33,623.00 | 37,726.00 | (4,103.00) |
| Commercial Pump and Haul Fee | 500.00 | 500.00 | - |
| Residential Pump and Haul Fee | 50.00 | - | 50.00 |
| Transfer Development Rights | 300.00 | 200.00 | 100.00 |
| Total | 534,315.22 | 519,495.81 | 14,819.41 |

(4) Revenue from use of

| | | | |
|--------------|-------------------|-------------------|-------------------|
| Money | 467,225.48 | 292,028.81 | 175,196.67 |
| Property | 1,502.80 | 2,411.38 | (908.58) |
| Total | 468,728.28 | 294,440.19 | 174,288.09 |

*1 Timing of the receipt of the revenue in FY19.

| (5) Recovered Costs | FY19 | FY18 | Increase/Decrease |
|--------------------------------------|------------|------------|-------------------|
| | 9/30/2018 | 9/30/2017 | |
| Recovered Costs Social Services | 7,883.18 | - | 7,883.18 |
| Recovered Cost Fire Companies | 74,999.00 | - | 74,999.00 |
| Recovered Costs Sheriff | 19,600.00 | 5,250.00 | 14,350.00 |
| Reimbursement Circuit Court | 2,552.14 | 2,830.84 | (278.70) |
| Reimb.Public Works/Planning Clean Up | 450.00 | 575.00 | (125.00) |
| Clarke County Container Fees | 11,552.08 | 14,799.20 | (3,247.12) |
| City of Winchester Container Fees | 9,326.80 | 11,700.96 | (2,374.16) |
| Refuse Disposal Fees | 21,806.73 | 30,076.63 | (8,269.90) |
| Recycling Revenue | 22,301.45 | 28,321.72 | (6,020.27) |
| Container Fees Bowman Library | 155.46 | 615.44 | (459.98) |
| Reimb.of Expenses Gen.District Court | 8,470.17 | 7,899.73 | 570.44 |
| Reimb.Task Force | 16,975.92 | 15,385.44 | 1,590.48 |
| Comcast PEG Grant | 21,888.00 | 21,589.50 | 298.50 |
| Fire School Programs | 11,930.00 | 8,635.00 | 3,295.00 |
| Clerks Reimbursement to County | 2,551.72 | 2,741.86 | (190.14) |
| Reimb. Sheriff | 3,034.77 | 4,215.89 | (1,181.12) |
| Subtotal Recovered Costs | 235,477.42 | 154,637.21 | 80,840.21 |
| Proffer Sovereign Village | 29,269.84 | - | 29,269.84 |
| Proffer Lynnhaven | - | 3,378.31 | (3,378.31) |
| Proffer Redbud Run | 25,816.00 | 6,454.00 | 19,362.00 |
| Proffer Canter Estates | - | 36,791.73 | (36,791.73) |
| Proffer Southern Hills | 39,280.00 | 68,740.00 | (29,460.00) |
| Proffer Snowden Bridge | 242,267.34 | 188,605.11 | 53,662.23 |
| Proffer Cedar Meadows | 14,643.00 | 14,643.00 | - |
| Subtotal Proffers | 351,276.18 | 318,612.15 | 32,664.03 |
| Grand Total | 586,753.60 | 473,249.36 | 113,504.24 |

*1 Millwood Debt Payment

| (6) Commonwealth Revenue | FY19 | FY18 | |
|------------------------------------|--------------|--------------|-------------------|
| | 9/30/2018 | 9/30/2017 | Increase/Decrease |
| Motor Vehicle Carriers Tax | 38,825.41 | 22,886.25 | 15,939.16 |
| 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. | 86,764.29 | 87,316.53 | (552.24) |
| Shared Expenses Sheriff | 381,560.75 | 358,956.01 | 22,604.74 |
| Shared Expenses Comm.of Rev. | 36,262.18 | 35,133.06 | 1,129.12 |
| Shared Expenses Treasurer | 25,511.22 | 24,863.04 | 648.18 |
| Shared Expenses Clerk | 69,533.05 | 68,207.93 | 1,325.12 |
| Public Assistance Grants | 1,100,997.39 | 1,099,421.66 | 1,575.73 |
| Four-For-Life Funds | 88,718.24 | 85,262.32 | 3,455.92 |
| Emergency Services Fire Program | 260,328.00 | 251,441.00 | 8,887.00 |
| DMV Grant Funding | 7,885.39 | 7,114.69 | 770.70 |
| State Grant Emergency Services | 13,238.88 | 5,800.00 | 7,438.88 |
| JJC Grant Juvenile Justice | 32,090.00 | 32,090.00 | - |
| Rent/Lease Payments | 64,899.72 | 47,497.49 | 17,402.23 |
| Wireless 911 Grant | 41,331.67 | 11,601.44 | 29,730.23 |
| State Forfeited Asset Funds | 7,537.47 | 5,434.73 | 2,102.74 |
| Victim Witness-Commonwealth Office | 51,534.84 | - | 51,534.84 |
| F&R OEMS Reimbursement | - | 127.50 | (127.50) |
| Total | 5,067,939.54 | 4,867,068.52 | 200,871.02 |

