



**AGENDA
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JANUARY 22, 2014
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

5:45 P.M. – Board of Supervisors Work Session with the Frederick County School Board Re: Budget

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

Invocation

Pledge of Allegiance

Adoption of Agenda:

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

Consent Agenda:

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

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

Board of Supervisors Comments

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

1. Regular Meeting, January 8, 2014.

County Officials:

1. Committee Appointments. **(See Attached)----- B**
2. Request from Commissioner of the Revenue for Refunds.
(See Attached) ----- C

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Committee Reports:

1. Parks and Recreation Commission. **(See Attached)** ----- **D**
2. Technology Committee. **(See Attached)**----- **E**
3. Human Resources Committee. **(See Attached)** ----- **F**
4. Finance Committee. **(See Attached)**----- **G**

Planning Commission Business:

Public Hearing:

1. Conditional Use Permit #06-13 of Karen Garver, for a Cottage Occupation – Nail Salon. The Property is Located at 114 Lakeside Drive, and is Identified with Property Identification Number 75B-6-A-20A in the Shawnee Magisterial District. **(See Attached)** ----- **H**
2. Conditional Use Permit #07-13 of Scott Sweeney, for a Cottage Occupation – Public Garage. The Property is Located at 441 Red Oak Road, and is Identified with Property Identification Number 18-A-22D in the Gainesboro Magisterial District. **(See Attached)** ----- **I**

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

A

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

REGULAR MEETING

January 8, 2014

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, January 8, 2014 at 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

PRESENT

Chairman Richard C. Shickle; Charles S. DeHaven, Jr.; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells

ABSENT

Christopher E. Collins

CALL TO ORDER

Chairman Shickle called the meeting to order.

INVOCATION

Pastor Ross Halbersma, New Hope Alliance Church, delivered the invocation.

PLEDGE OF ALLEGIANCE

Supervisor DeHaven led the Pledge of Allegiance.

ORGANIZATION OF THE BOARD OF SUPERVISORS FOR 2014

SELECTION OF VICE-CHAIRMAN – CHARLES S. DEHAVEN, JR. ELECTED

Supervisor Lofton nominated Supervisor DeHaven for the office of Vice-Chairman. The nomination was seconded by Supervisor Hess.

Upon a motion by Supervisor Lofton, seconded by Supervisor Fisher, the Board closed the nominations.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye

Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

The motion to approve Supervisor DeHaven as Vice-Chairman was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

ADOPTION OF RULES OF PROCEDURE – APPROVED

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board adopted the Rules of Procedure Frederick County Board of Supervisors, adopted May 28, 2003, amended September 14, 2011 and Robert’s Rules of Order Simplified and Applied.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

SELECTION OF A PARLIAMENTARIAN - JOHN R. RILEY, JR. ELECTED

Upon a motion by Supervisor Fisher, seconded by Vice-Chairman DeHaven, the Board elected County Administrator John R. Riley, Jr. as Parliamentarian.

Upon a motion by Supervisor Lofton, seconded by Supervisor Fisher, the Board closed the nominations.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

The motion to approve John R. Riley, Jr. as Parliamentarian by the following recorded

vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

SELECTION OF A TIME AND PLACE FOR REGULAR MEETINGS - APPROVED

Supervisor Hess moved that the second and fourth Wednesdays of each month, at 7:00 P.M., in the Board of Supervisors' Meeting Room, County Administration Building, 107 North Kent Street, Winchester, Virginia be the time and meeting place for the Frederick County Board of Supervisors for 2014. Should the meeting be cancelled due to inclement weather, then it will take place on the following evening.

The motion was seconded by Supervisor Wells.

The above motion was passed by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

CHAIRMAN'S BOARD/COMMITTEE ASSIGNMENTS

Chairman Shickle noted the committee assignments remain the same as last year and noted the citizen members would be provided at a later date.

- Richard C. Shickle: Finance Committee; Joint Finance Committee; Metropolitan Planning Organization; Northwestern Regional Jail Board alternate.
- Robert W. Wells: Code and Ordinance Committee; Human Resources Committee; Public Works Committee; Technology Committee; Regional Jail Board; Handley Regional Library liaison.
- Robert A. Hess Human Resources Committee Chairman; Code & Ordinance Committee; Air Quality Task Force; Northern Shenandoah Valley Regional Commission; and Planning Commission liaison
- Gary A. Lofton: Public Safety Committee Chairman; Technology Committee Chairman; Public Works Committee; Finance Committee; Economic Development Commission; Economic Development Authority; Social Service Board; Agricultural District Advisory Committee; Extension Leadership Council.
- Gene E. Fisher: Public Works Committee Chairman; Public Safety Committee; Transportation Committee; Airport Authority; Conservation Easement Authority; Frederick-Winchester Service Authority; Water Resources Advisory Committee; Sanitation Authority liaison.
- Charles S. DeHaven, Jr.: Transportation Committee Chairman; Finance Committee Chairman; Technology Committee; Joint Finance Committee; Metropolitan Planning Organization; Northern Shenandoah Valley Regional Commission; Juvenile Detention Center Board; Northwestern Regional Adult Detention Center Board.
- Christopher E. Collins: Code & Ordinance Committee Chairman; Human Resources Committee; Public Safety Committee; Transportation Committee; Parks & Recreation Commission liaison; Fire & Rescue Association liaison; Winchester-Frederick County Convention and Visitors' Bureau Board.

ADOPTION OF AGENDA - APPROVED

Administrator Riley advised he had no changes to the agenda.

Upon a motion by Supervisor Lofton, seconded by Supervisor DeHaven, the Board approved the agenda by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

CONSENT AGENDA - APPROVED

Administrator Riley offered the following items for the Board's consideration under the consent agenda:

- Parks and Recreation Commission Report – **Tab F**;
- Landfill Oversight Committee Report – **Tab G**; and
- Public Safety Committee Report – **Tab H**.

Upon a motion by Supervisor Fisher, seconded by Supervisor Lofton, the Board approved the consent agenda by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES - APPROVED

Upon a motion by Supervisor Hess, seconded by Vice-Chairman DeHaven, the Board approved the minutes from the December 6, 2013 work session by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Upon a motion by Supervisor Lofton, seconded by Supervisor Fisher, the Board approved the minutes from the December 11, 2013 closed session by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the minutes from the December 11, 2013 work session with the Frederick County School Board by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board approved the minutes from the December 11, 2013 regular meeting by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

COUNTY OFFICIALS

PRESENTATION OF ENERGY AWARD BY VIRGINIA ASSOCIATION OF COUNTIES (VACo)

Larry Land, Director of Policy Development for the Virginia Association of Counties, presented Chairman Shickle with an award for the Go Green Challenge. This was the second time Frederick County has been recognized as a “Green Government” in the Virginia Association of Counties (VACo) and Virginia Municipal League (VML) Challenge. The Go Green Virginia Initiative recognizes communities that have taken innovative steps to reduce energy usage and promote sustainability. The Green Government Challenge recognizes communities that reach a minimum of 100 points out of a possible 200 points. Frederick County earned 108 points for 2013.

COMMITTEE APPOINTMENTS

REAPPOINTMENT OF RONALD CLEVINGER TO THE CONSERVATION EASEMENT AUTHORITY - APPROVED

Upon a motion by Supervisor Fisher, seconded by Supervisor DeHaven, the Board reappointed Ronald Clevenger to the Conservation Easement Authority. This is a three year appointment. Term expires March 23, 2017.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUNDS - APPROVED

Administrator Riley advised the Commissioner of the Revenue was seeking Board approval to authorize the Treasurer to refund the following:

1. TW Wallace Construction Corp the amount of \$2,536.80 relating to one vehicle housed in another locality for 2010, 2011, and 2012. Refund includes personal property taxes and vehicle license fees.

Upon a motion by Supervisor Hess, seconded by Vice-Chairman DeHaven, the Board approved the above refund request and authorized a supplemental appropriation. The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

2. LaSalle Systems Leasing Inc the amount of \$3,061.82, for adjustment to business equipment filings for 2013. The company filed in the county but the contract with the company is in the City of Winchester. Refund includes personal property taxes.

Upon a motion by Supervisor Wells, seconded by Supervisor Lofton, the Board approved the above refund request and authorized a supplemental appropriation. The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
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Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

- BB&T Leasing Corp the amount of \$2,593.00, for adjustment to business equipment filings for 2013. The leasing company found that assets were sold to the lessee and the lessee should be billed for 2013. Refund includes personal property taxes for 2013.

Upon a motion by Supervisor Fisher, seconded by Vice-Chairman DeHaven, the Board approved the above refund request and authorized a supplemental appropriation. The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

- Refund a taxpayer the amount of \$3,316.89 for 2011, 2012, and 2013 real estate taxes, based on proper filing of proof of 100% permanent and total disability directly due to military service, as required under the Virginia Code change as a result of the Constitutional amendment that took effect for 2011. Taxpayer's name cannot be made public because of applicable legal requirements as to privacy, but is known to the Commissioner, Treasurer, and the County Attorney on a confidential basis.

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the above refund request and authorized a supplemental appropriation. The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

RESOLUTION AND PERFORMANCE AGREEMENT FOR HP HOOD LLC - APPROVED

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the resolution and performance agreement for HP Hood, LLC.

WHEREAS, HP HOOD LLC has made known its intent to expand its operation by making new taxable real estate and machinery investments and retain and create jobs; and

WHEREAS, the company meets the policy guidelines of the Frederick County Economic Development Incentives Policy as established by the Winchester-Frederick County Economic Development Commission in 1995;

BE IT RESOLVED, that the Board of Supervisors for the County of Frederick, Virginia, does hereby approve and appropriate the payment of \$1,100,000 in installments as stated in the executed Performance Agreement to the Industrial Development Authority of Frederick County, Virginia from the Frederick County's Fund Balance to assist in expanding the operation for HP HOOD LLC in Frederick County, Virginia.

BE IT RESOLVED, that the Board of Supervisors for the County of Frederick, Virginia, does hereby approve and appropriate the payment of \$500,000.00 to the Industrial Development Authority of Frederick County, Virginia from the Governor's Development Opportunity Fund to assist in expanding the operation for HP HOOD LLC in Frederick County, Virginia.

BE IT RESOLVED, that said funds are subject to an executed Performance Agreement outlining the required performance criteria.

BE IT FURTHER RESOLVED, that the Board of Supervisors for the County of Frederick, Virginia, does authorize the County Administrator to execute the Performance Agreement on its behalf.

ADOPTED, this 8th January 2014

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

COMMITTEE REPORTS

**PARKS AND RECREATION COMMISSION – APPROVED UNDER CONSENT
AGENDA**

The Parks and Recreation Commission met on December 10, 2013. Members present were: Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan, and Charles Sandy, Jr. Members absent were: Kevin Anderson, Greg Brondos, Jr., Christopher Collins, and Marty Cybulski.

Items Requiring Board of Supervisors Action

None

Submitted for Board Information Only

1. Cosponsor Committee – Recommend Organizations for FY15 – The Cosponsor Committee recommended to approve the following organizations: Frederick County American Little League Association, Frederick County National Little League Association, Blue Ridge Youth Soccer Association, American Legion, Mavericks, and Winchester Athletic Association for co-sponsorship provided all procedural steps as outlined in the policy are complied with and established the criteria for badge non-compliance as follows: any coach observed not wearing a badge on three separate occasions will not be allowed to participate with their organization for a period of one week, second by Mr. Madagan, motion carried unanimously (5-0).
2. Public Relations Committee – July 4th Update – The Public Relations Committee felt that bringing music back to the event was positive for the community. The committee was in favor of the format, yet felt that changing over three acts in the stadium in the timeframe provided was unrealistic. Staff and iDiddy have taken this into consideration and a revised stadium schedule with two sets on the 4th and one on the 5th is being pursued. No action from the Commission is required at this time.
3. Building and Grounds Committee
 - a. Rose Hill Park – The Buildings and Grounds Committee recommended to forward the lease agreement for the creation of Rose Hill Park to the Frederick County Finance Committee with a recommendation for the Board of Supervisors to enter the proposed agreement, second by Mr. Sandy, motion carried unanimously (5-0). Please find attached a copy of the proposed lease agreement. The proposed lease agreement will be forwarded to the Frederick County Finance Committee.
 - b. Frederick County National Little League Request – The Buildings and Grounds Committee recommended the approval of the Frederick County National Little League request except outfield signage which is not allowed according to department policy, second by Mr. Sandy, motion carried unanimously (5-0).

4. Finance Committee – Fiscal 2015 Budget and Work Program – The Parks and Recreation Finance Committee recommended to approve the Fiscal 2015 Budget and Work Program as submitted with a \$0.25 per hour increase in extra help and park security personnel in the Clearbrook and Sherando budgets, second by Mr. Madagan, motion carried unanimously (5-0). The Fiscal 2015 Budget and Work Program will be submitted to the Finance Department.

LANDFILL OVERSIGHT COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Landfill Oversight Committee met on Thursday, December 5, 2013 at 8:00 a.m. All committee members were present except Winchester representative, City Manager, Dale Iman and Clarke County Administrator, David Ash. The following items were discussed:

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

1. Fiscal Year 2012/2013 Accomplishments

Staff presented the following accomplishments for Fiscal Year 2012/2013:

- Purchased a new 3,300 gallon Hydro seeder and mounted it to a used 2000 International truck frame;
- Generated 13,555MW/hr of power from Landfill Gas to Energy plant;
- Performed 20,000 hour maintenance service on both Jenbacher Gensets;
- Collected and discharged 19,535,000 gallons of pretreated leachate to the Opequon Water Reclamation Facility;
- Performed improvements to the site stormwater collection system including adding silt sacs to areas of concern to obtain compliance with regulations;
- Added five (5) new gas collection wells in Municipal Solid Waste (MSW) landfill (Permit 529) to assist with landfill gas collection efficiencies;
- Relocated/constructed a new haul road for the active MSW landfill to allow access for future closure activities;
- Processed 144,984 tons of refuse;
- Recycled 4,130 tons of scrap metal.

2. Proposed projects for Fiscal Year 2014/2015

Staff discussed the following proposed projects for Fiscal Year 2014/2015:

- Add horizontal landfill gas collection wells in new cell of MSW landfill. Extend the gas collection header to the east side of the new cell;
- Perform partial closure of the Construction/Demolition Debris (CDD) landfill (Permit 591);
- Construct a 40 foot by 80 foot machine shed;
- Install compactors to assist with recycling of plastics and cardboard at the citizens' convenience center;

- Overlay and widen existing asphalt haul roads, pave approximately a half mile of new road;
- Begin a program to crush rock and concrete rubble;
- Perform improvements to the permit 40 lagoon area, including relining pond and installing permanent electrical pumping system;
- Install a heat exchange system on the landfill gas generators to provide heat for leachate treatment process.

3. Fiscal Year 2014/2015 Budget

Staff presented the proposed Fiscal Year 2014/2015 budget to the committee for their review. Significant items related to projected revenue included maintaining the municipal tipping fee at \$12 per ton and increasing the sludge tipping fee from \$28 to \$32 per ton. Significant changes in expenditure line items included reducing the recycling rebate from \$2 to \$1 per ton. Capital expenditures were dramatically reduced in the proposed budget compared to the current budget.

Staff is proposing a Fiscal Year 2014/2015 budget of \$7,107,805 and a revenue projection of \$5,267,187. The difference will be funded from the landfill's retained earnings. The landfill's fund balance is currently estimated at approximately \$26,000,000. Of that amount, approximately \$12,000,000 is dedicated to a closure/post-project trust fund. Staff anticipates that the landfill fund balance will be reduced to an amount of approximately \$24,000,000 at the end of the current fiscal year.

At the conclusion of the discussions, the committee unanimously recommended that the proposed budget be received as general information and forwarded to the appropriate committees in the respective jurisdictions.

PUBLIC SAFETY COMMITTEE – APPROVED UNDER CONSENT AGENDA

A meeting of the Public Safety Committee was held on Tuesday December 17, 2013 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gary Lofton, Ron Wilkins, Chuck Torpy, and Gene Fisher. Members Chris Collins and Michael Lindsay were absent. Also in attendance were County Administrator John R. Riley, Jr., Fire & Rescue Chief Denny Linaburg, Deputy Fire Chief Larry Oliver, County Attorney Rod Williams, Human Resources Director Paula Nofsinger, Sheriff Robert Williamson, Deputy Fire Chief Bill Bowmaster, Co.17 Chief Brian Shifflett and EMS Billing Manager Chrissy Bauserman. The following items were discussed:

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

1. Star Tannery request for staffing (Attachment A)

Chief Linaburg and Chief Brian Shifflett addressed the need for career staffing at Star Tannery. Company 17 is the only company in the County that does not have career staffing. They are a dual dispatch company with Shenandoah County due to an overlap in coverage area between the

two jurisdictions. With Star Tannery's geographical layout and lack of career staff and volunteers, the need to call other due companies (e.g. Strasburg, North Mountain, Tom's Brook, and Middletown) puts critical response times at 15-20 minutes in some cases which are unacceptable. It should also be noted that all 911 calls go to Shenandoah County for dispatch and are then transferred to Frederick County Emergency Communications for dispatch. In addition, responding to these calls by other companies diminishes those companies' availability. As an example a general illness call will last at least 4 hours due to the layout of the area, transport times, time spent at WMC completing reports, and time back to the station.

Currently there are three volunteers who are certified fire fighters and nine EMS personnel at Company 17. A full compliment "out the door" is needed to run every call. Within the past few months, at least two of the volunteers have moved out of the area resulting in diminished staffing. Chief Shifflett talked about various scenarios used to help recruit more personnel to his station. He noted biggest problem was the volunteer base, even though they promote and advertise within a wide area.

Mr. Fisher asked about a meeting with Shenandoah County regarding contributions (mutual aid) to Frederick County when running calls.

Deputy Chief Bowmaster advised that he has placed a call the Shenandoah County asking for figures and information on mutual aid.

Mr. Riley agreed that a meeting is warranted, but we need to act now on the current staffing situation.

Chief Linaburg stated he would be comfortable with two people on 24 hour shifts (six people total) for the moment with the cost totaling about \$300,000 for salaries/benefits. The additional six career staff personnel at the station would help encourage volunteer recruitment. The volunteers would be at the station more frequently for hands-on training taught by the career staff. It was noted the additional six staff could be cleared fairly quickly with proper credentials. In the interim, other current career staff could fill the station temporarily.

The Public Safety Committee unanimously recommended the hiring of six additional career staff at Star Tannery (Company 17). This recommendation will go before the HR committee in early January 2014 then to the Finance Committee before being going to the Board of Supervisors at the end of January 2014 for action.

2. Revenue Recovery program update (Attachment B)

EMS Billing Manager Chrissy Bauserman updated the committee on the current status of the Revenue Recovery program. The transactions and monies coming in between the vendor and insured are moving well. She reviewed the October totals, but noted those numbers do not reflect a large amount of Anthem payments. This was due to Anthem experiencing a computer glitch in their system. The glitch has since been resolved. Mrs. Bauserman stated by February/March staff should have a better idea of the money received. The projected returns

should increase to 43-45% resulting in net revenue of around \$970,000 for the full year (October 2013-October 2014).

Next Meeting:

Tuesday January 14, 2014 8:30 a.m.

At the next Public Safety Committee meeting, FY14-15 budgets for Fire & Rescue, Sheriff's Department and Public Safety Communications will be presented. The department heads will highlight those areas where they are experiencing the greatest difficulties and those areas where they are asking for increased funding.

Adjourn:

The meeting was adjourned at 9:30 a.m.

BUSINESS FRIENDLY COMMITTEE - APPROVED

At the Board of Supervisors' December 6, 2013 work session, the Board discussed the first part of the phase I recommendations derived from the Business Friendly Committee. Those recommendations were:

1. Public Information Officer
2. Establishment of an Economic Development Authority
3. Reduction in Proffer Requirements

Staff is seeking formal Board action on the following items, based on the consensus reached at the December 6, 2013 work session.

Public Information Officer

The Human Resources Committee recommended approval of the creation of the position of Public Information Officer. The creation of this position would make it eligible for funding consideration during the upcoming budget cycle. The Board's majority consensus was to create the position with funding to be determined as part of the 2014-2015 budget cycle.

Staff is seeking board action to affirm the creation of this position.

Upon a motion by Supervisor Hess, seconded by Supervisor Wells, the Board approved the creation of the public information officer position.