County of Frederick

General Fund

September 30, 2018

| (7) Federal Revenue | FY19 | FY18 | Increase/Decrease |
|------------------------------|----------|----------|-------------------|
| Federal Forfeited Assets DOJ | - | 443.33 | (443.33) |
| Federal Funds Sheriff | 7,168.28 | 4,499.82 | 2,668.46 |
| Total | 7,168.28 | 4,943.15 | 2,225.13 |

(8) Expenditures

Expenditures increased \$1,066,142.11. **General Administration** increased \$317,960.18 and includes \$163,585.88 in IT for firewall support, switch and smartnet contract, and switch replacement core data network. **Public Safety** increased \$206,189.89. Inspections purchased (2) 2018 F-150 Ford 4x4 trucks at a cost of \$55,570.50, Fire and Rescue (2) F-250 Ford pickup truck for \$55,570.50 and Isimulate training that includes IPADS with stethoscopes costing \$33,120. **Public Works** increased \$275,076.59 and includes the \$179,217.00 for the Stephenson Compactor Site and an Engineering purchase for a 2018 Ford F-150 4x4 at a cost of \$28,408.00. The transfers decreased \$5,308,639.70. See chart below:

| (9) Transfers Decreased (\$5,308,639.70) | FY19 | FY18 | Increase/Decrease |
|---|--------------|--------------|-------------------|
| Transfer to School Operating | 542,862.45 | 1,032,255.77 | (489,393.32) *1 |
| Transfer to Debt Service County | 196,886.61 | 1,225,349.55 | (1,028,462.94) *2 |
| Transfer School Operating Capital | 503,416.47 | - | 503,416.47 *3 |
| Operational Transfers | 120,943.28 | 91,523.19 | 29,420.09 *4 |
| Board Contingency | 0.00 | 4,323,620.00 | (4,323,620.00) *5 |
| Total | 1,364,108.81 | 6,672,748.51 | (5,308,639.70) |

*1 School Operating FY19 was \$542,862.45 C/F Encumbrances. FY18 was \$1,032,255.77 C/F encumbrances.

*2 Payments includes the Bowman Library and the City of Winchester for Courtroom, Roof, and HVAC Projects.

*3 School Operating Capital includes \$316,537.71 that represents a carry forward of unspent, restricted grant funds and \$186,878.76 carry forward of unspent funds for the purchase of a school bus and security equipment.

*4 Timing of Insurance Charge Outs.

*5 Board of Supervisors Capital.

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 September 30, 2018

| ASSETS | FY2019
<u>9/30/18</u> | FY2018
<u>9/30/17</u> | Increase
<u>(Decrease)</u> |
|-------------------------------------|----------------------------|----------------------------|-------------------------------|
| Cash | 9,261,178.00 | 8,218,950.81 | 1,042,227.19 *1 |
| GL controls(est.rev/est.exp) | <u>(1,499,578.40)</u> | <u>(1,001,682.50)</u> | <u>(497,895.90)</u> |
| TOTAL ASSETS | <u>7,761,599.60</u> | <u>7,217,268.31</u> | <u>544,331.29</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 | 42,731.52 | 17,479.60 | 25,251.92 |
| Fund Balance | <u>5,167,373.98</u> | <u>4,692,541.71</u> | <u>474,832.27</u> *2 |
| TOTAL EQUITY | <u>5,210,105.50</u> | <u>4,710,021.31</u> | <u>500,084.19</u> |
| TOTAL LIABILITY & EQUITY | <u>7,761,599.60</u> | <u>7,217,268.31</u> | <u>544,331.29</u> |

NOTES:

*1 Cash increased \$1,042,227.19. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance increased \$474,832.27. The beginning balance was \$5,566,043.76 and includes adjusting entries, budget controls for FY19(\$1,316,409.00), and the year to date revenue less expenditures of \$917,739.22.

| Current Unrecorded Accounts Receivable- | <u>FY19</u> |
|--|-------------------|
| Prisoner Billing: | 33,574.78 |
| Compensation Board Reimbursement 9/18 | <u>483,290.44</u> |
| Total | 516,865.22 |

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 September 30, 2018

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

| REVENUES: | <u>Appropriated</u> | FY2019
9/30/18
<u>Actual</u> | FY2018
9/30/17
<u>Actual</u> | YTD Actual
<u>Variance</u> |
|--|-----------------------|------------------------------------|------------------------------------|-------------------------------|
| Credit Card Probation | - | 99.88 | 24.38 | 75.50 |
| Interest | | - | - | - |
| Supervision Fees | 56,096.00 | 11,232.00 | 3,795.00 | 7,437.00 |
| Drug Testing Fees | 1,000.00 | 85.00 | 50.00 | 35.00 |
| Work Release Fees | 350,628.00 | 69,219.89 | 60,206.62 | 9,013.27 |
| 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 | 3,856,829.50 | 3,865,373.00 | (8,543.50) |
| Miscellaneous | 7,501.00 | 833.34 | 705.84 | 127.50 |
| Phone Commissions | 400,000.00 | 0.00 | 29,771.16 | (29,771.16) |
| Food & Staff Reimbursement | 80,000.00 | 4,671.40 | 8,728.10 | (4,056.70) |
| Elec.Monitoring Part.Fees | 97,000.00 | 65,174.31 | 12,235.26 | 52,939.05 |
| Share of Jail Cost Commonwealth | 1,350,000.00 | 0.00 | 0.00 | 0.00 |
| Medical & Health Reimb. | 85,000.00 | 10,306.74 | 11,716.83 | (1,410.09) |
| Shared Expenses CFW Jail | 5,400,000.00 | 765,485.48 | 624,909.53 | 140,575.95 |
| 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 | 6,081,915.04 | 5,966,240.47 | 115,674.57 |
| EXPENDITURES: | 23,015,076.92 | 5,164,175.82 | 4,877,332.53 | 286,843.29 |
| Excess(Deficiency)of revenues over expenditures | (1,019,162.10) | 917,739.22 | 1,088,907.94 | (171,168.72) |
| FUND BALANCE PER GENERAL LEDGER | | <u>4,249,634.76</u> | <u>3,603,633.77</u> | <u>646,000.99</u> |
| Fund Balance Adjusted To Reflect Income Statement 9/30/18 | | 5,167,373.98 | 4,692,541.71 | 474,832.27 |

County of Frederick
Fund 12 Landfill
September 30, 2018

| ASSETS | FY2019
9/30/18 | FY2018
9/30/17 | Increase
(Decrease) |
|-----------------------------------|-----------------------------|-----------------------------|--------------------------|
| Cash | 39,037,217.33 | 35,914,726.49 | 3,122,490.84 |
| Receivables: | | | |
| Accounts Receivable | | | |
| Fees | 888,765.56 | 822,469.99 | 66,295.57 *1 |
| Accounts Receivable Other | 4,528.35 | 6,595.68 | (2,067.33) |
| Allow.Uncollectible Fees | (84,000.00) | (84,000.00) | 0.00 |
| Fixed Assets | 47,529,650.90 | 47,158,186.20 | 371,464.70 |
| Accumulated Depreciation | (31,283,925.70) | (29,232,078.83) | (2,051,846.87) |
| GL controls(est.rev/est.exp) | <u>(3,733,748.00)</u> | <u>(2,805,641.32)</u> | <u>(928,106.68)</u> |
| TOTAL ASSETS | <u>52,358,488.44</u> | <u>51,780,258.21</u> | <u>578,230.23</u> |
| LIABILITIES | | | |
| Accounts Payable | - | - | |
| Accrued VAC.Pay and Comp TimePay | 173,153.49 | 158,608.75 | 14,544.74 |
| Accrued Remediation Costs | 13,126,481.90 | 12,807,957.65 | 318,524.25 *2 |
| Retainage Payable | 0.00 | 0.00 | 0.00 |
| Deferred Revenue Misc.Charges | <u>4,528.35</u> | <u>6,595.68</u> | <u>(2,067.33)</u> |
| TOTAL LIABILITIES | <u>13,304,163.74</u> | <u>12,973,162.08</u> | <u>331,001.66</u> |
| EQUITY | | | |
| Fund Balance | | | |
| Reserved: | | | |
| Encumbrances | 385,830.55 | 452,516.68 | (66,686.13) *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>28,810,052.15</u> | <u>28,496,137.45</u> | <u>313,914.70</u> *4 |
| TOTAL EQUITY | <u>39,054,324.70</u> | <u>38,807,096.13</u> | <u>247,228.57</u> |
| TOTAL LIABILITY AND EQUITY | <u>52,358,488.44</u> | <u>51,780,258.21</u> | <u>578,230.23</u> |

NOTES:

*1 Landfill receivables increased \$66,295.57. Landfill fees at 9/18 were \$610,998.38 compared to \$586,190.13 at 9/17 for an increase of \$24,808.25. Delinquent fess at 9/18 were \$322,988.67 compared to \$266,128.06 at 9/17 for an increase of \$56,860.61.

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

*3 The encumbrance balance at 9/30/18 was \$385,830.55 and includes \$31,819.55 for a 2019 Ford F-250, \$345,228.00 for a 2018 CAT 963K track loader, and \$8,783.00 for a Woods rotary cutter.

*4 Fund balance increased \$313,914.70. The beginning balance was \$31,691,389.40 and includes adjusting entries, budget controls for FY19(\$30,199), C/F Landfill projects(\$3,706,000), and \$854,861.75 for year to date revenue less expenses.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 September 30, 2018