Supervisor Lofton stated he appreciated the work of the committee, but this seems to be adding to bureaucracy. He went on to say it seems that, it appears to make this position

palatable, the job description includes “everything but the kitchen sink”. He asked if a study was done regarding the time it currently takes existing employees to do these tasks? Could one person do these tasks within a 40 hour work week? He went on to ask if a study had been done to show if those employees’ positions would still be full-time or part-time? He concluded by saying he would like to know a study has been done and he did not want to put a person in a position that the job expectations could not be accomplished.

Chairman Shickle stated he would like the county to look for a trained professional for this position who understands how it should work. He would not want someone re-assigned, but rather someone professionally trained.

Supervisor Fisher requested that discussions be held with the school board regarding a possible combined position to see if that would be feasible.

There being no further discussion, the motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Establishment of an Economic Development Authority

At the Board’s November 13, 2013 meeting, the Board authorized staff to proceed with the creation of an EDA with an effective date of July 1, 2014. In order to make that happen, the following needs to occur:

- 1) The Board must conduct a public hearing to approve the ordinance changing the name of the INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA to the ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA. This hearing and ordinance adoption will take place at the Board’s January 8, 2014 meeting.

- 2) Special legislation to allow a Board of Supervisors' member to be appointed as a voting member of the EDA. Staff has met with members of our state delegation regarding this need for special legislation. It is anticipated this legislation will be presented during the upcoming General Assembly Session.
- 3) A plan must be developed to transition the existing EDC staff to EDA staff.

Staff has checked with IDA legal counsel and it has been determined that the name change from Industrial Development Authority to Economic Development Authority would not affect the outstanding bond financings.

At the Board's December 6, 2013 meeting, the Board discussed the proposed make up of the new EDA. It was the consensus of the board members that the new EDA would consist of three members each from the existing EDC and IDA and one member of the Board of Supervisors.

Staff is seeking board action to affirm the membership of the new EDA.

Administrator Riley advised the Board would address this later in the meeting as a public hearing to amend the ordinance creating the IDA would be held.

Reduction in Proffer Requirements

The Development Impact Model Oversight Committee conducted a re-evaluation of the current Development Impact Model, taking into account current economic conditions. The Committee discussed the possibility of offering credits for proffered transportation improvements above those typically expected to address transportation impacts. The Development Impact Model Oversight Committee recommended approval of a policy modification to enable credit for transportation. After some discussion, the Board's consensus was to allow transportation credits for rezonings.

Staff is seeking board action to affirm the change to the Impact Model to allow transportation credits.

The Development Impact Model Oversight Committee will continue to re-evaluate the model to see if further modifications would be appropriate. Those additional areas of study include:

- Tax contributions that may result from new residential development.
- Tax contributions that may result from new commercial development associated with a residential development proposal.

In addition, the Committee is to review the model to see if there are any components that prohibit growth.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved the resolution to enable proffered transportation improvement credits against the Development Impact Model.

Chairman Shickle asked if there would be a way for the Board to re-evaluate this change to see if it did what we thought it would. He asked is a sunset clause would be appropriate.

Administrator Riley responded that a sunset clause would be appropriate.

Supervisor Fisher said this is credit is getting into a gray area and we need to be careful.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board amended the original motion to include a two year sunset clause to allow staff and the Board to review the impact.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Nay
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

WHEREAS, Sec. 15.2-2298 of the Code of Virginia enables Frederick County to accept cash proffers as part of the conditional rezoning process; and

WHEREAS, Frederick County has exercised such authority since 1990 as a method for rezoning applicants to mitigate the projected fiscal impacts of development projects on county capital facilities, and the County utilized economic modeling created by Hammer-Siler-George Associates to project fiscal impacts; and

WHEREAS, the Frederick County Board of Supervisors, in November 2005, adopted the current Development Impact Model (DIM), created by Tischler & Associates, to project the impact development places on the county's capital facilities, authorized staff to utilize the DIM to project impacts development places on the county's capital facilities, and annually updates the DIM in order to maintain the DIM's accuracy in projecting development impacts; and

WHEREAS, an applicant for a rezoning may seek, by proffer, to mitigate the rezoning's projected impacts on the county's capital facilities; and

WHEREAS, an applicant for a rezoning may seek, by proffer, to mitigate the proposal's impacts on the transportation network by constructing transportation improvements identified in a Transportation Impact Analysis (TIA), and commit to implement aspects of the Comprehensive Plan's road plans and other long range transportation plans; and

WHEREAS, proffered transportation commitments that implement aspects of the Comprehensive Plan's road plans and other long range transportation plans are recognized as contributions to greater community; and

WHEREAS, County staff, with assistance from each rezoning applicant and the Virginia Department of Transportation (VDOT), may determine the value by which the applicant's proffered transportation improvements exceeds the value of the transportation improvements identified in the TIA;

NOW, THEREFORE, BE IT RESOLVED that the Frederick County Board of Supervisors permits the value of a project's proffered transportation improvements which exceed those improvements identified in a project's TIA to be utilized as credit values to reduce the amounts identified by the DIM for the project. This transportation credit opportunity will remain in effect for 2 years beginning on January 8, 2014.

Passed this 8th day of January, 2014

The amended motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Nay
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Phase I Recommendations Continued.

There remain three outstanding items from the Committee's phase I recommendations. Those items are:

1) Signage Along Major Routes Entering Frederick County

This recommendation was forwarded to the Transportation Committee and the Economic Development Commission for review of signage placement and messaging, respectively. The EDC staff is finalizing a proposed design, which will be shared with the current Industrial Development Authority. Once approved, it will go to the Transportation Committee.

2) Review and Evaluation of the Master Development Plan Process

The re-evaluation of the current Master Development Plan process has been referred to the Planning Commission and the Development Review and Regulations Committee.

3) Simplification of the Landscape Ordinance

The re-evaluation of the current Buffers and Landscaping Ordinance has been referred to the Planning Commission and the Development Review and Regulations Committee.

Once staff receives the final recommendations from the respective committees, it is envisioned these items will part of a future work session agenda.

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

HUMAN RESOURCES COMMITTEE - APPROVED

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, December 6, 2013, at 8:00 a.m. Committee members present were: Supervisor Robert Hess, Supervisor Robert Wells, Supervisor Chris Collins, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Committee member absent was Citizen Member Barbara Vance. Also present were: Assistant County Administrator Kris Tierney, County Attorney Rod Williams, NRADC Superintendent Jim Whitley, DSS representative Delsie Butts, Assistant Finance Director Sharon Kibler, and Budget Manager Jennifer Place.

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

1. Approval of updated Human Resources Policy.

The Committee recommends adoption of the updated HR policy, *XVI, Employment Classification*, included in the Board of Supervisors' packet. (Attachment A)

Supervisor Hess noted the following correction to section 16.2 of the proposed policy update:

"Part time employment is defined as employment of any person who is not in a position authorized as a full time position by the Board of Supervisors and works less than 37.5 hours per week hours per week. Part time positions do not provide health and welfare benefits".

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the revision to the Human Resources policy, XVI, Employment Classification.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent

Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

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

- 1. As part of the Committee's monthly department presentations, Superintendent Whitley offered an overview of the Northwestern Regional Adult Detention Center.**
- 2. The HR Director presented an overview of the department's proposed budget to be submitted for fiscal year 2015. (Attachment B)**

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, January 10, 2014.

CODE & ORDINANCE COMMITTEE - APPROVED

The Code & Ordinance Committee met on Monday, December 16, 2013 at 3:00 P.M., in the Board of Supervisors' Closed Session Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Present were Christopher E. Collins, Chairman; Robert A. Hess; James Drown; and Stephen Butler. Committee members Derek Aston and Robert Wells were absent. Also present were County Administrator John R. Riley, Jr.; Jay E. Tibbs, Deputy County Administrator; County Attorney Rod Williams; Ellen Murphy, Commissioner of the Revenue; and C. William Orndoff, Jr., Treasurer.

The committee submits the following:

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

- 1. Proposed Amendments to the Frederick County Code, Chapter 155, Taxation, Various Articles/Sections; and Chapter 112 Massage Parlors and Health Clubs.**

The Code and Ordinance Committee reviewed a request to amend the Frederick County Code, Chapter 155 Taxation. A number of the proposed amendments would bring the County Code into conformance with the State Code. In addition, amendments were proposed to allow the establishment of a business license tax for wine wholesalers and to allow businesses in the Town of Stephens City and Middletown that hold a valid business license to be exempt from the festival business license requirement, similar to the treatment of County businesses. Finally, the repeal of Chapter 112, Massage Parlors and Health Clubs is being proposed because the Code of Virginia contains no express authority for local regulation.

Upon a motion by Mr. Hess, seconded by Mr. Butler, the Code and Ordinance Committee forwarded this item to the Board for public hearing with a recommendation of approval. The motion was unanimously approved.

Upon a motion by Supervisor Lofton, seconded by Supervisor Fisher, the Board approved sending the proposed amendments forward for public hearing by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Chairman Shickle asked staff to contact the City to see what actions they took regarding massage parlors, why those actions were taken, and were there any subsequent code amendments regarding enforcement or regulation of these facilities.

2. Proposed Amendments to Chapter 155, Taxation, Article XXV Exemption for Nonprofit Organizations.

Mr. Butler abstained from consideration of this item.

The Code and Ordinance Committee reviewed a request to amend the Frederick County Code, Chapter 155 Taxation, Article XXV Exemption for Nonprofit Organizations. The proposed amendments would principally accomplish two goals. First, the amendments would have the ordinance fully conform with the corresponding state law provisions, as the state law has evolved since 2003, when the General Assembly gave authority to localities to grant new tax exemptions. Specifically, this includes the insertion of the new 155-153(B), setting out the triennial application procedure which is a prerequisite to any request the County might make to the General Assembly for the repeal of a pre-2003 General Assembly exemption. Second, 155-154 is proposed for repeal because the list of organizations granted exemptions appears to have been added by the Code publisher for unknown reasons and does not currently reflect all exemptions the Board has granted (the Board's exemption actions in fact never stated a requirement to include them in the County Code), the section is not necessary. It should be noted the exemptions would remain in force.

Upon a motion by Mr. Hess, seconded by Mr. Drown, the Code and Ordinance Committee forwarded this item to the Board for public hearing with a recommendation of approval. The motion was approved.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved sending the proposed amendments forward for public hearing by the following recorded vote:

Richard C. Shickle	Aye
--------------------	-----

Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Chairman Shickle asked if there could be an annual distribution to the Board regarding those properties having tax exempt status.

Commissioner of the Revenue Ellen Murphy responded that she could provide the Board with an annual list.

STORMWATER SUBCOMMITTEE – UPDATE OF NEW STORMWATER PERMIT PROGRAM AND ORDINANCE (FOR INFORMATION ONLY)

Deputy Director of Public Works Joe Wilder appeared before the Board to provide an update on the new stormwater permit program and ordinance. He noted this had been a two year process. State regulations require local government oversight of stormwater management by July 2014. He stated there had been numerous changes in deadlines, enforcement agencies, etc. throughout this process. He went on to say the draft ordinance is to be delivered to the State by January 15, 2014 and a draft had been provided to the Board previously for their review. He went on to say these changes are being driving by the Clean Water Act and the Environmental Protection Agency. He explained that the County would be able to enforce this new ordinance in house. He noted the state would receive 28% of the fees collected by the County. Deputy Director Wilder explained there would be a slight increase in local revenue, but the fees would not be significant enough that they would deter development. These fees have to be used to fund the department. He concluded by saying the draft being submitted to the State had been reviewed by the county attorney, subcommittee, etc.

Chairman Shickle asked if anyone who does not currently pay a fee will have to pay a fee once this is implemented.

Deputy Director Wilder responded no.

Chairman Shickle stated this was a prime example of where we need a public information officer to help get the word out.

Supervisor Wells thanked staff for a job well done.

Supervisor Fisher expressed his appreciation to Deputy Director Wilder for his work. He went on to say the state had a number of changes during this process, but it is not over yet.

PUBLIC HEARING

AMENDMENT TO THE 2013-2014 FISCAL YEAR BUDGET – 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 2013-2014 BUDGET TO REFLECT: SCHOOL CONSTRUCTION FUND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$45.5 MILLION FOR REPLACEMENT FREDERICK COUNTY MIDDLE SCHOOL. THIS PROJECT NEARING THE POINT TO SEEK SOLICITATION FOR CONSTRUCTION BIDS AND IS THE REMAINING APPROPRIATION AMOUNT NEEDED FOR THE REPLACEMENT FREDERICK COUNTY MIDDLE SCHOOL PROJECT. - APPROVED

Administrator Riley advised this was a request to amend the fiscal year 2013-2014 budget in the amount of \$45.5 million for the replacement of the Frederick County Middle School.

Chairman Shickle convened the public hearing.

Susan Brinkmeier, Stonewall District and principal of Frederick County Middle School, stated there was a need to prepare students to work collaboratively and think critically. She went on to say we have worked hard to create a positive learning environment and the new middle school is designed to meet the physical and academic needs of the students. She noted the design of the new middle school has re-energized some teachers and staff is working to help the

teachers' transition to a new learning environment. She concluded by asking the Board to please approve the money needed to construct the new school.

Dr. David Sovine, Superintendent of Schools, advised the current Frederick County Middle School opened in 1965 and is need of updating. He noted this project has been on the Capital Improvement Plan for a number of years. He went on to say the new facility was designed and developed after an extensive public input process and feedback on the project has been overwhelmingly positive. He thank the Board for working collaboratively with the School Board on this project and he requested the Board approve the \$45.5 million construction fund.

There being no more public comments, Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Fisher, seconded by Supervisor Wells, the Board approved the resolution amending the FY2013-2014 budget.

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 January 8, 2014, took the following action;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the FY 2013-2014 Budget be Amended to Reflect:

School Construction Fund Supplemental Appropriation in the Amount of \$45.5 Million for Replacement Frederick County Middle School. This Project is Nearing the Point to Seek Solicitation for Construction Bids and is the Remaining Appropriation Amount Needed for the Replacement Frederick County Middle School Project.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

AN ORDINANCE TO AMEND THE ORDINANCE CREATING THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF

FREDERICK, VIRGINIA, ADOPTED BY THE BOARD OF SUPERVISORS OF FREDERICK COUNTY, VIRGINIA ON OCTOBER 24, 1967, TO (1) CHANGE THE NAME OF THE AUTHORITY FROM THE INDUSTRIAL DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA, PURSUANT TO THE PROVISIONS OF SECTION 15.2-4903 (C) OF THE CODE OF VIRGINIA, 1950, AS AMENDED, AND (2) TO STATE THAT THE AUTHORITY SHALL CONTINUE TO HAVE ALL OF THE POWERS SET FORTH IN CHAPTER 49 OF TITLE 15.2 OF THE CODE OF VIRGINIA, 1950, AS AMENDED. - APPROVED

Administrator Riley this was a public hearing to amend the ordinance creating the Industrial Development Authority of the County of Frederick, Virginia adopted by the Board on October 24, 1967. The ordinance will change the authority's name to the Economic Development Authority of the County of Frederick, Virginia. The Authority will continue to have all of the powers set forth in Chapter 49 of Title 15.2 of the Code of Virginia, 1950, as amended.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor DeHaven, seconded by Supervisor Lofton, the Board approved the ordinance to amend the ordinance creating the Industrial Development Authority of the County of Frederick, Virginia.

The Board of Supervisors of Frederick County, Virginia hereby ordains that the Ordinance Creating the Industrial Development Authority of the County of Frederick, Virginia, adopted by the Board of Supervisors of Frederick County, Virginia on October 24, 1967, be, and the same hereby is, amended as follows, effective immediately.

- (1) The name of the Authority is changed from the Industrial Development Authority of the County of Frederick, Virginia to the Economic Development Authority of the County of Frederick, Virginia, pursuant to the provisions of §15.2-4903(C) of the Code of Virginia, 1950, as amended.

(2) The Authority shall continue to have all of the powers set forth in Chapter 49 of Title 15.2 of the Code of Virginia, 1950, as amended.

Enacted this 8th day of January, 2014.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Absent
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

BOARD LIAISON REPORTS

There were no Board liaison reports.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Fisher stated there were a number of recommendations that would be coming forward that are interesting to him. He stated the issues would be challenging in this economic climate and we might be getting ahead of the curve on some of these things.

ADJOURN

UPON A MOTION BY VICE-CHAIRMAN DEHAVEN, SECONDED BY SUPERVISOR FISHER, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (8:24 P.M.)

B



John R. Riley, Jr.
County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

jriley@co.frederick.va.us

MEMORANDUM

TO: Board of Supervisors
FROM: John R. Riley, Jr., County Administrator
DATE: January 16, 2013
RE: Committee Appointments

Listed below are the vacancies/appointments due through February, 2014. 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

Community Corrections Justice Board (CCJB) and Alcohol Safety Action Program (ASAP) Boards

John R. Riley, Jr. – County Representative
Term Expires: 02/22/15

(See Attached Correspondence) (Community Corrections is requesting to reappoint Mr. Riley before February of 2014 for another 3 year term. This reappointment would be earlier than necessary, but would allow the term expiration dates of the entire membership to become staggered.)

MPO Citizens Advisory Committee (CAC)

Alan Toxopeus – Frederick County Representative
1579 Cedar Creek Grade
Winchester, VA 22601

(The County currently has one vacancy on the MPO Citizens Advisory Committee. Mr. Alan Toxopeus has passed away. According to MPO By-Laws, the Citizen's Advisory Committee shall be composed of individuals representing a diverse background in the Win-Fred County region and shall provide citizen input, review,

comments and recommendations to the MPO. Appointments are made by each locality with the County and City having three representatives and one from Stephens City.)

Planning Commission

Brian Madagan – Opequon District Representative
147 Blackburns Ford Drive
Stephens City, VA 22655
Term Expires: 04/07/17
Four year term

(Staff has been advised that Mr. Madagan has resigned effective November 4, 2013.)

Community Policy and Management Team (CPMT)

Greta Cherry - Parent Representative
112 Corral Drive
Stephens City, VA 22655
Term Expires: 06/30/14
Two year term

(Ms. Greta Cherry has resigned. CSA Coordinator Jackie Jury and CPMT staff is attempting to get recommendation(s) for appointment and upon receipt, will forward same to the Board of Supervisors at a future meeting.)

Extension Leadership Council

Edward J. Keenan – Shawnee District Representative
840 Carpers Valley Road
Winchester, VA 22602
Home: (540)667-4816
Term Expires: 01/25/14
Four year term

(See Attached Application of Mr. Kevin Scott.) (Mr. Keenan has resigned.)

DECEMBER 2013

Board of Zoning Appeals

Kevin C. Scott – Shawnee District Representative
106 Jutland Court
Stephens City, VA 22655
Home: (540)869-4799
Term Expires: 12/31/13
Five year term

(Mr. Scott has Advised He is Willing to Continue Serving.) *There are seven members on the Board of Zoning Appeals. Recommendations for appointment/reappointment are made by the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)*

JANUARY 2014

Economic Development Authority (Formerly Called Industrial Development Authority)

Beverley B. Shoemaker - Opequon District Representative
P. O. Box 480
Stephens City, VA 22655
Home: (540)869-4828
Term Expires: 01/23/14
Four year term

Planning Commission

Christopher M. Mohn – Red Bud District Representative
316 Ridge Road
Winchester, VA 22602
Home: (540)678-1366
Term Expires: 01/27/14
Four year term

Charles F. Dunlap – Red Bud District Representative
401 Lynnehaven Drive
Winchester, VA 22602
Home: (540)323-7438
Term Expires: 01/27/14
Four year term

FEBRUARY 2014

Memorandum – Board of Supervisors
January 16, 2013
Page 4

Historic Resources Advisory Board

Claus Bader – Red Bud District Representative
102 Whipp Drive
Winchester, VA 22602
Home: (540)722-6578
Term Expires: 02/22/14
Four year term

JRR/tjp

Attachments

U:\TJP\committeeappointments\MmosLetrs\BoardCommitteeAppts(012214BdMtg).docx

OLD DOMINION COURT SERVICES

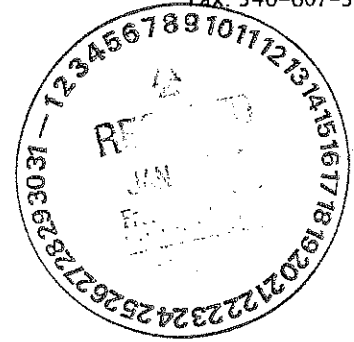
PRETRIAL SERVICES - LOCAL PROBATION AGENCY

860 Smithfield Ave.
Winchester, VA 22601
540-665-5633
Fax: 540-667-3875

S. Chmura, CC Chief
C. Parish-Kinnie, Sr. PO

*Serving City of Winchester and
Counties of Clarke, Frederick, Page, Shenandoah and Warren*

January 6, 2014



Mr. John Riley, Jr.
County Administrator
Frederick County
107 North Kent St.
Winchester, VA 22601

Re: Appointment to the CCJB and ASAP Boards

Mr. Riley,

As you know, you were appointed to the Community Criminal Justice Board and ASAP Board on February 22, 2012. As we have discussed at our meetings, we would like to stagger the term expiration dates of our members. At this time, your term is to expire in February 2015.