| FUND 12 LANDFILL
REVENUES | | FY2019 | FY2018 | YTD |
|---|-----------------------|--------------------------|--------------------------|---------------------------|
| | <u>Appropriated</u> | 9/30/18
<u>Actual</u> | 9/30/17
<u>Actual</u> | Actual
<u>Variance</u> |
| Credit Card Charges | 0.00 | 1,270.96 | 823.13 | 447.83 |
| Interest on Bank Deposits | 120,000.00 | 17,997.50 | 5,351.75 | 12,645.75 |
| Salvage and Surplus | 75,000.00 | 44,698.65 | 42,159.11 | 2,539.54 |
| Sanitary Landfill Fees | 6,562,000.00 | 1,803,718.82 | 1,527,222.59 | 276,496.23 |
| Charges to County | 0.00 | 161,832.20 | 143,170.92 | 18,661.28 |
| Charges to Winchester | 0.00 | 43,388.55 | 37,448.64 | 5,939.91 |
| Tire Recycling | 142,500.00 | 59,683.89 | 65,959.55 | (6,275.66) |
| Reg. Recycling Electronics | 91,200.00 | 15,015.00 | 14,905.00 | 110.00 |
| Greenhouse Gas Credit Sales | 0.00 | 29,680.82 | 0.00 | 29,680.82 |
| 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 | 41,411.70 | 47,947.86 | (6,536.16) |
| Landfill Gas To Electricity | 312,837.00 | 77,261.66 | 80,796.23 | (3,534.57) |
| Insurance Recoveries | | 4,872.23 | | |
| Waste Oil Recycling | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | 7,471,939.00 | 2,300,903.98 | 1,965,784.78 | 330,246.97 |
| Operating Expenditures | 5,567,138.00 | 833,241.07 | 756,636.08 | 76,604.99 |
| Capital Expenditures | 6,024,379.55 | 612,801.16 | 31,093.70 | 581,707.46 |
| TOTAL Expenditures | 11,591,517.55 | 1,446,042.23 | 787,729.78 | 658,312.45 |
| Excess(deficiency)of revenue over expenditures | (4,119,578.55) | 854,861.75 | 1,178,055.00 | (323,193.25) |
| Fund Balance Per General Ledger | | 27,955,190.40 | 27,318,082.45 | 637,107.95 |
| FUND BALANCE ADJUSTED | | 28,810,052.15 | 28,496,137.45 | 313,914.70 |

County of Frederick, VA
Report on Unreserved Fund Balance
October 12, 2018

| | |
|---|-----------------------|
| Unreserved Fund Balance, Beginning of Year, July 1, 2018 | 46,153,037 |
|
Prior Year Funding & Carryforward Amounts | |
| C/F forfeited asset funds | (30,998) |
| 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) |
| C/F School Operating | (503,416) |
| | (1,652,007) |
|
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, October 12, 2018 |
44,287,188 |



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: The Frederick County Finance Committee

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

SUBJECT: Training Reimbursement Information

DATE: October 3, 2018

As requested at the August Finance Committee meeting, the Frederick County Fire and Rescue Department follows the County's policy regarding tuition assistance for employees seeking Advanced Life Support (ALS) certification and/or degrees.

The Department routinely covers the cost of tuition and books for courses taken through an accredited college or university solely for ALS advancement. Employees are required to sign the Tuition Agreement, indicating they understand the conditions applicable to advanced tuition payment. I have attached a copy of the Tuition Agreement for your review.

While uncommon, the Department has withheld pay from employees who did not meet or maintain the conditions of the Tuition Agreement.

If you have any questions or would like to further discuss the information provided, please do not hesitate to contact me.

attachment (1)

cc: file

DDL:mhn



County of Frederick Human Resources Department Tuition Agreement

Employee Name: _____ Emp #: _____ Department: _____

Request approval to take the following course(s) listed below under the conditions as set forth in the County's training policy.

University/College Name: _____

Address: _____

Semester/Quarter: _____

| Course Name: | Credits: | Tuition Cost: | Book Fee: |
|--------------------|------------|---------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Budget Line Item # | Sub Total: | | |

Grand Total:

Per the conditions of the Frederick County Human Resources Policy Manual, §IX, I agree to:

- a. Achieve a grade of "B" or better for the graduate program or for the undergraduate class.
- b. Agree to remain employed with the County for a period of not less than 1 year for each 18 hours taken in the graduate program or from the end date of the last satisfactorily completed undergraduate class.
- c. Should I choose not to complete the graduate program, I will reimburse all funds paid by the County toward the program.
- d. Should I successfully complete the program or class but leave the employment of the County prior to completing the period of service as set forth above, the prorated amount of funding for service not rendered shall be repaid to the County.

By signing, I agree to the conditions as set forth above, and have received, read and understand the Training Policy referenced in the Human Resource Policy Manual.

Employee Signature: _____ Date: _____

Approved Denied Department Head Signature: _____

Approved Denied Director of HR Signature: _____

Approved Denied County Administrator Signature: _____

Received: _____

Approved/Denied copy to Dept/Employee: _____

Copy of Grades/Receipts Received: _____

C

PARKS AND RECREATION COMMISSION REPORT to the BOARD OF SUPERVISORS
Tuesday, October 24, 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: October 11, 2018
Subject: Parks and Recreation Commission Action



The Parks and Recreation Commission met on October 10, 2018. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Charles Sandy, Jr., Ronald Madagan, Guss Morrison, and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Amy Strosnider

ITEMS REQUIRING ACTION BY BOARD OF SUPERVISORS:

None

ITEMS SUBMITTED FOR INFORMATION ONLY

1. The Commission recommends using \$174,185 in proffer funds to add a restroom at Northwest Sherando Park. This recommendation will be forwarded to the Finance Committee for their review prior to Board of Supervisor action.
2. The Commission recommends the Blue Ridge Volleyball Club be extended a waiver of court fees for the donation of costs for an additional volleyball court at Clearbrook Park. Estimated cost of the court is \$12,000 and the extension would be for 4 years.

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

D



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

MEMORANDUM

| | |
|----------|---------------------------------------|
| TO: | Board of Supervisors |
| FROM: | Kris C. Tierney, County Administrator |
| SUBJECT: | Request to Approve Two Rabies Clinics |
| DATE: | October 19, 2018 |

The Lord Fairfax Health District has, over the past several years, held two rabies clinics at the Frederick County Esther Boyd Animal Shelter in May and October. Pursuant to Virginia Code Section 3.2-6521 the clinics must be approved by the locality and the health department. Staff is seeking Board approval to conduct two rabies clinics during 2019 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October with the specific dates to be finalized at a later time.

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

KCT/awp
Attachments



COUNTY of FREDERICK

Kris C. Tierney
County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

October 25, 2018

Colin Greene, MD, MPH
Health Director
Lord Fairfax Health District
107 North Kent Street, Suite 201
Winchester, Virginia 22601

Dear Dr. Greene:

The Board of Supervisors of Frederick County deems that there is a need to hold two Rabies Clinics during 2019 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October of 2019. This need is based on the high incidence of Rabies in the county, the high rate of unvaccinated animals in the county, and the barrier of transportation and cost to the citizens of the county to have their animals vaccinated. Thus, the Board requests that the Health Department approve such clinics for the sole purpose of Rabies vaccinations.

Again, thank you for your cooperation in advance.

With kindest regards, I am

Sincerely,

Kris C. Tierney
County Administrator

KCT/kco

cc: file

E

FREDERICK COUNTY RESOLUTION OF APPRECIATION

ANN BABER LLOYD

WHEREAS, Ann Baber Lloyd served the citizens of Winchester and Frederick County, Virginia, for approximately 45 years as an employee at the 26th District Court Service Unit and the Juvenile and Domestic Relations District Courts; and

WHEREAS, Ann Baber Lloyd began her career as a Lead Administrative Professional in 1973 and was appointed Clerk of Court for the County of Frederick and City of Winchester Juvenile and Domestic Relations District Courts in 1978; and

WHEREAS, during her tenure, Ann Baber Lloyd was appointed to serve on numerous state-wide committees and served as a mentor/trainer to other district court clerks across the Commonwealth; and

WHEREAS, Ann Baber Lloyd led the Frederick County-City of Winchester courts as a Study Court for the Commonwealth of Virginia Staffing Study in 1997 and was appointed to serve as the Juvenile and Domestic Relations District Court's representative for the establishment of a system of family courts in Virginia in 2005; and

WHEREAS, Ann Baber Lloyd served as Chairperson/Co-Chairperson of the Joint Judicial Center User's Committee, working together with the City of Winchester, County of Frederick, Circuit, General District and Juvenile and Domestic Relations Courts and served as a Clerk Trainer for local departments of Social Services on Foster Care and Abuse/Neglect cases as those pertain to the court system; and

WHEREAS, Ann Baber Lloyd was a member of the City of Winchester and County of Frederick Best Practices Team, a member of the Northern Shenandoah Valley Alliance for Children, Youth and Families, and was appointed to serve on the Frederick County Public Safety Committee;

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

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

ADOPTED this 24th day of October 2018.

Charles S. DeHaven, Jr.
Chairman

Gary A. Lofton
Back Creek District Supervisor

J. Douglas McCarthy
Gainesboro District Supervisor

Blaine P. Dunn
Red Bud District Supervisor

Robert W. Wells
Opequon District Supervisor

Judith McCann-Slaughter
Stonewall District Supervisor

Shannon G. Trout
Shawnee District Supervisor

Kris C. Tierney
Clerk

F



COUNTY of FREDERICK

Jay E. Tibbs


Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jtibbs@fcva.us

| | |
|-----------------|---|
| TO: | Board of Supervisors |
| FROM: | Jay E. Tibbs, Deputy County Administrator  |
| SUBJECT: | Resolution of Support for Delegate LaRock's Legislative Proposal Regarding Tax Exemptions |
| DATE: | October 17, 2018 |

Attached please find a proposed resolution supporting a bill patroned by Delegate LaRock relative to tax exemptions. This proposal would revert authority to the locality to continue existing tax exemptions previously granted by the General Assembly, prior to January 1, 2003.

As the Board might recall, the County has worked with Delegate LaRock over the past several years regarding this issue and it was identified as one of the Board's legislative initiatives for the 2019 General Assembly session.

Staff is seeking the Board's adoption of the proposed resolution. Once approved, we will provide a copy to Delegate LaRock and will forward a copy of the resolution to VACo for consideration as part of their upcoming legislative agenda. We will also forward copies to other localities in Virginia asking them to consider supporting this proposal.

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

Attachment



BOARD OF SUPERVISORS RESOLUTION

Resolution Supporting Delegate LaRock's Legislative Proposal Regarding Tax Exemptions

WHEREAS, §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, exempt various individually designated properties from taxation; and

WHEREAS, these tax-exempt designations were authorized by actions of the Virginia General Assembly; and

WHEREAS, in November 2002 a referendum was approved that permitted the General Assembly to adopt legislation enabling localities to exempt property from taxation; and

WHEREAS, during the 2003 General Assembly session HB 1750 was adopted, which detailed the procedure for how the granting of exemptions was to be done and also how a previously granted exemption could be revoked; and

WHEREAS, §58.1-3605 of the Code of Virginia, 1950, as amended, provides for a process by which a locality may seek revocation of a tax-exempt designation under §58.1-3650.1 et seq. which a local governing body wants to remove from its exempt property list. This process requires legislation and action by the General Assembly; and

WHEREAS, Delegate David LaRock has proposed a bill which would repeal §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, relating to tax exemptions; and

WHEREAS, this bill would terminate existing exemptions previously granted by the General Assembly pursuant to §§58.1-3650.1 through 58.1-3650.1001 of the Code of Virginia, 1950, as amended, as of July 1, 2024 and would enable localities to exempt by ordinance the real and/or personal property of any entity whose property tax exemption has been repealed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick, Virginia, express its support for Delegate LaRock's proposed legislation as it completes the process started in 2003 to enable localities to decide the appropriateness of tax exempt requests.