On behalf of the CCJB and ASAP Board, I am requesting that you be re-appointed before February of 2014 for another 3 year term. While this re-appointment would be earlier than necessary, it will allow term expiration dates of the entire membership to become staggered. Staggering the term expiration dates would ensure Board continuity.

You are a valuable member of these Boards and I appreciate your participation and support.

Should you have any questions, please contact me at extension 2602 or kchmura@fcva.us. You may also contact the Chairman, Mr. Stephen M. Gyurisin, via email at smgyurisin@advanceplanningassociates.com.

Sincerely,

Handwritten signature of S. Kimberly Chmura in black ink.

S. Kimberly Chmura
Community Corrections Chief

Handwritten initials 'BKJm' in black ink.

cc: Mr. Steve Gyurisin

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

GOVE FISHER, SHAWNEE District Supervisor, would like to nominate you to serve on the VA COOP EXTENSION, FREDERICK CO, EXTENSION LEADERSHIP COUNCIL
As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. (Please Print Clearly. Thank You.)

Name: KEVIN SCOTT Home Phone: 540 869 4799

Address: 106 JUTLAND CT Office Phone: 540 868 8292

STEPHENS CITY VA 22655 Fax: _____

Employer: NATL RESTAURANT ASSOC Email: KSCOTT@RESTAURANT.ORG

Occupation: SALES REGIONAL MANAGER, SERUSAPE FOOD SAFETY PROGRAM

Civic/Community Activities: FRED COUNTY BOARD OF ZONING APPEALS,
ANNUAL BYRD MS PTD, SHEPARD WARRIOR CLUB,

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

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

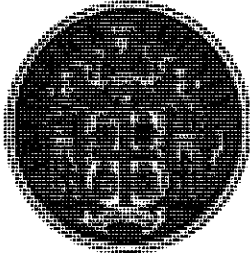
Additional Information Or Comments You Would Like To Provide (If you need more space, please use the reverse side or include additional sheets):

GREW UP IN EASTERN SNOLE OF MD FARM FAMILY - STILL WORKING TODAY. CAREER IN FOOD SERVICE INDUSTRY ON A GLOBAL SCALE. WORK IN US+GLOBAL FOOD SAFETY BUSINESS. PASSION AND BELIEF IN THE POWER OF AGRICULTURE

Applicant's Signature:  Date: 09 JAN 14

Nominating Supervisor's Comments: _____

C



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: John R. Riley, Jr., County Administrator
FROM: Roderick B. Williams, County Attorney
DATE: January 14, 2014
RE: Commissioner of Revenue Refund Requests

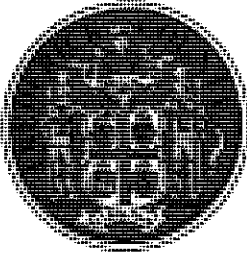
Attached, for the Board's review, are requests to authorize the Treasurer to refund the following entity and a taxpayer:

1. Darien LLC – \$5,920.16
2. Jacob Charon, Trustee, and Lois K. Charon, Trustee, Trustees of the Jacob Charon and Lois K. Charon Revocable Living Trust Under Agreement Dated February 23, 1999 – \$3,781.44

A handwritten signature in black ink, appearing to be 'Roderick B. Williams', is written over a horizontal line.

Roderick B. Williams
County Attorney

Attachments



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

MEMORANDUM

TO: Ellen E. Murphy, Commissioner of the Revenue
Frederick County Board of Supervisors

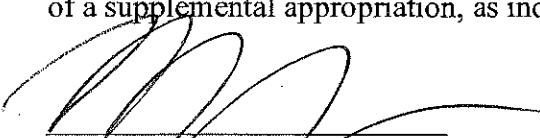
CC: John R. Riley, Jr., County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: January 3, 2014

RE: Refund – Darien LLC

I am in receipt of the Commissioner's request, dated December 19, 2013, to authorize the Treasurer to refund Darien LLC the amount of \$5,920.16, for adjustment to business equipment filing for 2013. This Refund resulted from a state mandate requiring the equipment of car washes to be taxed as machinery and tools instead of personal property. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.

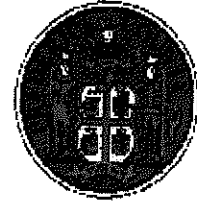


Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



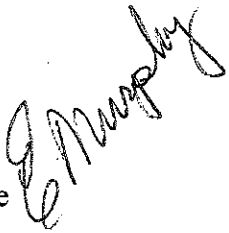
December 19, 2013

MEMORANDUM

TO: Frederick County Board of Supervisors
Ms. Cheryl Shiffler, Finance Director
Mr. Roderick Williams, County Attorney
Mr. Jay Tibbs, Clerk of the Board

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Memo for Exoneration Approval and Supplemental Appropriation: Darien LLC:
TA: Quick and Clean



Please approve a refund of \$ 5,920.16 to Darien LLC and also provide authority for the Finance Director to have a supplemental appropriation to cover this refund request. This refund resulted from a state mandate requiring the equipment of car washes to be taxed as machinery and tools instead of personal property. There will be some offsetting revenue from the corrected assessment at the \$2.00 rate. Delay in presentation was caused by needing a proper filing with detail from the taxpayer. Refund is for 2013 taxes.

Total refund and supplemental appropriation needed is \$5,920.16.

12/18/2013

Abatement Register
COUNTY OF FREDERICK

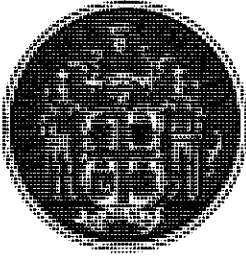
-UPDATE-

TX306ABP

Page 1

FOR DATE -12/18/2013 ACCOUNTING PERIOD - 2013/12

Type	Dept	Ticket#	Date	Amt. Charged	Customer	Tran#
ABA	PP2013	00125160001	12/18/2013	\$2,960.08-	DARIEN LLC	39844
ABA	PP2013	00125160002	12/18/2013	\$2,960.08-	DARIEN LLC	39845
Total for Dept.				\$5,920.16-		
Total for Tran Type				\$5,920.16-		
Abatement count =	2	Total for Company		\$5,920.16-		



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

MEMORANDUM

TO: Ellen E. Murphy, Commissioner of the Revenue
Frederick County Board of Supervisors

CC: John R. Riley, Jr., County Administrator

FROM: Roderick B. Williams, County Attorney

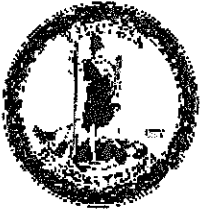
DATE: January 9, 2014

RE: Refund – Jacob Charon, Trustee, and Lois K. Charon, Trustee, Trustees of the
Jacob Charon and Lois K. Charon Revocable Living Trust Under Agreement
Dated February 23, 1999

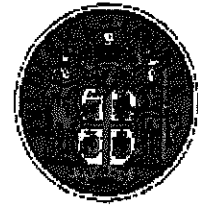
I am in receipt of the Commissioner's request, dated January 3, 2014, to authorize the Treasurer to refund Jacob Charon, Trustee, and Lois K. Charon, Trustee, Trustees of the Jacob Charon and Lois K. Charon Revocable Living Trust Under Agreement Dated February 23, 1999, the amount of \$3,781.44, for adjustment to real estate taxes for 2013 on property in the Town of Middletown as appealed to the Board of Equalization. The building was proven to contain interior damage and changes that were not known to the assessor. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.


Roderick B. Williams
County Attorney

Attachment



Frederick County, Virginia
Ellen E. Murphy
Commissioner of the Revenue
107 North Kent Street
Winchester, VA 22601
Phone 540-665-5681 Fax 540-667-6487
email: emurphy@co.frederick.va.us



January 3, 2014

TO: Rod Williams, County Attorney
Cheryl Shiffler, Finance Director
Frederick County Board of Supervisors
Jay Tibbs, Secretary to the Board

FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration Real Estate Taxes to Jacob Charon Trustee – Middletown property

Please approve a refund of \$3,781.44 for real estate taxes for 2013 on property in the Town of Middletown as appealed to the Board of Equalization. Building was proven to contain interior damage and changes that were not known to the assessor. Please also approve a supplemental appropriation for the Finance Director for this refund.

Documentation for this refund has been reviewed and meets all requirements. Board of Equalization minutes reflects their decision. All paperwork is retained in the Commissioner of the Revenue office.

Exoneration is \$3,781.44.

Ellen E. Murphy

Date: 1/03/14

Cash Register: COUNTY OF FREDERICK

Time: 08:38:23

[Redacted]

Customer Name: CHARON JACOB TRUSTEE

Total Transactions: 703
Customer Transactions: 2

Options: 2=Edit 4=Delete 5=View

St	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	RE2013	1	00064590001	\$1,890.72-	\$.00	\$1,890.72-
-	RE2013	2	00064590002	\$1,890.72-	\$.00	\$1,890.72-

Total Paid : \$3,781.44

F3=Exit F14=Show Map# F15=Show Balance F18=Sort-Entered F21=CmdLine

D



MEMO

To: John R. Riley, Jr., County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: January 15, 2014

The Parks and Recreation Commission met on January 14, 2014. Members present were: Kevin Anderson, Patrick Anderson, Greg Brondos, Jr., Randy Carter, Marty Cybulski, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr.. Members absent were: Christopher Collins

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Election of Officers – Mr. Madagan moved to amend the by-laws (Article 4, Section 1) to allow the vice chairperson to serve more than two consecutive terms, motion died due to lack of a second.

Mr. Madagan moved to amend the by-laws (Article 4, Section 1) to allow the vice chairperson to serve more than two consecutive terms for the 2014 election only, second by Mr. Sandy, motion carried unanimously (8-0).

2. Election of Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (8-0).

3. Election of Vice Chairperson – Mr. Madagan moved to nominate Mr. Gary Longerbeam as Vice Chairperson, second by Mr. Patrick Anderson. Mr. Cybulski moved to nominate Mr. Patrick Anderson, second by Mr. Longerbeam. Mr. Longerbeam was elected Vice Chairperson by a vote of (7-1).

4. Meeting Date, Time and Place - Mr. Sandy moved to continue meeting on the 2nd Tuesday of each month at 7:00 PM and alternate the meeting place so each magisterial district is used as a meeting place twice a year, second by Mr. Madagan, motion carried unanimously (8-0).

cc: Martin Cybulski, Chairman
Christopher Collins, Board Liaison
107 North Kent Street
Winchester, VA 22601

E



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

TO: Board of Supervisors
FROM: Walter T. Banks, IT Director
DATE: January 8, 2014

RE: Board of Supervisors Information Technology Committee Report

The Board of Supervisors Information Technology Committee met on Wednesday, January 08, 2014 at 8:15 A.M., in the First Floor Conference Room, County Administration Building 107 North Kent Street, Winchester, Virginia. Present were Gary Lofton, Chairman, Charles S. DeHaven, Jr. Committee members absent were: Quaiser Absar, Todd Robertson, Bob Wells and Brian Madagan. Others Present included: Sharon Kibler, Assistant Finance Director; Walter Banks, IT Director; Kris Tierney, Assistant County Administrator; Patrick Fly, GIS Manager; Alisa Scott, Administrative Assistant and Matt Armstrong, Winchester Star.

The committee submits the following:

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

NONE

*****Board Information Items*****

- 1. Recommendation to forward the CIT Broadband Study to the Board of Supervisors to facilitate improvements to broadband in Frederick County.**

The committee discussed the study and the consensus of the members present was to forward the CIT Broadband Study to the Board. It was the Committee's desire for the Board to accept the report and refer the recommendation to the appropriate staff for further evaluation.

- 2. Recommendation to forward to the Finance Committee a request for \$167,972.85 for the purchase of replacement PC units that are unable to be upgraded to the Windows 7 operating system.**

The committee discussed the news that the windows XP operating system will be discontinued as of April 2014. The consensus of the members present was that the computers

need to be replaced due to the potential high security risk to the network.

3. Reminder about Commonwealth Attorney's office requesting replacement case management software and hardware moving forward to the January Finance Committee Meeting.

The committee discussed the desire for an updated quote reflecting an extension on the discount and taking a look at the back log on the current case management system.

Since the meeting, there are two updates for the committee:

- a. Andy Robbins will be sending confirmation to the Finance Committee concerning the extended discount within our timeframe for the requested \$140,000.00.
- b. The Case Management System implementation back log referenced during the meeting is due to limited resources required for the transfer of data from the old system to the new system. The new system; Software Unlimited will not have its experts available until late June/July. The requirements for hardware installation and contract negotiations will be 60-90 days. The hardware would need to be implemented in the April/May timeframe. Software could then be installed for the new system ready for transfer to begin during the June/July timeframe.

Respectfully Submitted,

Gary A. Lofton, Chairman
Charles Dehaven, Jr.
Bob Wells

Quaiser Absar
Todd Robertson
Brian Madagan

By:



Walter T. Banks IT Director



COUNTY OF FREDERICK

Information Technologies

Patrick Fly, GIS Manager

pfly@co.frederick.va.us

Voice 540.722.8225

Fax 540.722.2169

MEMO

To: Information Technologies Board of Supervisors and IT Committee members

From: Patrick Fly, GIS Manager
Broadband Management Team

Subject: Final Broadband Study Report

Date: December 12, 2013

In March of 2012 Frederick County contracted with the Center for Innovative Technology (CIT) to study the availability of broadband access in Frederick County, VA.

The study looked at broadband in three parts. The first was what currently existed and how the community feels about it. This was done via a public survey and interviews with local providers. The second evaluated the business case for expanding broadband availability and how the County may leverage existing assets and types of funding available. The last part was CIT recommendations for actions the County may consider to encourage the growth of broadband in Frederick County.

The study was presented to the Broadband Management Team on December 3rd and it was decided to accept the report created by CIT and forward it to the Board of Supervisors as information with the recommendations that action that can be taken by staff to improve broadband. Any further actions would involve the commitment of substantial financial resources and those actions are to be forwarded to the Board of Supervisors for approval.

Below is a list of actionable items on behalf of Frederick County Staff:

Recommendation:	Action:
Facilitate citizens locating providers.	Updating County Website, in progress
Digital literacy education	Updating County Website, in progress
GIS Infrastructure data model Leverage existing vertical assets	Collecting data, in progress
Partner with incumbent providers	Worked with Comcast and Community to get service to Stoneymeade Dr, and attempting Shawneeland.

Below are possible future actions outlined in the report that staff feel would require Board of Supervisors approval and direction before they could be undertaken.

Recommendation:	Action:
Review of local policies to facilitate growth	Staff would recommend consideration by the BOS
Computer refurbishment	None
New Communication towers	None
Issue RFI/RFP to partner with fixed wireless provider	None
Form public-private partnership with fixed wireless provider	None

Please find a copy of the complete report including an Executive Summary. If you have any questions or concerns about the report please let me know.



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

To: Board of Supervisors IT committee members
From: Walter Banks, IT Director
Subject: Request for funding for the Windows XP replacement systems
Date: January 15, 2014

Forward the following request to the finance committee:

Request supplemental funding in the amount of **\$167972.85** to replace systems that are unable to be upgraded to the Windows 7 operating system.

Departmental Memorandum

From: Andrew M. Robbins,
Deputy Commonwealth's Attorney
To: Frederick County Finance Committee
Date: January 15, 2014
Re: Proposal for New Docket Management Software

In 2008, the Office of the Frederick County Commonwealth's Attorney joined approximately 85% of the other jurisdictions in the Commonwealth of Virginia and began to use a Lotus Notes-based docket control and calendar management system called VCAIS. It was originally developed by the Commonwealth's Attorney's Office in Virginia Beach, and was offered state-wide with almost zero capital investment on the part of the participating jurisdictions. This system not only maintains our office's calendar of all pending court cases, it also compiles a critical database of contact information for all of our defendants, victims and witnesses. The system computes speedy-trial deadlines and alerts us to potential problems, and produces many documents necessary for prosecution, such as indictments and subpoenas. Prior to the introduction of VCAIS, these calendars, records and documents were compiled, updated and produced by hand.

As the case-load of our office has grown exponentially over time, our computerized case management software has become indispensable. Returning to the "paper and pencil" method of docket control and case management is no longer an option. Unfortunately, continuing to rely on VCAIS going forward is also no longer an option. Since its inception, VCAIS has relied on an extremely limited staff to provide upgrades and software support. Those Commonwealth's Attorney's Offices, including ours, that rely on VCAIS have been told that there will be no support for the system in the future. We have been told, in no uncertain terms, that any office that continues to rely on VCAIS does so at its own risk, and will (most likely) eventually lose all data and functionality. A replacement docket control and case management system must be found as soon as possible.

Obviously, Frederick County is not alone in this dilemma. As indicated above, approximately 85% of the jurisdictions in Virginia use VCAIS. Through the Commonwealth's Attorney's Services Counsel (CASC), over 35 offices have banded together in the search for a satisfactory solution to this problem. It was our hope that by combining our numbers, we might be able to negotiate more effectively with the various national vendors for this type of software. Prince Edward County took the first steps in this process by soliciting input from other jurisdictions, including Frederick County, in the preparation of a Request for Proposals (RFP). Over a three-month period, Prince Edward's RFP was shaped, in part, by suggestions from other jurisdictions. For example, Frederick County advanced the concept that the software selected should be compatible with Laserfiche. Other jurisdictions mandated that the new product allow "100% migration" of the data currently held by VCAIS into the new product, in order to reduce duplication.

The resulting RFP from Prince Edward was released, and competitive responses were

received. After careful consideration, and again, after consultation with various offices through the CASC, Prince Edward County determined that the software packages from Software Unlimited were the most responsive to the specific requirements of the RFP. In addition, Software Unlimited offered significant savings to offices that purchased their programming packages through the CASC consortium. As a participating jurisdiction, we have been offered those savings as well.

The Prince Edward RFP, Software Unlimited's response, and specific price quotes for Frederick County have been submitted to Cheryl Shiffler at Finance and Walter Banks at Information Technologies. Walter has reviewed them and has informed me that Software Unlimited's product is compatible with our existing systems. However, he has made two recommendations. First, additional hardware will be required in order to provide adequate data storage. It is my understanding that these storage upgrades would have been requested in any event. But the transition from VCAIS to the new Software Unlimited product will require action on an accelerated timeline. Second, Software Unlimited's basic package does not include the "Premium Document Package". This additional software module would allow our office to "go paperless". That is, all documents would be scanned and automatically associated with the correct digital office file. This would permit our attorneys to have instant access to any file in the office, digitally through the County network, even in the courtroom. Walter Banks has recommended that we invest in the Premium Document Package now. The product could be very useful in the short term, will certainly be needed in the long-term, and the price will only increase over time.

The attached quotes from Software Unlimited show that the necessary software, installation and training will cost approximately \$97,044.40. It is important to note that the cost for installation and training are subject to change, based on several variables, including the number of hours expended by SU staff, travel and lodging costs, etc. For that reason, we are asking for \$100,000. While we may come in under that amount when all is said and done, we need to be prepared in the event of slight over-runs. It is my understanding that the IT Department has requested \$40,000 in additional funds for the necessary hardware and software upgrades to support this system.

Software Unlimited is a national software company. They provide an excellent product and support that will meet our needs very well. They have already "gone live" in Petersburg, Virginia and elsewhere, and the reviews are good. They are offering significant savings if we have the foresight to take advantage of the groundwork laid by Prince Edward County and the CASC, but only if we act quickly. If we choose to wait, VCAIS could become unstable at any time, without warning, leaving the Commonwealth's Attorney's Office with no case management system at all. The cost of replacement under those circumstances would be staggering. This program transition is going to be needed at some point. And if the funds are available now, the investment will pay dividends for many years to come. Thank you for your consideration of this proposal.



Software Unlimited Corporation
 P.O. Box 5
 Tupelo, MS 38802

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Criminal Case Management System **Included: Prosecutor Caseload Management, Calendaring, CMS Mobile **Victim Witness Module, eDiscovery and much more **Document Management Lite come with this system. ** Each Office must supply a MS-SQL license per user	14	Users		
Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
Premium Document Management System for Criminal Case Management	14	Users		\$20,650.00
On-Line Installation	3	Days	\$950.00	\$2,850.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	7	Days	\$950.00	\$6,650.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
Additional Estimated Conversion Services. Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	79		\$125.00	\$9,875.00
***Important to note: The number of hours is an estimate. If it takes less time, the Customer will ONLY be charged for time used at the billing rate of \$125 a hour. If the conversion takes more than the estimated time, then the customer will be billed at \$155 an hour. Customer will be kept informed as to status of the conversion.				
*** We will soon have the ability to allow you to scan in warrants. This will save your office an immense amount of time and tremendously reduce user errors. There will be no additional charge for the Warrant Interface.				
*** We now have Custom Front-Ends for VCAIS users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and reduce the time of learning new software.				
Software Maintenance	12		\$745.27	\$8,943.20
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty commences upon installation of the software.				-\$8,943.20
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
The training will also include up to 14 templates and/or 14 reports up to a maximum of 14 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.				
***Price valid until 8/01/2014				



Software Unlimited Corporation
 P.O. Box 5
 Tupelo, MS 38802

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

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Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
On-Line Installation	2	Days	\$950.00	\$1,900.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	5	Days	\$950.00	\$4,750.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
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Date
10/21/2013

Name/Address
Mr. Andy Robbins
Frederick County Commonwealth Attorney's Office
107 N. Kent Street
Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Premium Document Management System for Criminal Case Management <small>*Note this is the Full Document Management System, not to be confused with the Basic Document Management System that comes with CMS.</small>	14	Users		\$20,650.00
<small>Full Document Management System priced above includes all features and the capabilities you saw during the demo. **Price does not include scanners</small>				
On-Line Installation	1	Days	\$ 950.00	\$950.00
On-Line Training	2	Days	\$ 950.00	\$1,900.00
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
***Price valid until 8/01/2014				



QUOTATION

Quote #: 667405039
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Customer Name: COUNTY OF FREDERICK, VA

Date: 11/18/2013

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert_Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$7,760.42 GROUP TOTAL: \$7,760.42

Base Unit	PowerEdge R720 (225-2133)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (936-4573)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (936-4613)	1
	Dell Hardware Limited Warranty Plus On Site Service Extended Year (939-2678)	1
	Dell Hardware Limited Warranty Plus On Site Service Initial Year (939-2768)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (988-9221)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (996-8019)	1
	On-Site Installation Declined (900-9997)	1
	Proactive Maintenance Service Declined (926-2979)	1
	PowerEdge R720 Shipping (331-4437)	1
	Risers with up to 6, x8 PCIe Slots + 1, x16 PCIe Slot (331-4440)	1
	Intel Ethernet I350 QP 1Gb Server Adapter, Low Profile (430-4442)	1
	iDRAC7 Enterprise (421-5339)	1
	Intel Ethernet I350 QP 1Gb Network Daughter Card (430-4447)	1
	2.5" Chassis with up to 16 Hard Drives (317-8474)	1
	Bezel (318-1375)	1
	Performance BIOS Setting (330-3492)	1
	RAID 1 for H710P/H710/H310 (2 HDDs) (331-4381)	1
	PERC H710 Integrated RAID Controller, 512MB NV Cache (342-3529)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W, Max Mem 1600MHz (317-9605)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	DIMM Blanks for Systems with 2 Processors (317-8688)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W (317-9618)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	16GB RDIMM, 1333 MT/s, Low Volt, Dual Rank, x4 Data Width (317-9639)	8

Quote Summary

1333 MHz RDIMMs (331-4422)	1
Performance Optimized (331-4428)	1
146GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive (342-0427)	2
Electronic System Documentation and OpenManage DVD Kit for R720 and R720xd (331-5914)	1
DVD ROM, SATA, INTERNAL (313-9092)	1
ReadyRails Sliding Rails With Cable Management Arm (331-4433)	1
Dual, Hot-plug, Redundant Power Supply (1+1), 750W (331-4605)	1
Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)	2
Internal Dual SD Module (331-4441)	1
2GB SD Card For RIPS (342-1627)	1
2GB SD Card For RIPS (342-1627)	1
Enable Redundant SD Cards (468-4612)	1
No Operating System (420-6320)	1
No Media Required (421-5736)	1

*Total Purchase Price:	\$7,760.42		
Product Subtotal:	\$7,760.42		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

This proposal is not intended to create a contractual relationship. Unless expressly agreed otherwise in a writing signed by the parties, all orders by COUNTY OF FREDERICK, VA for Dell products and services shall be subject to Dell's Terms and Conditions of Sale-Direct, which can be found at www.dell.com/terms, and which incorporate Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. Please read those terms carefully and in their entirety, and note in particular that Dell EqualLogic and EqualLogic-branded products, Dell|EMC and EMC-branded products, PowerVault ML6000 tape libraries, non-Dell-branded enterprise products, enterprise software, and customized hardware or software products may not be returned at any time. Orders also shall be subject to the terms of any applicable service contract(s), which can be found at www.dell.com/servicecontracts.

All information supplied to COUNTY OF FREDERICK, VA for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

Dell Inc. (NASDAQ: DELL) listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.



QUOTATION

Quote #: 667405036
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Customer Name: COUNTY OF FREDERICK, VA

Date: 11/18/2013

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert.Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$28,758.61 GROUP TOTAL: \$28,758.61

Base Unit	Dell EqualLogic PS4100X, Mainstream Performance, 10K SAS Drives (225-1078)	1
	21.6TB capacity, 10K SAS, 24x 900GB (342-3385)	1
	Dual Controller, HA with failover (331-2530)	1
	EqualLogic array may not be returned (468-8817)	1
	Synchronous and Point-in-Time Replication (468-7110)	1
	Snapshots/Clones with integration for MS SQL, Exchange, Hyper V and VMware (468-7155)	1
	SAN HQ multi group monitoring software (468-7156)	1
	ReadyRails II Static Rails for 4-post Racks (770-BBCL)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (936-8218)	1
	EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Year (953-9989)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (954-7162)	1
	Dell Hardware Limited Warranty Initial Year (968-2695)	1
	Dell Hardware Limited Warranty Extended Year (968-2696)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (968-2729)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (968-2732)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	Remote Implementation of a Dell EqualLogic Array (961-3859)	1
	Proactive Maintenance Service Declined (926-2979)	1
	EqualLogic Reference Architecture, PC70xx, PS4100, up to 1 array (995-7139)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1

SOFTWARE & ACCESSORIES

GROUP TOTAL: \$0.00

Product	Quantity	Unit Price	Total
Dell Education Services - No EqualLogic Training Requested - visit www.Learndell.com (994-3849)	1	\$0.00	\$0.00

*Total Purchase Price:		\$28,758.61	
Product Subtotal:	\$28,758.61		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

Statement of Conditions

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F



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsinger@fcva.us

TO: Board of Supervisors
FROM: Paula Nofsinger, Director of Human Resources
DATE: January 13, 2014
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, January 10, 2014, at 12:00p.m. Committee members present were: Supervisor Robert Hess, Supervisor Robert Wells, and Citizen Member Dorrie Greene. Committee members absent were Supervisor Chris Collins, Citizen Member Beth Lewin and Citizen Member Barbara Vance. Also present were: County Administrator John R. Riley, Jr., County Attorney Rod Williams, Fire and Rescue Chief Dennis Linaburg, and Deputy Chief Bill Bowmaster.

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

1. **None.**

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

1. **Presentation by the Director of Fire and Rescue, Dennis Linaburg.**
At the request of the Committee, Mr. Linaburg presented an overview of the objectives and responsibilities of the Fire and Rescue department. The presentation also provided the Committee an understanding of his employee population, the skills required, and topics of importance within his department. Presentation Attached.
2. **Request from Fire & Rescue Director for new positions to staff our Star Tannery Station.**
The Committee supports the request to add 6 new positions at the station. Committee recommends forwarding request to Finance Committee for funding consideration.
3. **Annual review of Committee Charter.**

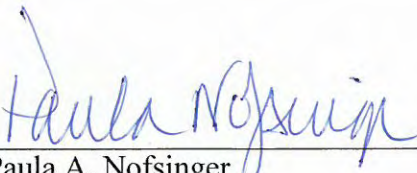
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, February 7, 2014.

Respectfully Submitted,

Human Resources Committee

Robert Hess, Chairman
Robert Wells
Dorrie Greene

By: 
Paula A. Nofsinger
Director of Human Resources



FREDERICK COUNTY FIRE AND RESCUE



The Frederick County Fire & Rescue Department was established in 1990 to provide support and coordination for the volunteer fire and rescue companies that provide fire suppression and emergency medical services to the citizens of Frederick County. The Department consists of 11 volunteer fire and rescue companies operated by approximately 100 operational volunteer personnel, supported by 61 uniform career field staff and 9 uniformed office staff. The agency coordinates with our volunteer companies to deliver firefighting and emergency medical services within Frederick County.

A word cloud graphic featuring various words in different sizes and orientations. The most prominent words include "help", "courage", "hand", "friend", "hope", "care", "difference", "grateful", "to", "hand", "lend", "strong", "together", "care", "respect", "difference", "make a", "today", "change", "it", "count", "us", "care", "respect", "strong", "together", "care", "respect", "difference", "make a", "today", "change", "it", "count", "us", "care", "respect". Other words include "happy", "do", "you", "offer", "respect", "please", "aid", "lift", "you", "offer", "hand", "can", "thank", "together", "we", "helping", "benefit", "unity", "our", "friend", "can", "time", "compassion", "inspire", "help", "grateful", "to", "hand", "lend", "strong", "together", "care", "respect", "difference", "make a", "today", "change", "it", "count", "us", "care", "respect".

www.couragetocare.net 540.722.8358

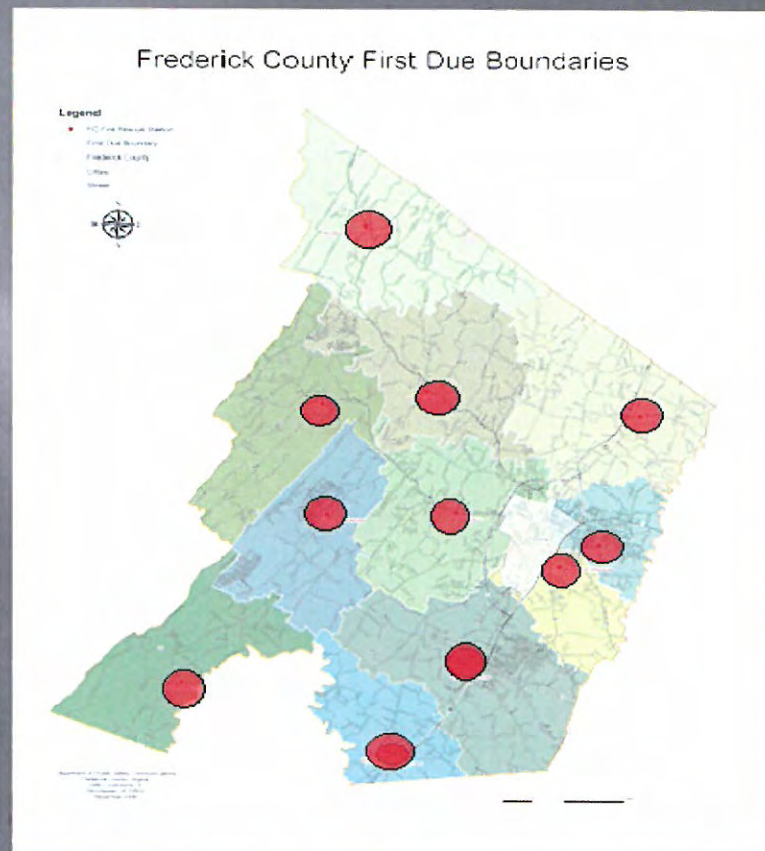
The logo for Frederick County Fire Rescue Virginia, identical to the one at the top of the page, is positioned in the bottom right corner of the word cloud graphic.



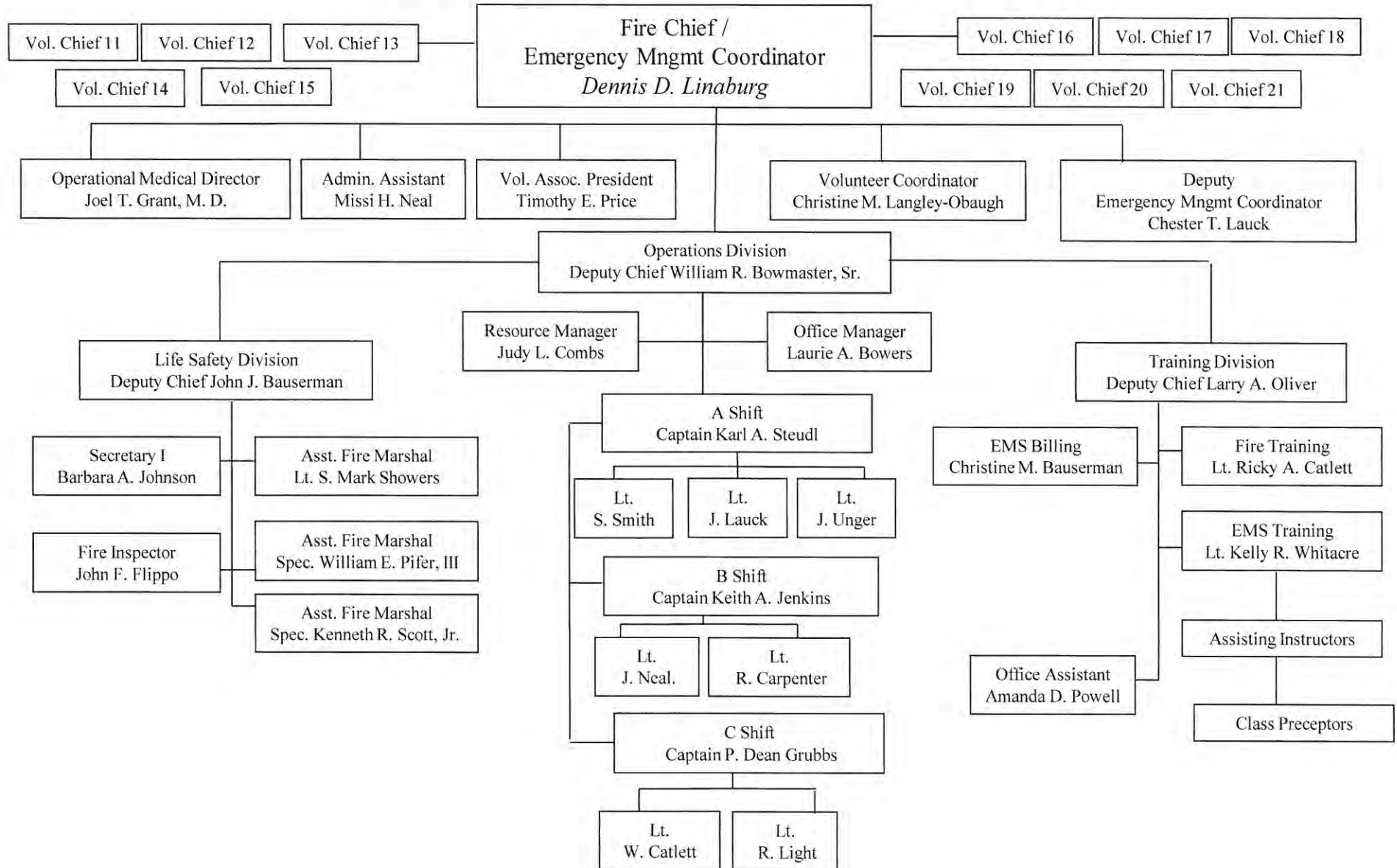
Combination System

Eleven Fire
& Rescue
Companies

- Stephens City
- Middle Town
- Clear Brook
- Gore
- Round Hill
- Gainsboro
- Star Tannery
- Green Wood
- North Mountain
- Renoylds Store
- Millwood Station



COUNTY OF FREDERICK FIRE AND RESCUE DEPARTMENT



Core Values

- PROFESSIONAL EXCELLENCE
- HEALTH & SAFETY
- DIVERSITY
- TEAMWORK AND SHARED LEADERSHIP
- EFFECTIVE COMMUNICATION
- INTEGRITY
- COMMUNITY SERVICE and INVOLVEMENT
- INNOVATION



Overseeing the operation of the Department is the Fire and Rescue Chief who is employed by the County as a Department Head. The Chief's responsibilities include the supervision of career staff, coordination of service delivery of the volunteer companies, overseeing emergency services planning, implementing volunteer and career training programs, disaster and hazardous materials coordination, and managing department resources.

The Fire and Rescue Department is divided functionally into four Divisions: **Operations, Life Safety, Training** and **Emergency Management**. There are currently 61 uniformed career staff and one Deputy Chief in Operations, three Assistant Fire Marshals and one Deputy Chief in Life Safety, and two Training Lieutenants and one Deputy Chief in Training. These three divisions are supported by three clerical staff, one resource manager, one volunteer coordinator and one billing manager for a total full-time staffing of 76 personnel within the career department.



The Operations Division has a multitude of functions. This includes being responsible for emergency service delivery, responding to hazardous materials releases, disaster response and mitigation, emergency services planning, and coordinating the service delivery of the volunteer fire and rescue companies.

The Frederick County Fire and Rescue Department has career personnel assigned to all stations except Star Tannery. Most stations are staffed 24 hours a day by career personnel. There are also three stations staffed from 6am until 4pm Monday through Friday. These include Gore, North Mountain and Reynolds Store stations. Volunteer personnel staff their stations when available.

Fire & Rescue's Schedule

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

A SHIFT

B SHIFT

C SHIFT



The Life Safety Division / Fire Marshal's Office is responsible for enforcing the Virginia Statewide Fire Prevention Code, performing safety inspections for county businesses, investigating causes of fires and explosions, issuing burning and blasting permits, reviewing fire protection system plans, and ensuring and educating the public about fire safety.

In 2009, the Frederick County Fire Marshal's Office welcomed the first explosives detection canine, Chance to the division. Then in 2012, the addition of a new accelerant detection canine named Walker joined the Department. Both Chance and Walker are trained daily to detect different scents. They are required to re-certify with ATF yearly.



The Training Division is responsible for the coordination and delivery of training related to fire, EMS, technical rescue, and hazardous materials. The Training Division is responsible for maintaining continual knowledge of mandated laws, recommended standards, certification and training issues, course development issues and documentation / record keeping to assure that the volunteer and career staff are in compliance with local, state, and federal laws and regulations. They are also responsible for the administration and management of the Career Development Program within the Department.

The Training Division works extensively with the Virginia Department of Emergency management, Fire Programs, Office of Emergency Medical Services, US Dept. of Homeland Security and various other local, state, and federal agencies on training requirements, certification and curriculum development.



The Department and its Chief are also responsible for other non-Fire and EMS issues. The County **Emergency Management Division** is the responsibility of this Department along with the hazardous materials function. Many projects related to these non-fire and rescue functions are required to be completed by our office such as FEMA Grant Administration, Emergency Operations Plans, Hazard Mitigation Planning, Hazardous Material Planning, Environmental Management Programs and Comprehensive Planning to name a few.

S.W.O.T. Analysis

The Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis is designed to have an agency candidly identify their positive and less-than-desirable attributes. The agency participated in this analysis and recognized its strengths and weaknesses, as well as the possible opportunities and potential threats.



Strengths

- Community Support
- Progressive EMS Program
- Excellent Training
- Teamwork



Weaknesses

- Aging Emergency Response Fleet
- Operational Costs
- Competition
- Leadership conflicts



Opportunities

- Career development training
- Improved Accountability
- Participation in Focus Groups
- Community Involvement and Outreach



Threats

- Staffing Shortage
- Loss of Volunteers
- Too Rapid Change
- Politics





The Frederick County Fire and Rescue Department is dedicated to providing quality and cost effective services that protect our citizens, their property, and our environment from the effects of fire, medical emergencies, technological hazards, and man-made or natural disasters, which pose a threat to our community.

We are a unique organization to the county, as we encompass both career and volunteer staff, totaling over 300 active members, of which 76 are county employees.

QUESTIONS ?