BE IT FURTHER RESOLVED, that the Board of Supervisors of the County of Frederick, Virginia, requests that the Virginia Association of Counties support this proposal as part of its 2019 legislative agenda.

ADOPTED this 24th day of October, 2019.

VOTE:

Charles S. DeHaven, Jr. _____
Gary A. Lofton _____
Blaine P. Dunn _____
J. Douglas McCarthy _____

Judith McCann-Slaughter _____
Shannon G. Trout _____
Robert W. Wells _____

Kris C. Tierney, Clerk
Frederick County Board of Supervisors

G

Employee of the Month Resolution

Awarded to:

John P. Vidal

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

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

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

WHEREAS, John P. Vidal who serves as a Correctional Officer was nominated for Employee of the Month; and,

WHEREAS, Correctional Officer, John P. Vidal did save the life of fellow Correctional Officer Daniel Largent. On July 10, 2018, Officer Largent was eating his lunch when he began to choke. Officer Largent tried to clear his airway by coughing and was unable to do so and quickly realized he was also unable to speak. He walked hastily towards the back of the annex control room trying to cough in an effort to clear his airway. Once there, he got the attention of Officer Vidal and tried to communicate with him that he was choking by using hand gestures. Officer Vidal immediately stepped into assess the situation. Officer Vidal tried to talk to Officer Largent, then realized he was unable to speak. Officer Vidal quickly began what would be lifesaving techniques and gave three quick thrusts (Heimlich maneuver) and successfully cleared Officer Largent's airway. Officer Largent's gratitude for Officer Vidal's actions are displayed when he speaks of the situation; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 24th day of October 2018, that John P. Vidal is hereby recognized as the Frederick County Employee of the Month for July 2018; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to John P. Vidal for his outstanding performance and dedicated service and wishes him continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that John P. Vidal is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

Charles S. DeHaven, Jr., Chairman

H

Employee of the Month Resolution

Awarded to:

Gene D. Boyce

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

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

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

WHEREAS, Gene D. Boyce who serves as a Correctional Systems Officer was nominated for Employee of the Month; and,

WHEREAS, Correctional Officer, Gene D. Boyce over the course of the past year has managed the implementation of a major Security System Upgrade at NRADC. During the course of this past year, the facility has endured significant issues while implementing a major Security System Upgrade. This upgrade consisted of retrofitting three buildings with new fiber, cameras, control panels, servers, PLCs, touch screens, and all related software and hardware; a tremendous endeavor to say the least. Although the facility had awarded this job to an engineering firm and contractor to fulfill the scope of work, they proved insufficient at times. Gene became instrumental in not only assisting the contractors, but in fact leading them to keep the project moving forward and to ensure that the work was done correctly. He had and still does work relentlessly to ensure the work is done as expected and correctly. His primary focus remains to ensure that not only the concerns of all staff are addressed, but to ensure that all associated functions of this project maintain their safety.

While assisting with the Security Upgrade Project, Officer Boyce still had to maintain oversight of his responsibilities and managed to maintain productivity at acceptable levels. He is a true asset to the facility; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 24th day of October 2018, that Gene D. Boyce is hereby recognized as the Frederick County Employee of the Month for August 2018; and,

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Gene D. Boyce for his outstanding performance and dedicated service and wishes him continued success in future endeavors; and,

BE IT FURTHER RESOLVED, that Gene D. Boyce is hereby entitled to all of the rights and privileges associated with his award.

County of Frederick, VA Board of Supervisors

Charles S. DeHaven, Jr., Chairman

I




Kris C. Tierney
County Administrator

540/665-6382

Fax: 540/667-0370

E-mail: ktierney@fcva.us

MEMORANDUM

TO: Board of Supervisors
FROM: Kris C. Tierney, County Administrator 
DATE: October 18, 2018
RE: Committee Appointments

Listed below are the vacancies/appointments due through December 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.)

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

(See Attached Application of Richard Bever.) (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.**)*

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.)

DECEMBER 2018

Historic Resources Advisory Board

Gary Crawford – Back Creek District Representative
195 Minebank Road
Middletown, VA 22645
Home: (540)869-2896
Term Expires: 12/10/18
Four year term

(The Historic Resources Advisory Board is comprised of nine members, one member from each magisterial district and three members at large. Members are eligible for reappointment.)