William R. Bowmaster, Sr.
Deputy Chief
Operations Division

MEMORANDUM

TO: Paula Nofsinger
HR Director

FROM: Dennis D. Linaburg, Chief *mgul / DL*
Fire & Rescue

SUBJECT: Staffing Request – Star Tannery Fire & Rescue

DATE: January 2, 2014

The Public Safety Committee met December 17, 2013 to discuss the need for career staffing at Company 17, Star Tannery. Currently, Star Tannery is the only station within the County without career staffing. The Committee recommended the hiring of six additional career staff to respond from Company 17. These six employees would work the current 24-hour shift schedule. This would allow two employees to be at the station at all times.

The lack of available volunteers currently at Star Tannery is taxing the surrounding companies and jurisdictions. To cover emergencies in Company 17's district, we must pull resources from other companies, leaving that first due area unprotected and threatening the lives and property of residents living elsewhere in Frederick County.

Star Tannery is also a dual dispatch company due to the overlapping coverage area, which includes both Frederick and Shenandoah Counties. We have met with Shenandoah County to discuss the mutual aid agreement and Shenandoah has indicated their willingness to assist Star Tannery. We are tentatively set for a board work session in Shenandoah on February 6.

We are now requesting the HR Committee's consideration for this proposal. We believe that once approved, the additional staff would be trained and released to respond with proper credentials upon hiring quickly. It is our hope that the addition of career personnel at the station will encourage others to volunteer with Star Tannery.



COUNTY OF FREDERICK, VIRGINIA

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

LeeAnna Pyles
Director
Public Safety
Communications

MEMORANDUM

TO: Board of Supervisors

FROM: LeeAnna Pyles, Director Public Safety Communications

SUBJECT: Public Safety Committee Meeting
Report for December 17, 2013

DATE: December 31, 2013

A meeting of the Public Safety Committee was held on Tuesday December 17, 2013 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gary Lofton, Ron Wilkins, Chuck Torpy, and Gene Fisher. Members Chris Collins and Michael Lindsay were absent. Also in attendance were County Administrator John R. Riley, Jr., Fire & Rescue Chief Denny Linaburg, Deputy Fire Chief Larry Oliver, County Attorney Rod Williams, Human Resources Director Paula Nofsinger, Sheriff Robert Williamson, Deputy Fire Chief Bill Bowmaster, Co.17 Chief Brian Shifflett and EMS Billing Manager Chrissy Bauserman. The following items were discussed:

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

1. Star Tannery request for staffing (Attachment A)

Chief Linaburg and Chief Brian Shifflett addressed the need for career staffing at Star Tannery. Company 17 is the only company in the County that does not have career staffing. They are a dual dispatch company with Shenandoah County due to an overlap in coverage area between the two jurisdictions. With Star Tannery's geographical layout and lack of career staff and volunteers, the need to call other due companies (e.g. Strasburg, North Mountain, Tom's Brook, and Middletown) puts critical response times at 15-20 minutes in some cases which are unacceptable. It should also be noted that all 911 calls go to Shenandoah County for dispatch and are then transferred to Frederick County Emergency Communications for dispatch. In addition, responding to these calls by other companies diminishes those companies' availability. As an example a general illness call will last at least 4 hours due to the layout of the area, transport times, time spent at WMC completing reports, and time back to the station.

Currently there are three volunteers who are certified fire fighters and nine EMS personnel at Company 17. A full compliment "out the door" is needed to run every call. Within the past few months, at least two of the volunteers have moved out of the area resulting in diminished staffing. Chief Shifflett talked about various scenarios used to help recruit more personnel to his station. He noted biggest problem was the volunteer base, even though they promote and advertise within a wide area.

Mr. Fisher asked about a meeting with Shenandoah County regarding contributions (mutual aid) to Frederick County when running calls.

Deputy Chief Bowmaster advised that he has placed a call the Shenandoah County asking for figures and information on mutual aid.

Mr. Riley agreed that a meeting is warranted, but we need to act now on the current staffing situation.

Chief Linaburg stated he would be comfortable with two people on 24 hour shifts (six people total) for the moment with the cost totaling about \$300,000 for salaries/benefits. The additional six career staff personnel at the station would help encourage volunteer recruitment. The volunteers would be at the station more frequently for hands-on training taught by the career staff. It was noted the additional six staff could be cleared fairly quickly with proper credentials. In the interim, other current career staff could fill the station temporarily.

The Public Safety Committee unanimously recommended the hiring of six additional career staff at Star Tannery (Company 17). This recommendation will go before the HR committee in early January 2014 then to the Finance Committee before being going to the Board of Supervisors at the end of January 2014 for action.

2. Revenue Recovery program update (Attachment B)

EMS Billing Manager Chrissy Bauserman updated the committee on the current status of the Revenue Recovery program. The transactions and monies coming in between the vendor and insured are moving well. She reviewed the October totals, but noted those numbers do not reflect a large amount of Anthem payments. This was due to Anthem experiencing a computer glitch in their system. The glitch has since been resolved. Mrs. Bauserman stated by February/March staff should have a better idea of the money received. The projected returns should increase to 43-45% resulting in net revenue of around \$970,000 for the full year (October 2013-October 2014).

Next Meeting:

Tuesday January 14, 2014 8:30 a.m.

At the next Public Safety Committee meeting, FY14-15 budgets for Fire & Rescue, Sheriff's Department and Public Safety Communications will be presented. The department heads will highlight those areas where they are experiencing the greatest difficulties and those areas where

they are asking for increased funding.

Adjourn:

The meeting was adjourned at 9:30 a.m.

Respectfully submitted by,

Stefanie Salvato

Stefanie Salvato, Secretary
Frederick County Department of Public Safety Communications

cc:

G.Lofton

J. Riley

R. Williamson

D. Linaburg

G. Fisher

R. Williams

T. Price

M. Lindsay

C. Collins

B. Vance

A. Lloyd

R. Wilkins

G. Williamson

L. Pyles



C. Torpy



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Public Safety Committee

FROM: Dennis D. Linaburg, Chief 
William R. Bowmaster, Deputy Chief 

SUBJECT: Career Staffing Request – Star Tannery

DATE: November 26, 2013

Star Tannery Volunteer Fire & Rescue (Company 17) requested career staffing due to low volunteer participation. After our initial presentation to the Public Safety Committee, we were asked to compile response statistics for review. The attached reports clearly show that Star Tannery's request is valid and staffing is necessary.

We compiled response data from both Frederick County and Shenandoah County for the period of January through August 2013. We chose this timeframe due to previous data collection errors resulting in skewed results. This data represents the most accurate response information, which progressively worsens throughout the reporting period.

During the first four months (Jan.-Apr.), there are 41 dispatched calls in Company 17's first due. Star Tannery, however did not respond to seven (7) of these calls, which accounts for 17% of the calls during the first four months of 2013. During the second half of the reporting period (May-Aug), there were 58 dispatched calls for Company 17. Star Tannery was unable to respond to 26 of these calls, which is 44.8% of all dispatched calls during the second half of the reporting period. This clearly indicates a significant decrease in the ability of Star Tannery to adequately respond to emergencies in their district.

The lack of available volunteer members at Star Tannery is also taxing the surrounding companies and jurisdictions. In order to cover emergencies in Company 17's district, we must pull resources from other companies, leaving that first due area unprotected and threatening the lives and property of residents living elsewhere in Frederick County.

Star Tannery originally requested daytime staffing. However, after reviewing the response data obtained for review, our Department is recommending four career members, 24/7, be placed at Star Tannery. This recommendation is based on the proximity of the closest automatic aid companies for Company 17. North Mountain (Company 19) is the second due company for Star Tannery. However, from time of dispatch to expected arrival on scene is approximately 15 minutes. Strasburg Company 51 in Shenandoah County would be the next dispatched company to assist Star Tannery, and it would take approximately 17 minutes for them to arrive on scene. These are only estimated times. However, they are based on the automatic aid companies responding immediately at time of dispatch. Typically,

there is a several minutes delay in responding. The physical address of Company 17 was used for the travel time estimates due to its centralized location within the response district.

These response times illustrates the amount of time that Company 17 staff will be operating on an incident before automatic aid companies arrive. For example, at the scene of a house fire, four members could respond with three on the engine and one on the tanker. Further, it would allow one member to operate the pumper, two to fight the fire, and one to provide water supply. Even in this scenario, there would not be enough staffing for a safe interior attack on the fire or search and rescue efforts.

In the case of an ALS call (i.e., cardiac arrest), a minimum of four members is still necessary. Two members would be performing CPR, one would operate the AED and one would be the driver. American Heart Association (AHA) studies have shown that the best chances of surviving an out-of-hospital cardiac arrest are early CPR and defibrillation. Brain death/damage occurs within four to six minutes without early life saving measures.

It is realized the total call volume for Star Tannery is significantly less than other Frederick County Companies, however, we must ask ourselves are the taxpayers living in the community of Star Tannery deserving of the same level of protection as residents living elsewhere in the County? In short, the answer is yes.

/attachments (5)

Star Tannery 1/1/13 - 8/31/13

Month	FredCo	Shen	Dispt	Self-Disp	Total Calls
Jan	2	9	11	0	11
Feb	6	6	12	0	12
Mar	8	3	11	0	11
Apr	2	5	7	0	7
May	10	5	15	0	15
June	5	5	10	0	10
July	10	6	16	0	16
Aug	8	9	17	0	17
Total	51	48	99	0	99

total	failed	% no response
41	7	17.07
58	26	44.83

avg Per Month: 14 dispatched calls.

9% accuracy rate

0600-1800hrs

Month	0-5mins	5-8mins	8+mins	11+mins	Cancelled	Fail/1st Due	Total	% of Total
Jan	3	4	1	1		0	9	14.75
Feb	0	2	0	0		2	4	6.56
Mar	0	1	2	1		2	6	9.84
Apr	2	1	1	1		1	6	9.84
May	1	2	4	3		2	12	19.67
June	1	1	1	1		2	6	9.84
July	2	1	1	1		4	9	14.75
Aug	1	0	0	1		7	9	14.75

61 100

Total	10	12	10	9	0	20		
% of Total	16.39	19.67	16.39	14.75	0.00	32.79		100

1800-0600hrs

Month	0-5mins	5-8mins	8+mins	11+mins	Cancelled	Fail/1st Due	Total	% of Total
Jan	2	1	0	0		0	3	8.11
Feb	1	2	2	1		1	7	18.92
Mar	1	2	0	0		1	4	10.81
Apr	1	0	0	0		0	1	2.70
May	2	1	0	0		0	3	8.11
June	1	1	0	1		2	5	13.51
July	1	0	1	0		4	6	16.22
Aug	1	2	0	0		5	8	21.62

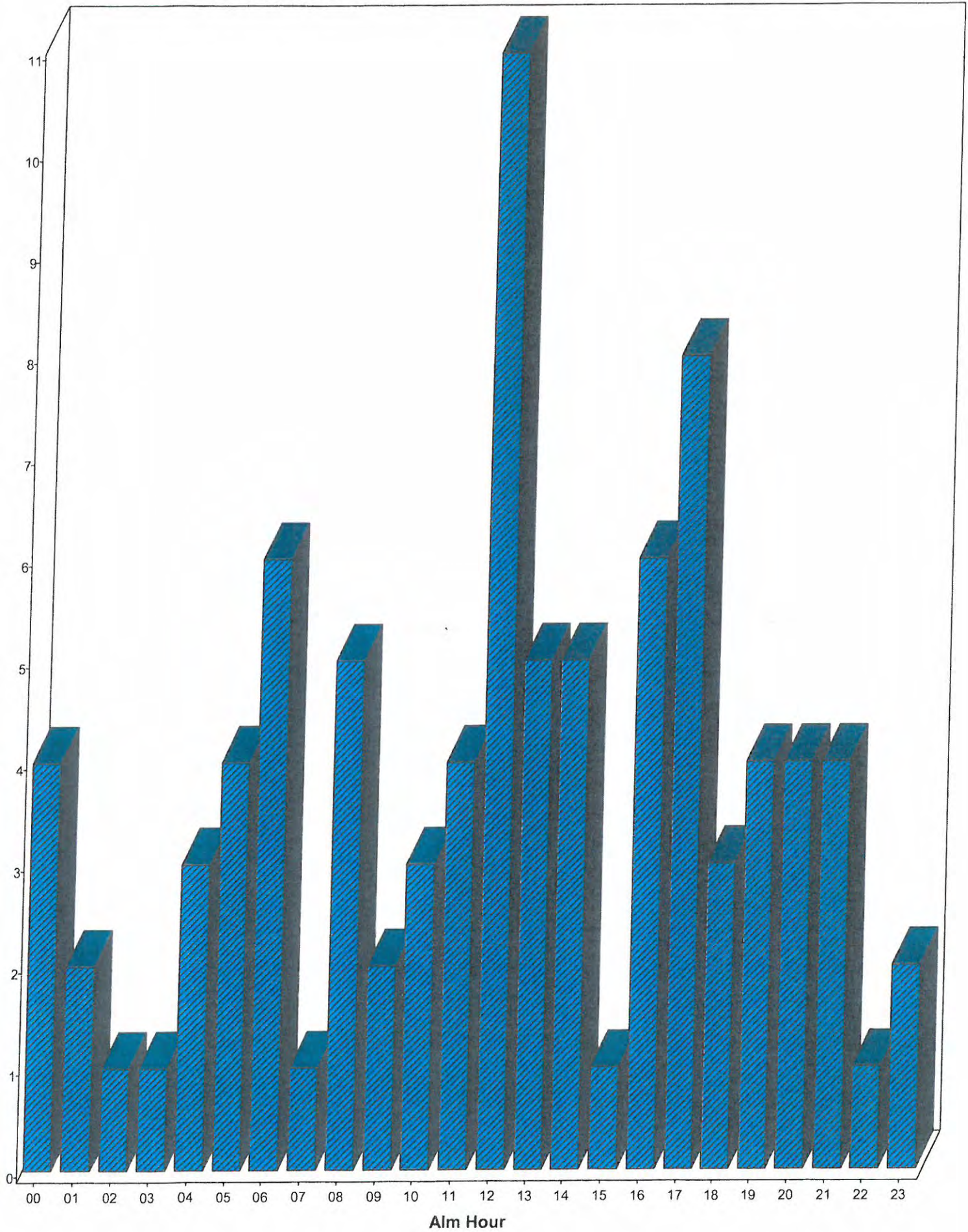
37 100

Total	10	9	3	2	0	13		
% of Total	27.03	24.32	8.11	5.41	0.00	35.14		100.00

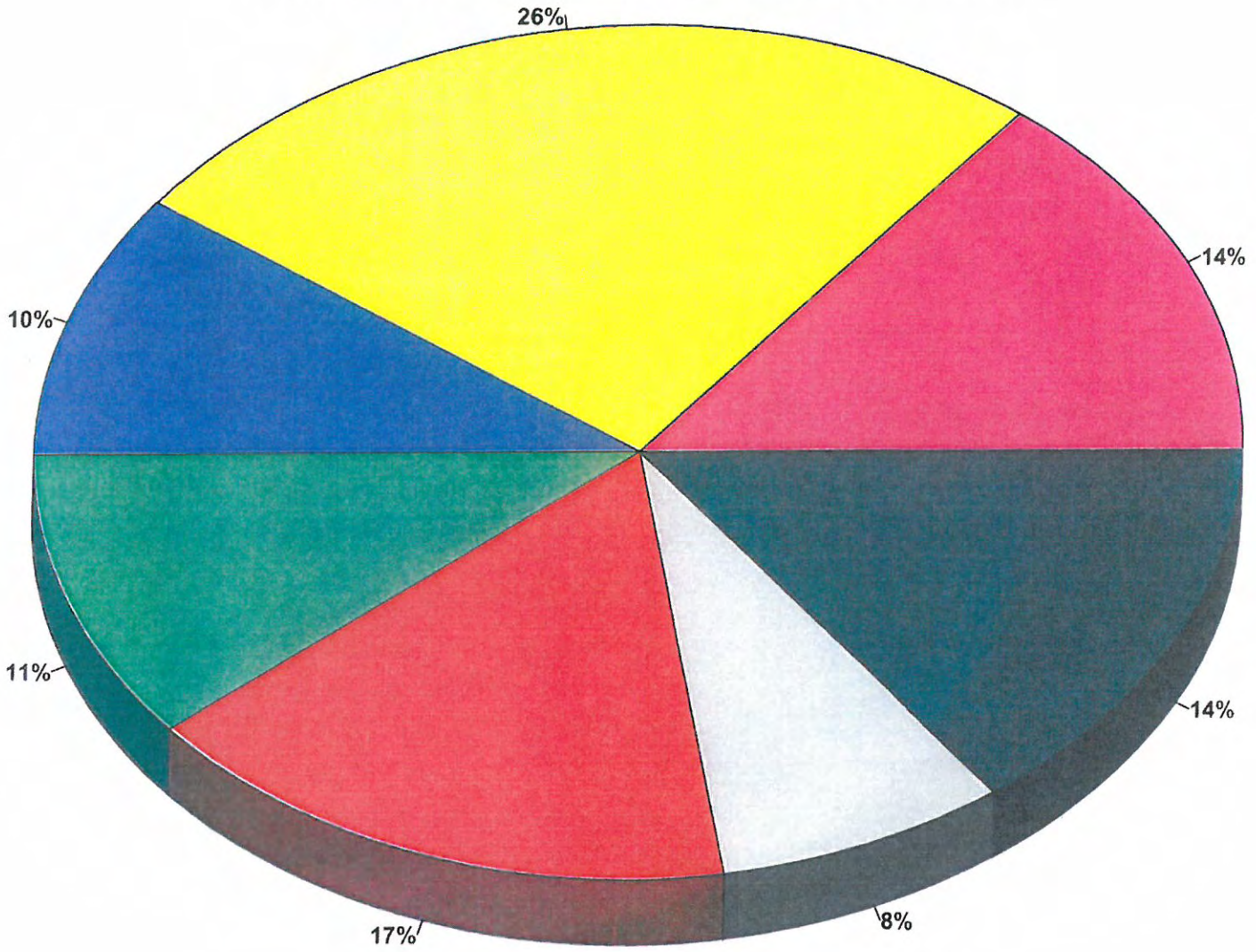
Total Reporting Calls: 98

Times are based on time of dispatch to time unit marks enroute to scene.