Board of Equalization

Timothy W. McKee – Frederick County Representative
2101 Salem Church Road
Stephens City, VA 22655
Home: (540)868-1472
Term Expires: 12/31/18
Three year term

Memorandum – Board of Supervisors
October 18, 2018
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*(The Board of Equalization is composed of five members. Members must be free holders in the county. In October 2010, the Board of Supervisors appointed the Board of Equalization as a “permanent” board for subsequent reassessments. The original five members were appointed for the following terms: one member for a one-year term; one member for a two-year term; and three members for a three-year term. Going forward, all future appointments shall be for a three-year term. **Recommendation for appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.**)*

KCT/tjp

Attachment

U:\TJP\committeeappointments\MmosLettrs\BoardCommitteeApts(102418BdMtg).docx

From: webmastr@fcva.us <webmastr@fcva.us>
Sent: Monday, October 08, 2018 3:49 PM
To: Teresa Price <tprice@fcva.us>; Jay Tibbs <jtibbs@fcva.us>; Ann Phillips <ann.phillips@fcva.us>
Subject: BOS Committee Appointments Data Sheet Submission

A new entry to a form/survey has been submitted.

Form Name: BOS Committee Appointments
Date & Time: 10/08/2018 3:49 PM
Response #: 15
Submitter ID: 42120
IP address: 172.24.96.112
Time to complete: 44 min. , 27 sec.

Survey Details

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Frederick County Board of Supervisors

Committee Appointments

Informational Data Sheet

Contact Information

| | | | |
|---------------------------|------------------|-----------------|--------------|
| Name: | Richard Bever | Home Phone #: | Not answered |
| Home Address: | 1309 Ambrose Dr | Office Phone #: | Not answered |
| Home Address City, State: | Winchester 22603 | Cell Phone #: | |
| Home Address ZIP: | 1309 Ambrose Dr | Email Address: | |

Employment/Community Information

| | | | |
|-------------------|---------|---------------------|--------------|
| Current Employer: | Retired | Current Occupation: | Not answered |
|-------------------|---------|---------------------|--------------|

Please list any relevant civic/community activities you participate in:

From Feb 2003 to Nov 2012 I served in the Virginia Defense Force (VDF) assigned first to A Company and then Headquarters Company and Battalion Headquarters, all in Winchester. Please see my resume for more details on my activities and responsibilities. I retired from the VDF in Nov 2012 while serving as Battalion Commander in the rank of Lieutenant Colonel. I continued to assist the commanders who followed me for several years with advice and activities related to the annual Shenandoah Apple Blossom Festival which the VDF troops support.

I am a life member of both the American Legion and the Veterans of Foreign Wars and was Commander of VFW Post 2123 in Winchester during 2006-07.

Board/Committee Information

Board or Committee Applying for:

Shenandoah Area Agency on Aging

Will you be able to attend this committee's regularly scheduled meeting?

Yes

Additional information or comments you would like to provide:

Served as elected council member of city a little larger than Winchester for eight years, chosen by fellow council members to be deputy mayor for five of those eight years. Chaired the General Government Committee which included public safety, served on the county wide Medic One Board and chaired the sub-committee that negotiated with local fire departments for provision of Medic One services, Chaired the county wide Animal Control Board and served on the county wide 911 Communications Board. Served on the county law enforcement Civil Service Board. This was with City of Lacey and Thurston County in Washington State.

Have served for 29 years in military service counting active duty, national guard and state guard time. Served in Vietnam from June 1966 through January 1968 with USAF Security Forces.

Pursuant to the Commonwealth of Virginia Conflict of Interest Act governing elected and appointed public officials, does the nature and status of your employment, business interests or ownership of property present a potential conflict of interest relative to the appointed position in which you are interested?

No

If required by applicable provision of the Conflict of Interest Act, would you be willing to file with the Deputy Clerk of the Frederick County Board of Supervisors a Public Official Disclosure Form listing all assets, business and property interest?

Yes

In lieu of a physical signature, you must type your name and today's date and select the box below before submitting this form.

Signature Name: Richard Bever

Today's Date: 10/08/2018

Check here for Signature:

You may upload any supporting documentation (Resume, Cover letter, etc.) by clicking on this box and uploading your files.

[Resume Bever Current.doc](#)

Thank you,
Frederick County

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Richard D. Bever

1309 Ambrose Dr., Winchester, VA 22603*5

Objective: Position enabling use of demonstrated communication, decision making, interpersonal, leadership, planning, human resource management, program management and interaction with external environment skills proven by over 50 years of successful military, self-employment, consulting and public administration experience.

Profile: Motivated, personable, professional with college degree and successful track record in small business ownership, labor relations, political action, human resources and local and state government public administration. Diplomatic and tactful with professionals and non-professionals at all levels. Experienced in handling sensitive, confidential (up to & including top secret) records. Demonstrated history of creating and managing major programs. Acknowledged expert in state civil service rules, union contracts and agency personnel policies which applied to 20,000 employees of a large state agency that included operation of state mental hospitals, juvenile rehabilitation and developmentally disabled institutions and social service programs.

Flexible and versatile – able to maintain a sense of humor under pressure. Experienced, sensitive and comfortable among persons of diverse cultures. Award-winning team building and mentoring skills.