Count of Incidents by Alarm Hour
Alarm Date Between {01/01/2013} And {08/31/2013} and District = "17"



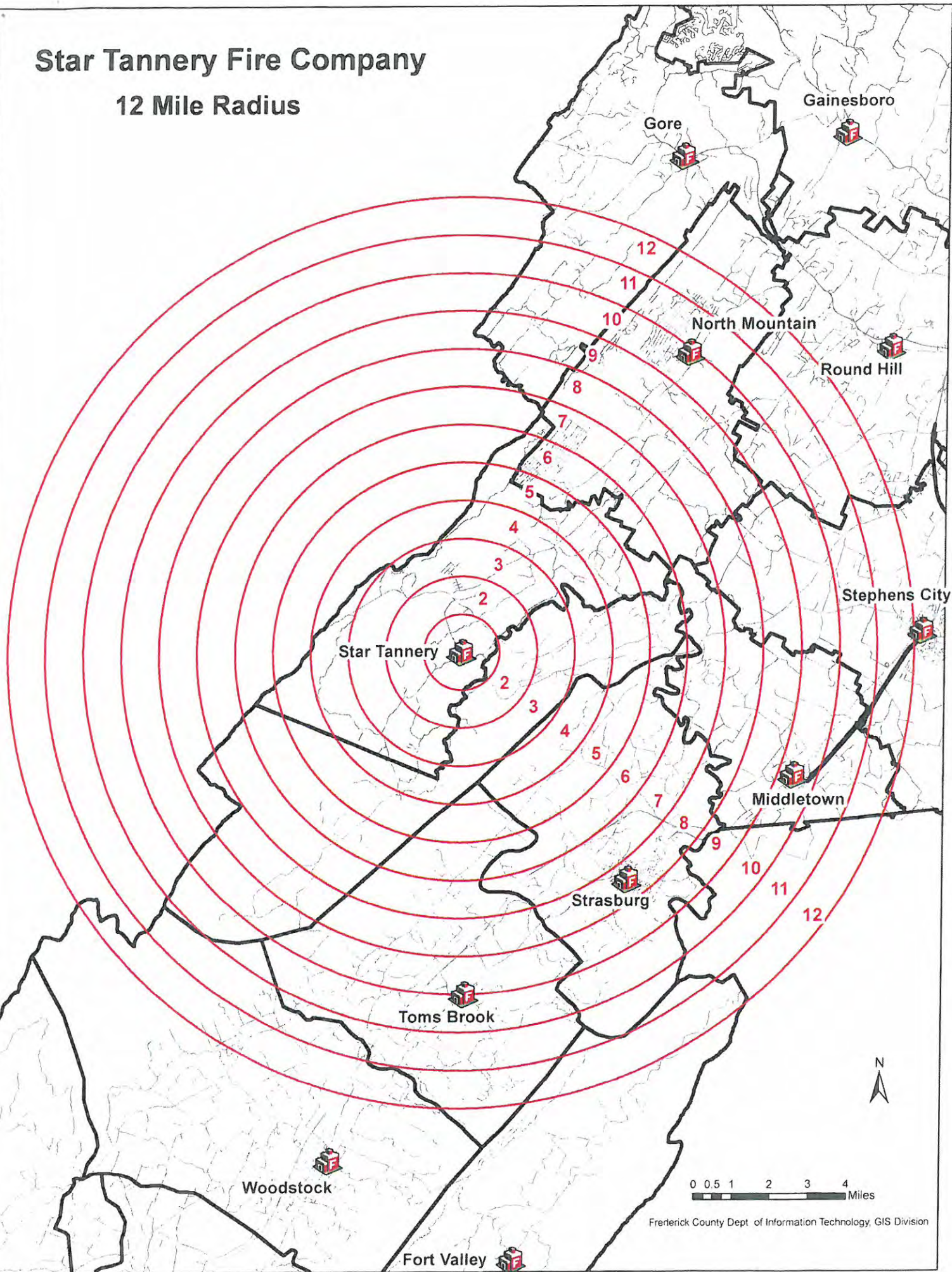
Incident Responses by Day of Week
Alarm Date Between {01/01/2013} And {08/31/2013} and District = "17"



Sun Tue Thu Sat
Mon Wed Fri

Star Tannery Fire Company

12 Mile Radius



Frederick County Board of Supervisor's

Human Resources Committee Charter

I. Organization

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

II. Purpose

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

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

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

III. Meetings

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

IV. Responsibilities

The Committee shall have the following duties and responsibilities:

A. Human Resources

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

2. Establish, review, and recommend the County's compensation strategy to ensure that rewards are commensurate with County success and the creation of value for its employees, and that the strategy supports the achievement of the County's objectives. Review and recommend salary grade structures and guidelines, incentive plans, and merit plans, including the cumulative effect of awards made pursuant to such plans. Report the results of the review and any recommended action by the Committee to the Board of Supervisors for final approval.

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

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

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

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

B. Other Duties Related to Review, Reports and Improvement Procedures

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

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

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

G



Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

TO: Board of Supervisors
FROM: Finance Committee
DATE: January 15, 2014
SUBJECT: Finance Committee and Audit Committee Report & Recommendations

The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, January 15, 2014 at 8:00 a.m. The Audit Committee met immediately following. All members were present. Items 3 and 7 were approved under consent agenda.

FINANCE COMMITTEE

1. The Parks & Recreation Director presents information on the proposed Rose Hill Park and requests approval of the proposed lease agreement. See attached information, p. 4 – 25. The committee recommends approval of the lease agreement pending review by the County Attorney.
2. The Deputy Commonwealth's Attorney requests a General Fund supplemental appropriation in the amount of \$140,000. This amount represents case management software (\$100,000) and equipment upgrades required by the IT department (\$40,000). Local funds are required. The IT Committee has approved the project. See attached information, p. 26 – 35. The committee recommends approval.
3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$5,195. This amount represents an insurance reimbursement for the loss of a vehicle. No local funds required. See attached memo, p. 36 – 37.

4. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$30,757. This amount represents a grant to purchase Lucas Auto Pulse devices. No local funds required. See attached information, p. 38 – 46. The committee recommends approval.
5. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$52,583. This amount represents a Virginia Homeland Security Grant for the HazMat Team. No local funds required. See attached information, p. 47 – 54. The committee recommends approval.
6. The IT Director requests a General Fund supplemental appropriation in the amount of \$ 167,973. This amount represents funds required to upgrade Windows XP computers. The IT Committee has reviewed this request; however, no action was taken due to lack of quorum. Local funds are required. See attached information, p. 55 - 58. The committee recommends approval.
7. The Finance Director requests a General Fund supplemental appropriation in the amount of \$6,657.17. This amount represents unspent VJCCA funds to be returned to the State. See attached letter, p. 59.
8. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$160,755. This amount represents funds required to hire six (6) additional firefighter/EMTs for Star Tannery. This item was approved by the Public Safety Committee and the HR Committee. Local funds will be required. See attached information, p. 60 – 68. The committee recommends postponement of this item awaiting further information.
9. The Treasurer requests a Community Development Authority Fund supplemental appropriations in the amount of \$43,008.93. This amount represents funds

collected for CDA taxes in prior years. No local funds are required. See attached memo, p. 69. The committee recommends approval.

10. The Finance Director discusses the FY2013 Comprehensive Annual Financial Report (CAFR). No action is required.

AUDIT COMMITTEE

1. David Foley from Robinson, Farmer, Cox Associates will present the FY 2013 final audit and be available for discussion of the upcoming FY 2014 audit. The committee authorized the Finance Committee Chairman to sign the engagement letter for the FY 2015 audit.

INFORMATION ONLY

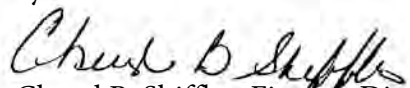
1. The Finance Director provides a Fund 10 Transfer Report for FY 2014. See attached, p. 70.
2. The Finance Director provides FY 2014 financial statements for the period ending December 31, 2013. See attached, p. 71 – 81.
3. The Finance Director provides the FY 2014 Fund Balance Report for the period ending December 31, 2013. See attached, p. 82.
4. The Voter Registrar provides the office summary of work for December 2013 and for the year 2013. See attached information, p. 83 – 85.

Respectfully submitted,

FINANCE COMMITTEE
Charles DeHaven
Judy McCann-Slaughter
Ron Hottle
Angela Rudolph

Richard Shickle
Gary Lofton

by:



Cheryl B. Shiffler, Finance Director




COUNTY of FREDERICK

Parks and Recreation Department
540-665-5678
FAX: 540-665-9687
www.fcprd.net
e-mail: fcprd@fcva.us

M E M O R A N D U M

TO: Frederick County Finance Committee

FROM: Jason Robertson
Director 

SUBJ: Rose Hill Park

DATE: January 7, 2014

The Frederick County Parks and Recreation Commission recommended at its December 10, 2012 meeting the County of Frederick enter the enclosed lease agreement between the Glass-Glenn Burnie Foundation, Inc and the County of Frederick to establish Rose Hill Park. The fifty year lease agreement will provide a community park including a mile trail, picnic shelter, playground, and open play fields for the residents of Frederick County.

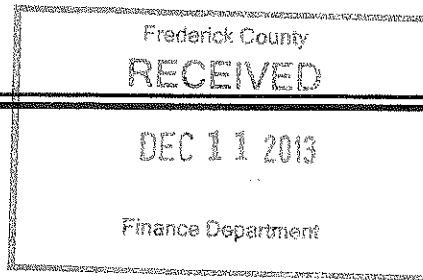
You will notice in the proposed lease agreement the Glass-Glenn Burnie Foundation Inc. will be providing the land, entry road, parking, and restrooms while the County of Frederick would construct the recreation amenities within the next two to five years. The estimated cost of these amenities is \$ 317,000. The actual cost to Frederick County would be reduced if grant funding or private donations become available. The annual maintenance cost for Frederick County after all amenities are constructed is approximately \$ 19,800.

Frederick County by entering this lease agreement would begin offsetting some of the identified shortage of parkland identified in the current Frederick County Comprehensive Plan, provide one of five community parks identified in the Parks and Recreation Commission proposed 2015 Capital Improvements Program, and continue to address the top three, and five of the top nine, identified desired recreation facilities according to the community survey conducted for

the Frederick County Parks and Recreation 2012 Strategic Plan.

Enclosed you will find a copy of power point presentation introducing Rose Hill Park and proposed lease agreement between Glass-Glenn Burnie Foundation, Inc and the County of Frederick.


Please contact me at 540-665-5678 should you have any questions prior to the meeting.



COUNTY of FREDERICK

Parks and Recreation Department
540-665-5678
FAX: 540-665-9687
www.fcprd.net
e-mail: fcprd@fcva.us

MEMO

To: John R. Riley, Jr., County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept. 
Subject: Parks and Recreation Commission Action
Date: December 11, 2013

The Parks and Recreation Commission met on December 10, 2013. Members present were: Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr.. Members absent were: Kevin Anderson, Greg Brondos, Jr., Christopher Collins, and Marty Cybulski.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Cosponsor Committee – Recommend Organizations for FY15 – The Cosponsor Committee recommended to approve the following organizations: Frederick County American Little League Association, Frederick County National Little League Association, Blue Ridge Youth Soccer Association, American Legion, Mavericks, and Winchester Athletic Association for co-sponsorship provided all procedural steps as outlined in the policy are complied with and established the criteria for badge non-compliance as follows: any coach observed not wearing a badge on three separate occasions will not be allowed to participate with their organization for a period of one week, second by Mr. Madagan, motion carried unanimously (5-0).
2. Public Relations Committee – July 4th Update – The Public Relations Committee felt that bringing music back the event was positive for the community. The committee was in favor of the format, yet felt that changing over three acts in the stadium in the timeframe provided was unrealistic. Staff and iDiddy have taken this into consideration and a revised stadium schedule with two sets on the 4th and one on the 5th is being pursued. No action from the Commission is required at this time.

3. Building and Grounds Committee

- a. Rose Hill Park – The Buildings and Grounds Committee recommended to forward the lease agreement for the creation of Rose Hill Park to the Frederick County Finance Committee with a recommendation for the Board of Supervisors to enter the proposed agreement, second by Mr. Sandy, motion carried unanimously (5-0). Please find attached a copy of the proposed lease agreement. The proposed lease agreement will be forwarded to the Frederick County Finance Committee.
- b. Frederick County National Little League Request – The Buildings and Grounds Committee recommended the approval of the Frederick County National Little League request except outfield signage which is not allowed according to department policy, second by Mr. Sandy, motion carried unanimously (5-0).

4. Finance Committee – Fiscal 2015 Budget and Work Program – The Parks and Recreation Finance Committee recommended to approve the Fiscal 2015 Budget and Work Program as submitted with a \$.25 per hour increase in extra help and park security personnel in the Clearbrook and Sherando budgets, second by Mr. Madagan, motion carried unanimously (5-0). The Fiscal 2015 Budget and Work Program will be submitted to the Finance Department.

cc: Martin Cybulski, Chairman
Christopher Collins, Board Liaison
Cheryl Shiffler, Finance Director

AGREEMENT BETWEEN THE COUNTY OF FREDERICK
AND GLASS-GLEN BURNIE FOUNDATION, INC.

This agreement, is made and entered into this ____ day of _____, 2013, by and between the County of Frederick County (hereinafter "County"), party in the first part, and GLASS-GLEN BURNIE FOUNDATION, INC. (hereinafter "GGBF"), party in the second part.

WHEREAS, GGBF is the fee simple owner of certain property (hereinafter known as "Rose Hill"), located at 1985 Jones Road in the County of Frederick, Virginia identified with Property Identification Number 62-A-73B in the Back Creek Magisterial District and is agreeable to a 50 year lease, commencing on this date, on a 118.4 acre portion of that real estate shown on the attached diagram prepared by Painter-Lewis dated 9/9/13, which will be used for recreation purposes for the general public; and

WHEREAS, GGBF expects to receive additional community support and the annual sum of one dollar (\$1) as a result of the location of recreation facilities upon its premises; and

WHEREAS, the County is tasked with meeting the recreational needs of the community and has recognized that amenities located at Rose Hill will provide for fulfilling an identified community need.

NOW THEREFORE, THIS AGREEMENT, WITNESSETH: That for and in consideration of the mutual benefits to be derived and the desire of the parties hereto to meet and fulfill the recreational needs of the general public of Frederick County, in consideration of the premises and the mutual covenants and promises contained herein, GGBF hereby leases to the County for a term of fifty (50) years from the date hereof, that certain portion of its real estate situate in Back Creek Magisterial District, Frederick County, Virginia, to include the physical footprint of recreation amenities, specific amenity access routes, and a six (6) foot buffer area of amenities and amenity access routes developed on the property, as designated by the attached diagram and agreed by the parties hereto, subject to the following:

1. The County will pay GGBF the sum of one dollar (\$1) per year.
2. GGBF hereby agrees to be solely responsible, within two (2) years of the date hereof, for the costs of construction of access road, parking lot, gate, restroom building, and interpretative signage at the Rose Hill property shown in substantial conformance with the attached diagram prepared by Painter-Lewis dated 11/13/2012, and which items, irrespective of whether located within the leased area, shall remain the property of GGBF.
3. Restroom building as set forth in 2 above may include indoor fixtures, or alternatively be of a design to accommodate two (2) portable toilets.
4. GGBF hereby agrees to maintain said items (identified in 2 above); restroom building, gate and interpretative signage and structural elements of access road and parking lot.
5. GGBF agrees to allow public access to the Rose Hill parking area and recreation amenities on a daily basis, consistent with existing County park rules.
6. GGBF agrees to mow open fields adjacent to the leased area at a minimum annually.

7. GGBF agrees that main entrance signage to Rose Hill shall be agreed by the parties hereto and identify "Frederick County Parks and Recreation" in substantial conformance with the attached diagram prepared by FCPRD dated 8/22/13.
8. GGBF and the County shall keep in force and effect during the term of this agreement General Liability Insurance in mutually agreeable amounts. Parties shall provide the other with a Certificate of Insurance annually.
9. Except as set forth in 2 above, the County hereby agrees to be solely responsible for the costs of construction of recreation amenities at the Rose Hill property to include a compacted stone dust surface multi use trail and park entrance sign within two (2) years of the date hereof, playground area, picnic shelter, play fields and associated signage within five (5) years of the date hereof in substantial conformance with the attached diagram prepared by Painter-Lewis dated 10/1/2013, and other amenities as agreed upon by the County and GGBF; the playground and shelter shall remain the property of the County, including upon termination of the lease term.
10. Location of playground set forth in 9 above, shall be subject to finding a suitable drain field replacement site.
11. The County hereby agrees to maintain the said recreation amenities (identified in 9 above), specified buffer area, access road, parking lot, and specific amenity and restroom access routes on a year round basis, including trash removal and regular mowing of the grass on or adjacent to the amenity.
12. The County shall be responsible for cleaning, stocking and associated restroom facility costs.
13. It is agreed that the playground and multipurpose trail will be unscheduled, open to anyone, provided however, that the rules governing the use of the playground and trail will be formulated and enforced by the County. GGBF shall have the opportunity for input in the formulation of the rules. Posting the rules in appropriate areas, once formulated, will be the responsibility of the County. Failure to comply with the formulated rules may result in the termination of the privilege of the use of these facilities by persons failing to comply, for such periods of time as the County shall determine.
14. It is agreed that the shelter and play field(s) will be open on a first come first basis unless reserved. The County will manage reservations consistent with County policy; any fees collected will remain with the County, GGBF shall have fees waived for reservations.
15. The County shall be responsible for daily opening and closing and clearing of Rose Hill access road consistent with County park rules.
16. GGBF and the County shall agree to coordinate opening or closing due to either parties' special events or activities requiring access to Rose Hill outside of regular hours.
17. GGBF and the County shall agree to invite representative(s) of the other organization to meetings where the Rose Hill project is on the agenda to be discussed.
18. The parties shall attempt in good faith to resolve any dispute arising out of or relating to this agreement promptly by negotiation between officials who have authority to settle the controversy. Either party shall give the other party written notice of any dispute not resolved in the normal course of business.

19. If the dispute has not been resolved within 45 days after written notice of a dispute, this Agreement does not preclude either party from initiating litigation thereafter, provided, however, that if one party fails to participate in resolution of a dispute or in the instance of irreparable harm or the need for injunctive relief, the other party can initiate litigation prior to the expiration of the time period set forth above.
20. In the event the recreation amenities are abandoned or eliminated within the period of this lease, the County shall physically remove the amenities, other than the trail and play fields, and restore the property to the substantial equivalent of its original condition.
21. In the event GGBF terminates or otherwise renders null this agreement prior to the agreed upon date, GGBF shall pay the County a prorated amount of the nominal total construction costs of the multi use trail. Such costs shall be agreed to be the actual cost after competitive bidding process and completion of work (engineer estimate is \$169,097), and the proration shall be based upon the remaining portion of the 50-year term at the time of termination.
22. If no notice of termination is presented by one party to the other at least six months prior to the conclusion of this agreement, the agreement will continue until six months after such notice is presented. Either party may also, upon two years notice or upon any nonappropriation of funds, sooner terminate this agreement.
23. This agreement represents the entire agreement of the parties and supersedes all prior written and/or oral understandings. No amendment to this agreement or waiver of any term of this agreement shall be effective except upon a writing signed by the parties to this agreement.
24. This agreement shall be construed according to the law of the Commonwealth of Virginia and any disputes hereunder shall be heard only in the courts of Frederick County, Virginia.

THIS AGREEMENT EXECUTED IN DUPLICATE with one copy to Glass-Glen Burnie Foundation, Inc., and the other to the County of Frederick, Virginia.

WITNESS the following signatures and seals:

THE COUNTY OF FREDERICK, VIRGINIA

By: _____
County Administrator

State of _____ City/County of _____, on _____, _____,
whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

My Commission expires _____ (Seal)
Notary

GLASS-GLEN BURNIE FOUNDATION, INC.

By: _____
President

State of _____ City/County of _____, on _____, _____,
whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the
foregoing signature to be his, and having been duly sworn by me, made oath that the statements made
in the said instrument are true.

My Commission expires _____ (Seal)
Notary

GLASS-GLEN BURNIE MUSEUM
TM#62-A-73
ZONING: RA
USE: 68.29 ACRES

RT 37

GLASS-GLEN BURNIE MUSEUM
TM#62-A-73B
ZONING: RA
193.4 ACRES

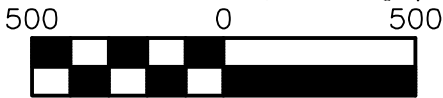
PROPOSED
PROPERTY
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PROPERTY
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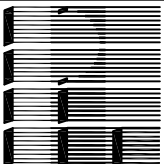
M.S.V. LAND
(118.4 AC.)

M.S.V. LAND
(78 AC.)

Jones Road



Scale in Feet



PAINTER-LEWIS, P.L.C.

817 Cedar Creek Grade, Suite 120
Winchester, Virginia 22601
Telephone: (540)662-5792
Facsimile: (540)662-5793
Email: office@painterlewis.com

CONSULTING
ENGINEERS

PROJECT:

**HISTORIC AREAS
M.S.V. ROSE HILL
FREDERICK COUNTY, VIRGINIA**

SURVEY:	C.I.:
P-L	NA
DRAWN BY:	JOB NO.:
P-L	1111025
SCALE:	DATE:
SHOWN	9/9/13
SHEET:	

HA

ROSE HILL PARK

A partnership between:

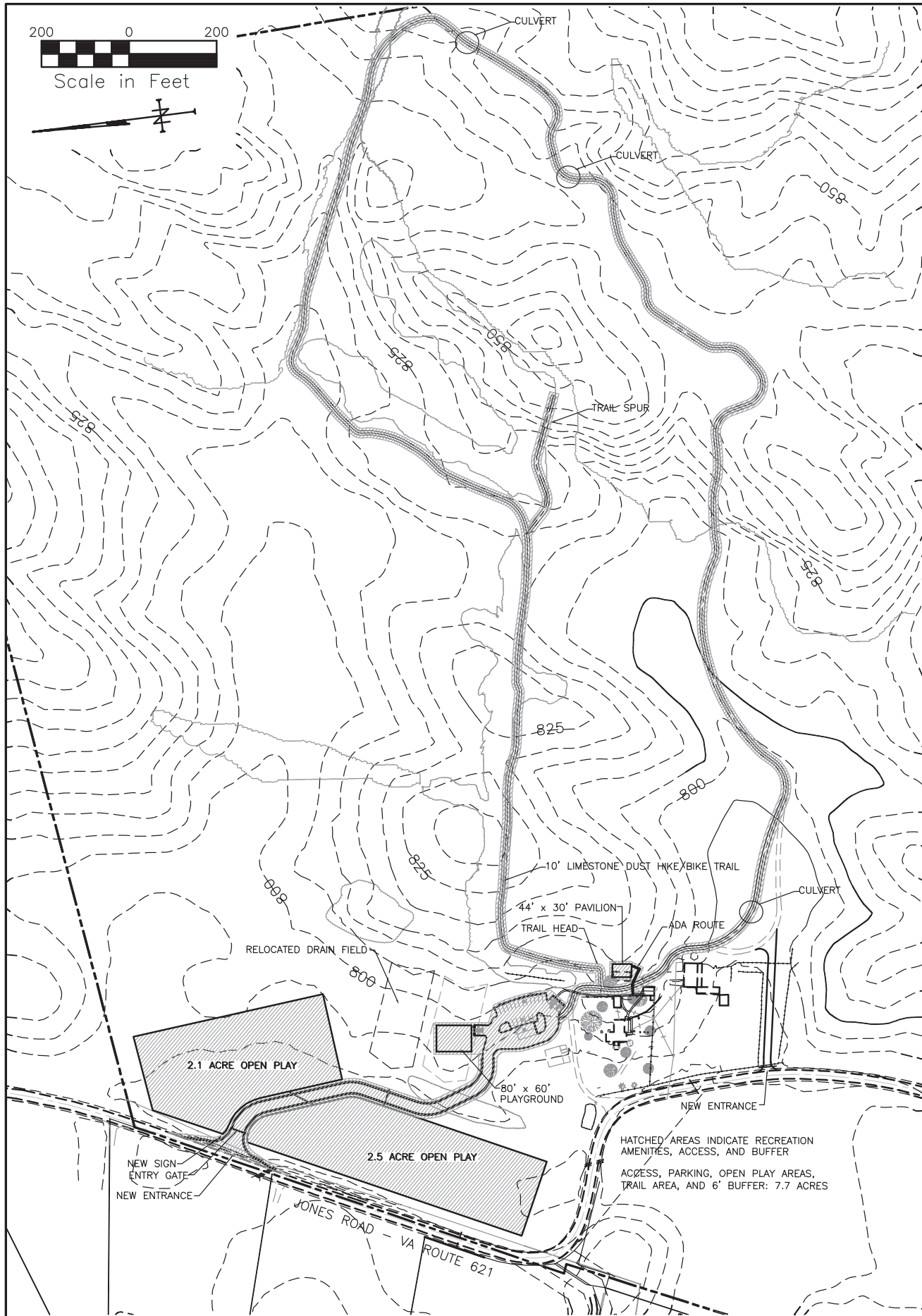
Frederick County Parks & Recreation Dept.

and

Museum of the Shenandoah Valley

200 0 200

Scale in Feet



SHEET:	1/1
SCALE:	1" = 40'
DATE:	10/01/13
SHOWN:	
DRAWN BY:	P-L
JOB NO.:	1111025
SURVEY:	FREDDO
C.I.:	5'

PAINTER-LEWIS, P.L.C.

817 Cedar Creek Grade, Suite 120
 Winchester, Virginia 22601
 Telephone (540)662-5792
 Facsimile (540)662-5793
 Email office@painterlewis.com

PROJECT:

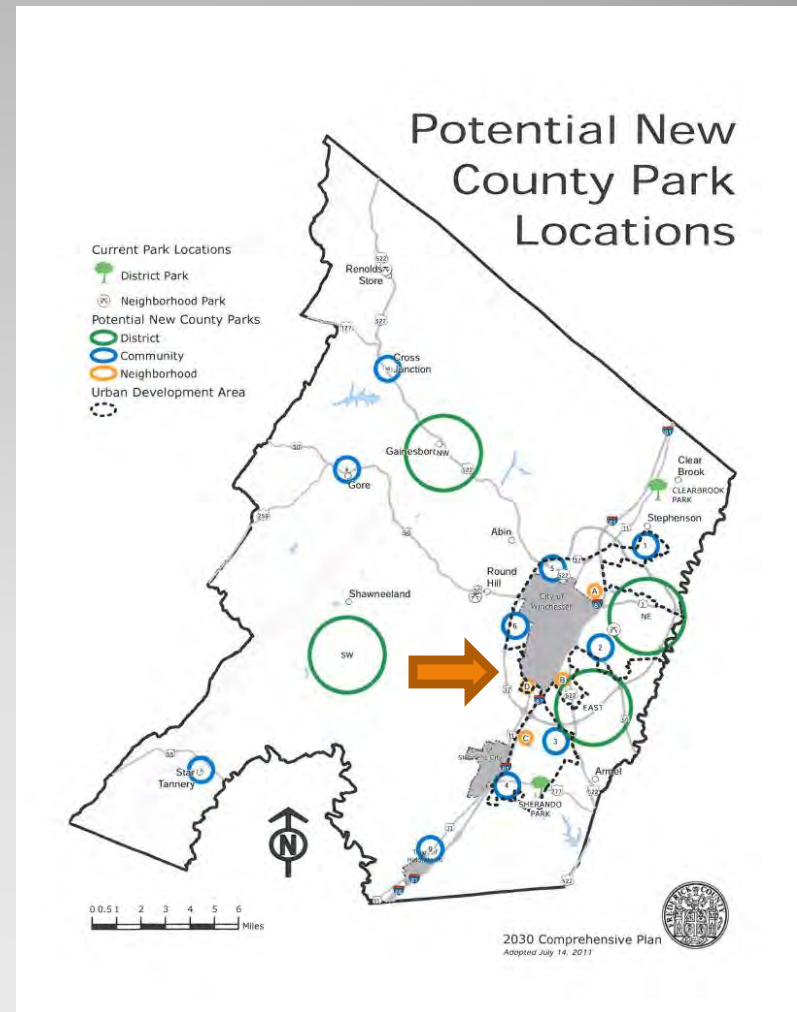
**LAYOUT PLAN
 PARKS & REC FACILITIES
 ROSE HILL
 FREDERICK COUNTY, VIRGINIA**

Rose Hill Park



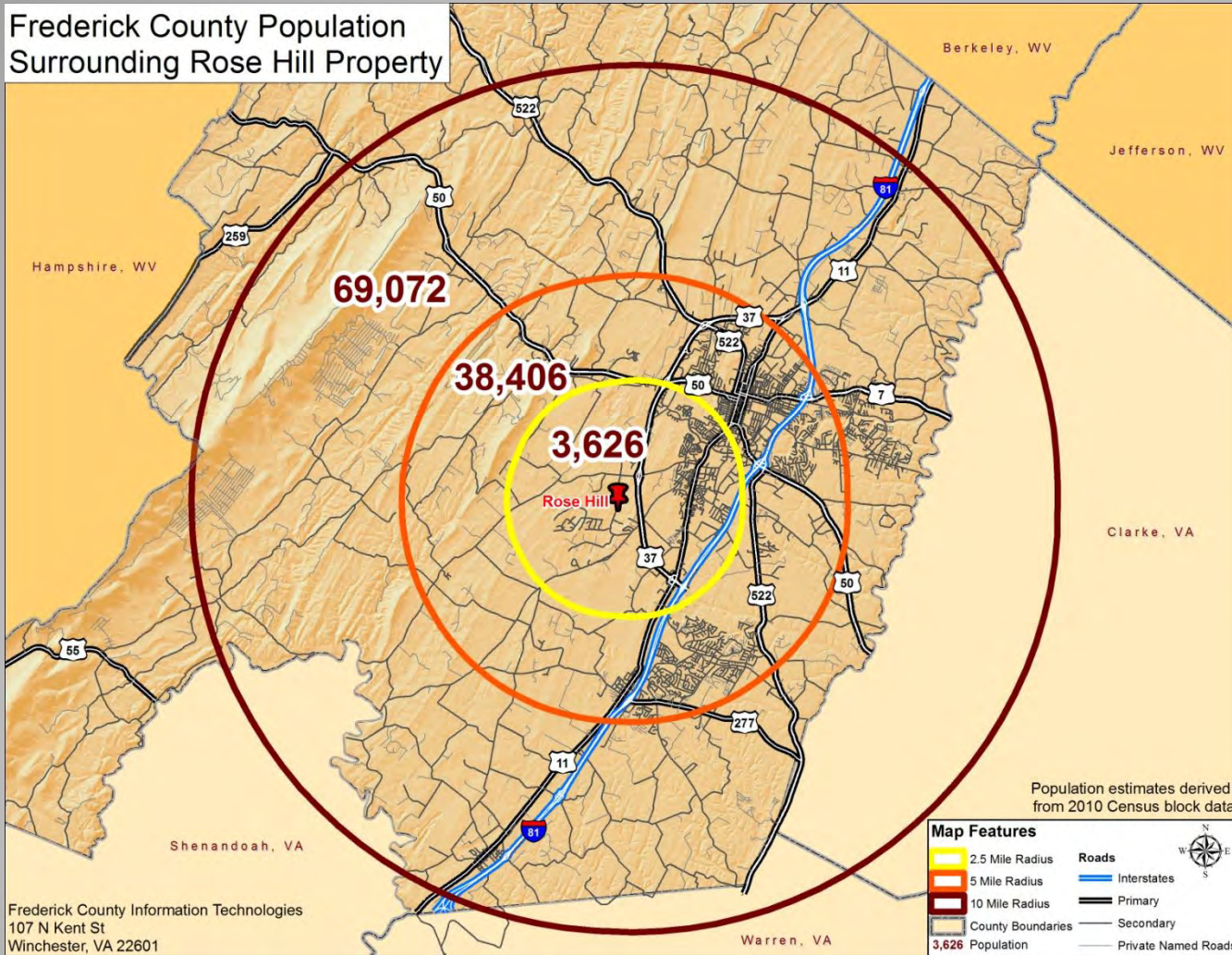
A partnership for the benefit of the Frederick County community.

- The 2030 Comprehensive Plan identifies a 559 acre current park land deficit, growing to 737 acres by 2020
- Parks & Rec Capital Improvement Plan lists nearly \$28M in park land as priorities
- Developed Community Park estimated at \$2.7m
- Funding has presented the greatest hurdle to new parkland acquisition



Parkland – A Frederick County Need

Frederick County Population Surrounding Rose Hill Property



Frederick County Information Technologies
107 N Kent St
Winchester, VA 22601

2.5 miles
5 miles
10 miles

County Residents Near Rose Hill

**FREDERICK COUNTY PARKS
AND RECREATION
2012 STRATEGIC PLAN**



[Approved, Dec. 2012 – Frederick County Parks and Recreation Commission]

2012 FCPRD Strategic Plan:
Goal D, Action 3:

“Identify potential partnership
opportunities in achieving CIP
priority items”

MUSEUM
OF THE
SHENANDOAH
VALLEY

Strategic Action

The 2012 FCPRD Community Survey shows an overwhelming desire for trails, and strong desire for small parks, natural areas, playgrounds and pavilions

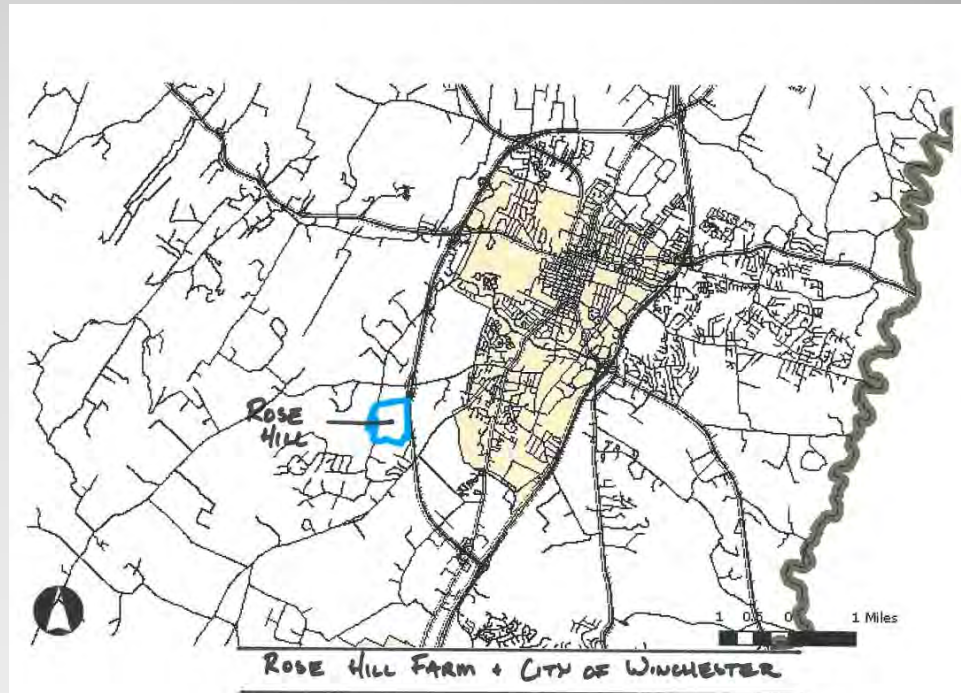
Overall Most Desired Facilities:

The previous facility findings (5-7) in combination provide an opportunity to discover the relative importance of the 29 identified facilities. Identified need, unmet need, and importance were combined to determine a facility ranking. The ranking follows:



Facility Needs – Frederick County

- MSV interested in partnership with FCPRD to develop recreation amenities and broaden public access
- 118 acre Back Creek District parcel owned by the Glass Glenn Burnie Foundation and managed by the Museum of the Shenandoah Valley (MSV)
- Currently open to the public approximately five (5) days per year
- Interpretative signage on historic areas of property



MSV's Rose Hill Property

- On March 23, 1862, the Civil War's First Battle of Kernstown took place on Rose Hill's soil
- The final conflict took place along a stone wall located just East of the Rose Hill house
- **Stonewall Jackson's' only tactical defeat**
- Rose Hill landscape looks much the same today as it did in 1862

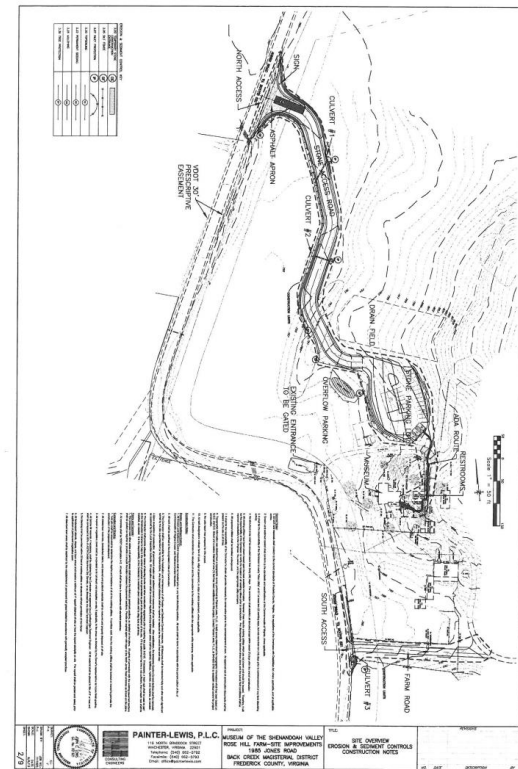


Historic Context

- MSV open to having trails, playground, and shelter developed on site
- Open to discussing other recreation facilities, consistent with historic nature of Rose Hill
- Daily access, 50 year term



Rose Hill Park Concept



	MSV	Frederick County
Property w/ Improvements	\$3.5 m	
1 mile firm surface recreation trail	-	\$180,000
Playground	-	\$100,000
Picnic Shelter	-	\$37,000
Open Play Areas	-	n/a
CAPITAL TOTAL:		\$317,000
Annual Maintenance:		\$19,800

Creating Rose Hill Park

- Simultaneously preserving and opening **access to Frederick County's historical character**
- **Helping to meet the County's park land needs** while providing the most desired recreation amenities to County residents
- Strong partners joining to benefit the Frederick County community.



Rose Hill Park – Enhancing the quality of life in Frederick County

Departmental Memorandum

From: Andrew M. Robbins, Deputy Commonwealth's Attorney
To: Frederick County Finance Committee
Date: January 8, 2013
Re: Proposal for Docket Management Software

Request action from BOS IT committee: Recommendation to move forward to the finance committee a request for funds not to exceed 140,000 (100,000 Case management software and 40,000 increased host and storage to expand current environment). The IT department has reviewed the technical specifications and has confirmed the system is compatible in our environment with the additional purchase of an additional virtual server with licensing and a storage upgrade (Not to exceed 40,000).

Total supplemental request not to exceed \$140,000.

NOTES:

**BOS IT Committee: 12/4/13 and 1/8/14
software quotes are valid until 8/1/14**

Departmental Memorandum

From: Andrew M. Robbins,
Deputy Commonwealth's Attorney
To: Frederick County Finance Committee
Date: January 15, 2014
Re: Proposal for New Docket Management Software

In 2008, the Office of the Frederick County Commonwealth's Attorney joined approximately 85% of the other jurisdictions in the Commonwealth of Virginia and began to use a Lotus Notes-based docket control and calendar management system called VCAIS. It was originally developed by the Commonwealth's Attorney's Office in Virginia Beach, and was offered state-wide with almost zero capital investment on the part of the participating jurisdictions. This system not only maintains our office's calendar of all pending court cases, it also compiles a critical database of contact information for all of our defendants, victims and witnesses. The system computes speedy-trial deadlines and alerts us to potential problems, and produces many documents necessary for prosecution, such as indictments and subpoenas. Prior to the introduction of VCAIS, these calendars, records and documents were compiled, updated and produced by hand.

As the case-load of our office has grown exponentially over time, our computerized case management software has become indispensable. Returning to the "paper and pencil" method of docket control and case management is no longer an option. Unfortunately, continuing to rely on VCAIS going forward is also no longer an option. Since its inception, VCAIS has relied on an extremely limited staff to provide upgrades and software support. Those Commonwealth's Attorney's Offices, including ours, that rely on VCAIS have been told that there will be no support for the system in the future. We have been told, in no uncertain terms, that any office that continues to rely on VCAIS does so at its own risk, and will (most likely) eventually lose all data and functionality. A replacement docket control and case management system must be found as soon as possible.

Obviously, Frederick County is not alone in this dilemma. As indicated above, approximately 85% of the jurisdictions in Virginia use VCAIS. Through the Commonwealth's Attorney's Services Counsel (CASC), over 35 offices have banded together in the search for a satisfactory solution to this problem. It was our hope that by combining our numbers, we might be able to negotiate more effectively with the various national vendors for this type of software. Prince Edward County took the first steps in this process by soliciting input from other jurisdictions, including Frederick County, in the preparation of a Request for Proposals (RFP). Over a three-month period, Prince Edward's RFP was shaped, in part, by suggestions from other jurisdictions. For example, Frederick County advanced the concept that the software selected should be compatible with Laserfiche. Other jurisdictions mandated that the new product allow "100% migration" of the data currently held by VCAIS into the new product, in order to reduce duplication.

The resulting RFP from Prince Edward was released, and competitive responses were received. After careful consideration, and again, after consultation with various offices through the CASC, Prince Edward County determined that the software packages from Software Unlimited were the most responsive to the specific requirements of the RFP. In addition, Software Unlimited offered significant savings to offices that purchased their programming packages through the CASC consortium. As a participating jurisdiction, we have been offered those savings as well.

The Prince Edward RFP, Software Unlimited's response, and specific price quotes for Frederick County have been submitted to Cheryl Shiffler at Finance and Walter Banks at Information Technologies. Walter has reviewed them and has informed me that Software Unlimited's product is compatible with our existing systems. However, he has made two recommendations. First, additional hardware will be required in order to provide adequate data storage. It is my understanding that these storage upgrades would have been requested in any event. But the transition from VCAIS to the new Software Unlimited product will require action on an accelerated timeline. Second, Software Unlimited's basic package does not include the "Premium Document Package". This additional software module would allow our office to "go paperless". That is, all documents would be scanned and automatically associated with the correct digital office file. This would permit our attorneys to have instant access to any file in the office, digitally through the County network, even in the courtroom. Walter Banks has recommended that we invest in the Premium Document Package now. The product could be very useful in the short term, will certainly be needed in the long-term, and the price will only increase over time.