Skills Summary:

- Program Management
- Written and Oral Communication
- Decision Making
- Team Building
- Leadership
- Administration
- Planning
- Mentoring

Professional Experience:

Communication: reports/presentations/training

- Authored statistical reports of grievance/arbitration activity for large state agency
- Authored personnel evaluations/letters of reference/disciplinary letters
- Analyzed and prepared explanations of proposed/new legislation
- Created and maintained various military personnel/training registers
- Created military police reports & kept desk sergeant blotter
- Issued civil service rule/contract language interpretations
- Prepared/supervised preparation of complex arbitration cases
- Prepared and delivered presentations to public forums as elected official
- Made presentations to legislative committees & civil service boards
- Mediated disputes and trained others in mediation activities
- Delivered classes in affirmative action/RIF/FMLA/essential functions

- Trained managers in how to take successful disciplinary actions
- Trained managers in how to negotiate collective bargaining agreements
- Trained professionals in how to investigate and resolve grievances
- Trained professionals in how to prepare a case and advocate in arbitration
- Trained military personnel in law enforcement & security activities
- Trained military personnel in basic and advanced general military skills
- Prepared risk assessments, operation plans and after action reports of military events

Customer Service/Problem Solving

- As manager of employee relations and labor relations for a large state agency, top management, mid management, supervisors and employees were all my customers. I and my team won several awards for our customer service activities.
- Was primary consultant to top management in monthly labor/management meetings in a bargaining unit covering over 6000 professional and non-professional employees. Had the trust and respect of both labor and management.
- Won over the disenchanted management team of the largest state mental hospital west of the Mississippi after becoming the human resources manager there following major problems created by my predecessor.
- Was supervising Human Resource Administrator for all state juvenile rehabilitation facilities.
- Was supervising Human Resource Administrator for all state facilities for the developmentally disabled.
- As battalion staff officer for personnel and administration (S-1), I assumed this function following the position being vacant for an extended period of time. The first full year I was in the position the battalion won the Outstanding Unit Award as best battalion in the division. The S-1 function was one of those evaluated in determining the award.

Attention to Detail & Organization

- As legislative lobbyist/political action consultant for seven years, I represented several organizations before the state legislature. I needed to learn their needs and be aware of how they may be affected by legislation/governmental rules and/or to promote legislation/rule changes beneficial to them. I analyzed all bills introduced in each legislative session and all agency created rules for their affects on my clients and made regular reports to their executive boards.
- Also as consultant, I advised clients on political action strategies and implemented or supervised implementation of activities undertaken. I assisted clients in setting up annual conventions/meetings and made presentations at those gatherings.

Richard D. Bever
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- In a large state agency I reviewed all proposed grievance settlements for their adherence to agency rules and policies, laws, civil service rules and for precedent setting concerns.
- As battalion Personnel and Administration Officer I reviewed for completeness, accuracy and compliance with regulations all personnel actions and administrative actions coming in from subordinate units. I returned for further action those items that were deficient and endorsed and sent forward those that were in compliance. My office maintained all personnel and admin records for the battalion.
- As battalion Operations and Training Officer I assessed training needs, prepared operations plans/orders, managed training programs and ensured training records were properly maintained.
- As battalion Logistics Officer I assessed logistics needs, obtained required supplies and managed and safeguarded battalion property.
- As a small business owner (restaurant) I supervised renovation of a building, purchasing of furnishings and equipment, hiring of staff, creation of menu and day to day operations once opened.
- As past Commander of a VFW Post I supervised the selling of the old post building and property and monitored the purchase of new property and erection of a new post home building.

Employment History

Virginia Defense Force – Winchester, VA (Volunteer position)
Feb 2003 to Nov 2012 – 33d Battalion – First Sergeant, Company Commander, Battalion Personnel and Administration Officer, Battalion Operations and Training Officer, Battalion Logistics Officer, Battalion Executive Officer and Battalion Commander. Attained rank of Lieutenant Colonel.

State of Washington, Dept. of Social & Health Services – Olympia, WA
Feb 1989 to Oct 2002 – Retired as Employee/Labor Relations Director.

Consultant at times/employee at times for various organizations in WA State from 1972 to 1989 in areas of Labor Relations, Political Action and Human Resources. Also was Restaurant Owner/Operator for a time and was local elected official during 1979-87, member of Washington Air National Guard from Dec 82 to Apr 91.

Student – Centralia, WA Community College & The Evergreen State College
1969 – 1972

Washington State Legislature – Olympia, WA
January – July 1969 - Security Specialist for State House of Representatives

Police Department - Selma, AL
July 1968 to Dec 68 – Temporary Police Detective after discharge from USAF

Richard D. Bever
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United States Air Force – Various stateside bases and 18 months in Vietnam
June 1960 to June 1968 Air Police/Security Police Career Field

Education

The Evergreen State College (TESC) – Olympia, WA Bachelor of Arts in Public Administration

Attended TESC 1971/72 but left one quarter short of degree to accept full-time job with organization where I was a student intern. Returned and completed degree requirements in 1980. GPA: TESC does not issue grades.

Centralia Community College – Centralia, WA 1969/71 GPA 3.25

REFERENCES:

Peggy Pulse, Labor Relations Specialist, Department of Social and Health Services, State of Washington – (w)

COL Gary W. Butler, Assistant Chief of Staff for Operations and Training , Division Headquarters, Virginia Defense Force – (h)

LTC William Robbins, Commander, 3rd Regiment, Virginia Defense Force –

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