The attached quotes from Software Unlimited show that the necessary software, installation and training will cost approximately \$97,044.40. It is important to note that the cost for installation and training are subject to change, based on several variables, including the number of hours expended by SU staff, travel and lodging costs, etc. For that reason, we are asking for \$100,000. While we may come in under that amount when all is said and done, we need to be prepared in the event of slight over-runs. It is my understanding that the IT Department has requested \$40,000 in additional funds for the necessary hardware and software upgrades to support this system.

Software Unlimited is a national software company. They provide an excellent product and support that will meet our needs very well. They have already "gone live" in Petersburg, Virginia and elsewhere, and the reviews are good. They are offering significant savings if we have the foresight to take advantage of the groundwork laid by Prince Edward County and the CASC, but only if we act quickly. If we choose to wait, VCAIS could become unstable at any time, without warning, leaving the Commonwealth's Attorney's Office with no case management system at all. The cost of replacement under those circumstances would be staggering. This program transition is going to be needed at some point. And if the funds are available now, the investment will pay dividends for many years to come. Thank you for your consideration of this proposal.



Software Unlimited Corporation
 P.O. Box 5
 Tupelo, MS 38802

QUOTE #1
ALL INCLUSIVE
primary docket control & document management softwares

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Criminal Case Management System **Included: Prosecutor Caseload Management, Calendaring, CMS Mobile **Victim Witness Module, eDiscovery and much more **Document Management Lite come with this system. ** Each Office must supply a MS-SQL license per user	14	Users		
Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
Premium Document Management System for Criminal Case Management	14	Users		\$20,650.00
On-Line Installation	3	Days	\$950.00	\$2,850.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	7	Days	\$950.00	\$6,650.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Training costs are EITHER online OR on site.				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
Additional Estimated Conversion Services. Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	79		\$125.00	\$9,875.00
***Important to note: The number of hours is an estimate. If it takes less time, the Customer will ONLY be charged for time used at the billing rate of \$125 a hour. If the conversion takes more than the estimated time, then the customer will be billed at \$155 an hour. Customer will be kept informed as to status of the conversion.				
*** We will soon have the ability to allow you to scan in warrants. This will save your office an immense amount of time and tremendously reduce user errors . There will be no additional charge for the Warrant Interface.				
*** We now have Custom Front-Ends for VCAIS users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and reduce the time of learning new software.				
Software Maintenance	12		\$745.27	\$8,943.20
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty commences upon installation of the software.				-\$8,943.20
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
				TOTALS:
				on site training - \$97,044.40
				online training - \$91,744.40
The training will also include up to 14 templates and/or 14reports up to a maximum of 14 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.				
***Price valid until 8/01/2014				



Software Unlimited Corporation
 P.O. Box 5
 Tupelo, MS 38802

QUOTE #2
primary docket control software ONLY

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Criminal Case Management System **Included: Prosecutor Caseload Management, Calendaring, CMS Mobile **Victim Witness Module, eDiscovery and much more **Document Management Lite come with this system. ** Each Office must supply a MS-SQL license per user	14	Users		
Subtotal for Software Only				\$44,716.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-\$4,471.60
On-Line Installation	2	Days	\$950.00	\$1,900.00
On-Line Setup & Training (broken into 2 three hours sessions per day)	5	Days	\$950.00	\$4,750.00
Week of On-Site Training (includes expenses & travel time)-Optional	5	Days		\$11,950.00
*Note: Additional Weeks or Days may be purchased as necessary				
Conversion of Virginia VCAIS Commonwealth Attorney data to Software Unlimited Criminal Case Management This program is custom written for the State of Virginia	1			\$9,025.00
Additional Estimated Conversion Services. Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	79		\$125.00	\$9,875.00
***Important to note: The number of hours is an estimate. If it takes less time, the Customer will ONLY be charged for time used at the billing rate of \$125 a hour. If the conversion takes more than the estimated time, then the customer will be billed at \$155 an hour. Customer will be kept informed as to status of the conversion.				
*** We will soon have the ability to allow you to scan in warrants. This will save your office an immense amount of time and tremendously reduce user errors. There will be no additional charge for the Warrant Interface.				
*** We now have Custom Front-Ends for VCAIS users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and reduce the time of learning new software.				
Software Maintenance	12		\$745.27	\$8,943.20
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty commences upon installation of the software.				-\$8,943.20
			TOTAL: \$77,744.40	
The training will also include up to 14 templates and/or 14reports up to a maximum of 14 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.				
***Price valid until 8/01/2014				



Software Unlimited Corporation

P.O. Box 5
Tupelo, MS 38802

QUOTE #3
document management software ONLY

Estimate

Date
10/21/2013

Name/Address
Mr. Andy Robbins Frederick County Commonwealth Attorney's Office 107 N. Kent Street Winchester, VA 22601

Description	Qty	Unit	Cost	Total
Premium Document Management System for Criminal Case Management <small>*Note this is the Full Document Management System, not to be confused with the Basic Document Management System that comes with CMS.</small>	14	Users		\$20,650.00
Full Document Management System priced above includes all features and the capabilities you saw during the demo. <small>**Price does not include scanners</small>				
On-Line Installation	1	Days	\$ 950.00	\$950.00
On-Line Training	2	Days	\$ 950.00	\$1,900.00
Document Management Maintenance per year	14	Users/Year	175.00	\$2,450.00
TOTAL: \$25,950				
<small>***Price valid until 8/01/2014</small>				



QUOTATION

Quote #: 667405036 **IT portion of request**
Customer #: 013870330 **TOTAL Dell quotes: \$36,519.03**
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Date: 11/18/2013 **Customer Name:** COUNTY OF FREDERICK, VA

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert_Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$28,758.61 GROUP TOTAL: \$28,758.61

Base Unit	Dell EqualLogic PS4100X, Mainstream Performance, 10K SAS Drives (225-1078)	1
	21.6TB capacity, 10K SAS, 24x 900GB (342-3385)	1
	Dual Controller, HA with failover (331-2530)	1
	EqualLogic array may not be returned (468-8817)	1
	Synchronous and Point-in-Time Replication (468-7110)	1
	Snaps/Clones with integration for MS SQL, Exchange, Hyper V and VMware (468-7155)	1
	SAN HQ multi group monitoring software (468-7156)	1
	ReadyRails II Static Rails for 4-post Racks (770-BBCL)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (936-8218)	1
	EqualLogic Advanced Software Warranty and Service, 7x24 Access, 3 Year (953-9989)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (954-7162)	1
	Dell Hardware Limited Warranty Initial Year (968-2695)	1
	Dell Hardware Limited Warranty Extended Year (968-2696)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (968-2729)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (968-2732)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	Remote Implementation of a Dell Equallogic Array (961-3859)	1
	Proactive Maintenance Service Declined (926-2979)	1
	EqualLogic Reference Architecture, PC70xx, PS4100, up to 1 array (995-7139)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1
	Power Cord, C13 to C14, PDU Style, 12 Amps, 2 meter, Qty 1 (330-3151)	1

SOFTWARE & ACCESSORIES

GROUP TOTAL: \$0.00

Product	Quantity	Unit Price	Total
Dell Education Services - No EqualLogic Training Requested - visit www.Learndell.com (994-3849)	1	\$0.00	\$0.00

*Total Purchase Price:	\$28,758.61		
Product Subtotal:	\$28,758.61		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

This proposal is not intended to create a contractual relationship. Unless expressly agreed otherwise in a writing signed by the parties, all orders by COUNTY OF FREDERICK, VA for Dell products and services shall be subject to Dell's Terms and Conditions of Sale-Direct, which can be found at www.dell.com/terms, and which incorporate Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. Please read those terms carefully and in their entirety, and note in particular that Dell EqualLogic and EqualLogic-branded products, Dell|EMC and EMC-branded products, PowerVault ML6000 tape libraries, non-Dell-branded enterprise products, enterprise software, and customized hardware or software products may not be returned at any time. Orders also shall be subject to the terms of any applicable service contract(s), which can be found at www.dell.com/servicecontracts.

All information supplied to COUNTY OF FREDERICK, VA for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

Dell Inc. (NASDAQ: DELL) listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.



QUOTATION

Quote #: 667405039
Customer #: 013870330
Contract #:
Customer Agreement #:
Quote Date: 11/05/2013
Date: 11/18/2013
Customer Name: COUNTY OF FREDERICK, VA

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP:	ROB J OLEYAR	PHONE:	1800 - 4563355
Email Address:	Robert.Oleyar@Dell.com	Phone Ext:	5138917

GROUP: 1 QUANTITY: 1 SYSTEM PRICE: \$7,760.42 GROUP TOTAL: \$7,760.42

Base Unit	PowerEdge R720 (225-2133)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended (936-4573)	1
	ProSupport: 7x24 HW / SW Tech Support and Assistance, 3 Year (936-4613)	1
	Dell Hardware Limited Warranty Plus On Site Service Extended Year (939-2678)	1
	Dell Hardware Limited Warranty Plus On Site Service Initial Year (939-2768)	1
	Mission Critical Package: 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year (988-9221)	1
	Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-945-3355 (989-3439)	1
	MISSION CRITICAL PACKAGE: Enhanced Services, 3 Year (996-8019)	1
	On-Site Installation Declined (900-9997)	1
	Proactive Maintenance Service Declined (926-2979)	1
	PowerEdge R720 Shipping (331-4437)	1
	Risers with up to 6, x8 PCIe Slots + 1, x16 PCIe Slot (331-4440)	1
	Intel Ethernet I350 QP 1Gb Server Adapter, Low Profile (430-4442)	1
	iDRAC7 Enterprise (421-5339)	1
	Intel Ethernet I350 QP 1Gb Network Daughter Card (430-4447)	1
	2.5" Chassis with up to 16 Hard Drives (317-8474)	1
	Bezel (318-1375)	1
	Performance BIOS Setting (330-3492)	1
	RAID 1 for H710P/H710/H310 (2 HDDs) (331-4381)	1
	PERC H710 Integrated RAID Controller, 512MB NV Cache (342-3529)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W, Max Mem 1600MHz (317-9605)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	DIMM Blanks for Systems with 2 Processors (317-8688)	1
	Intel Xeon E5-2643 3.30GHz, 10M Cache, 8.0GT/s QPI, Turbo, 4C, 130W (317-9618)	1
	Heat Sink for PowerEdge R720 and R720xd (331-4508)	1
	16GB RDIMM, 1333 MT/s, Low Volt, Dual Rank, x4 Data Width (317-9639)	8

	1333 MHz RDIMMs (331-4422)	1
	Performance Optimized (331-4428)	1
	146GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive (342-0427)	2
	Electronic System Documentation and OpenManage DVD Kit for R720 and R720xd (331-5914)	1
	DVD ROM, SATA, INTERNAL (313-9092)	1
	ReadyRails Sliding Rails With Cable Management Arm (331-4433)	1
	Dual, Hot-plug, Redundant Power Supply (1+1), 750W (331-4605)	1
	Power Cord, NEMA 5-15P to C13, 15 amp, wall plug, 10 feet / 3 meter (310-8509)	2
	Internal Dual SD Module (331-4441)	1
	2GB SD Card For RIPS (342-1627)	1
	2GB SD Card For RIPS (342-1627)	1
	Enable Redundant SD Cards (468-4612)	1
	No Operating System (420-6320)	1
	No Media Required (421-5736)	1

*Total Purchase Price:	\$7,760.42		
Product Subtotal:	\$7,760.42		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
State Environmental Fee:	\$0.00		
Shipping Method:	LTL 5 DAY OR LESS		

(* Amount denoted in \$)

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FREDERICK COUNTY SHERIFF'S OFFICE

Frederick County
RECEIVED
DEC 31 2013
Finance Department

ROBERT T. WILLIAMSON
Sheriff



MAJOR R.C. ECKMAN
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/722-4001

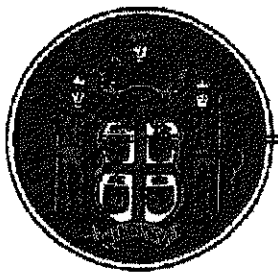
TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
DATE : December 30, 2013
SUBJECT : Insurance Reimbursement

We are requesting the amount received, \$5,195.00, for the auto claim dated November 10, 2013 involving Deputy Lam be appropriated into our operating budget line of 3102-3004-000-002.

Thank you.

RTW/asw

*C.S. 12/12/13
3-010-018990-0001*



COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610
Fax: 540/667-0370
E-mail: cshiffle@fcva.us

MEMORANDUM

TO: Angie Williamson, Sheriff's Office

FROM: Jennifer L. Place, Finance Department *JLP*

DATE: December 11, 2013

SUBJECT: Insurance Reimbursement

Attached is a copy of a check received in the amount of \$5,195.00 for the auto claim dated November 10, 2013 involving Deputy Lam. The vehicle was a total loss.

If you would like these funds appropriated to your budget, please send the Finance Department a memo requesting appropriation to forward to the Finance Committee.


If you have any questions, please give me a call.



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

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

SUBJECT: Request for Supplemental Appropriation

DATE: December 10, 2013

Our Department has been awarded a 50/50 match grant in order to purchase four Lucas Auto Pulse devices. The total purchase price for these four devices is \$61,757. In November, a supplemental appropriation in the amount of \$31,000 was transferred into 4-010-3505-8009 to cover our share of this grant.

At this time, we are requesting an additional \$30,757 to cover the remaining portion of the Lucas Auto Pulse purchase. Once the purchase has been made, the grant match money will be transferred into the General Fund.

Total Request: \$30,757

I request these funds be placed into line item 4-010-3505-8009 Miscellaneous Equipment (Capital). If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this will you.

/attachments

DDL:msn
CC: file



Physio-Control, Inc.
 11811 Willows Road NE
 P.O. Box 97023
 Redmond, WA 98073-9723 U.S.A
 www.physio-control.com
 tel 800.442.1142
 fax 800.732.0956

To: Deputy Chief Larry Oliver
 Frederick Co Fire & Rescue
 1080 Coverstone Dr
 2nd Fl Fire & Rescue Office
 WINCHESTER, VA 22602
 Phone: (540) 665-6388
 Fax: (540) 678-4739
 loliver@co.frederick.va.us

Quote#: 1-268903651
Rev#: 2
Quote Date: 11/22/2013
Sales Consultant: Rebecca Michaelangelo
 800-442-1142 x 72068
FOB: Destination

Terms: All quotes subject to credit approval and the following terms & conditions

Contract: NASPO #SW300

Exp Date: 02/20/2014

Line	Catalog # / Description	Qty	Price	Unit Disc	Trade-In	Unit Price	Ext Total
1	99576-000024 - LUCAS 2, 2.1 Chest Compression System Includes LUCAS 2 unit with Back Plate, Carrying Bag, Two (2) Patient Straps, Stabilization Strap, 3 Suction Cups, 1 Rechargeable Battery and Instructions for Use. One year warranty.	4	\$14,495.00	\$2,174.25	\$0.00	\$12,320.75	\$49,283.00
2	11576-000060 - LUCAS 2 BATTERY CHARGER,MAINS PLUG,US-CAN-JP	4	\$1,034.00	\$181.83	\$0.00	\$852.17	\$3,408.68
3	11576-000040 - LUCAS 2 BATTERY 4-PACK	1	\$2,343.00	\$408.71	\$0.00	\$1,934.29	\$1,934.29
4	11576-000048 - LUCAS 2 CAR CABLE 12V	4	\$122.00	\$22.80	\$0.00	\$99.20	\$396.80
5	11576-000055 - LUCAS 2 POWER SUPPLY WITH CORD,REDEL,US	4	\$329.00	\$71.99	\$0.00	\$257.01	\$1,028.04
6	11576-000052 - LUCAS BACK PLATE GRIP TAPE	4	\$38.00	\$6.44	\$0.00	\$31.56	\$126.24
7	LUONS-R&I1 - LUCAS 2 Point of Sale Service Agreement - 1 Yr On Site, Repair and Inspect	4	\$1,395.00	\$0.00	\$0.00	\$1,395.00	\$5,580.00
8	50999-000117 - ZONE TRAVEL CHARGE: ZONE 1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUB TOTAL \$61,757.05
 ESTIMATED TAX \$0.00
 ESTIMATED SHIPPING & HANDLING \$0.00
GRAND TOTAL \$61,757.05

Pricing Summary Totals	
List Price:	\$71,995.00
NASPO #SW300 Contract Discount:	-\$10,237.95
GRAND TOTAL FOR THIS QUOTE	\$61,757.05

**TO PLACE AN ORDER, PLEASE FAX A COPY OF THE QUOTE AND PURCHASE ORDER TO:
800-732-0956, ATTN: REP SUPPORT**

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN. SIGN TO THE RIGHT:

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

Ref. Code: SS/10869501/1-2A2518

Notes:

Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Shipping and handling applies to ground transport only. Physio-Control will assess a \$10 handling fee on any order less than \$200.00.

Above pricing valid only if all items in quote are purchased (optional items not required).

To receive a trade-in credit, Buyer agrees to return the trade-in device(s) within 30 days of receipt of the replacement device(s) to Physio-Control's place of business or to an authorized Physio-Control representative. Physio-Control will provide instructions for returning the device(s) and will pay for the associated shipping cost.

In the event that trade-in device(s) are not received by Physio-Control within the 30-day window, Buyer acknowledges that this quote shall constitute a purchase order and agrees to be invoiced for the amount of the trade-in discount. Invoice shall be payable upon receipt.

Items listed above at no charge are included as part of a package discount that involves the purchase of a bundle of items. Buyer is solely responsible for appropriately allocating the discount extended on the bundle when fulfilling any reporting obligations it might have.

If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>

TERMS OF SALE

General Terms

Physio-Control, Inc.'s acceptance of the Buyer's order is expressly conditioned on product availability and the Buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or on other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid an exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit.

Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage of any kind due to delays in delivery or non-delivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

Inspections and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf.

Service Terms

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

Warranty

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

Patent & Indemnity

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

Miscellaneous

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.



Physio-Control, Inc.
 11811 Willows Road NE
 P.O. Box 97023
 Redmond, WA 98073-9723 U.S.A
 www.physio-control.com
 tel 800.442.1142
 fax 800.732.0956

To: Deputy Chief Larry Oliver
 Frederick Co Fire & Rescue
 1080 Coverstone Dr
 2nd FI Fire & Rescue Office
 WINCHESTER, VA 22602
 Phone: (540) 665-6388
 Fax: (540) 678-4739
 loliver@co.frederick.va.us

Quote#: 1-268903651
Rev#: 1
Quote Date: 08/13/2013
Sales Consultant: Rebecca Michaelangelo
 800-442-1142 x 72068
FOB: Destination

Terms: All quotes subject to credit approval and the following terms & conditions

Contract: NASPO #SW300

Exp Date: 11/11/2013

Line	Catalog # / Description	Qty	Price	Unit Disc	Trade-In	Unit Price	Ext Total
1	99576-000024 - LUCAS 2, 2.1 Chest Compression System Includes LUCAS 2 unit with Back Plate, Carrying Bag, Two (2) Patient Straps, Stabilization Strap, 3 Suction Cups, 1 Rechargeable Battery and Instructions for Use. One year warranty.	4	\$14,495.00	\$2,174.25	\$0.00	\$12,320.75	\$49,283.00
2	11576-000060 - LUCAS 2 BATTERY CHARGER, MAINS PLUG, US-CAN-JP	4	\$1,034.00	\$181.83	\$0.00	\$852.17	\$3,408.68
3	11576-000040 - LUCAS 2 BATTERY 4-PACK	1	\$2,343.00	\$408.71	\$0.00	\$1,934.29	\$1,934.29
4	11576-000048 - LUCAS 2 CAR CABLE 12V	4	\$122.00	\$22.80	\$0.00	\$99.20	\$396.80
5	11576-000055 - LUCAS 2 POWER SUPPLY WITH CORD, REDEL, US	4	\$329.00	\$71.99	\$0.00	\$257.01	\$1,028.04
6	11576-000052 - LUCAS BACK PLATE GRIP TAPE	4	\$38.00	\$6.44	\$0.00	\$31.56	\$126.24
7	LUONS-R&I1 - LUCAS 2 Point of Sale Service Agreement - 1 Yr On Site, Repair and Inspect	4	\$1,395.00	\$0.00	\$0.00	\$1,395.00	\$5,580.00
8	50999-000117 - ZONE TRAVEL CHARGE: ZONE 1	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUB TOTAL \$61,757.05
 ESTIMATED TAX \$0.00
 ESTIMATED SHIPPING & HANDLING \$0.00
GRAND TOTAL \$61,757.05

Pricing Summary Totals	
List Price:	\$71,995.00
NASPO #SW300 Contract Discount:	-\$10,237.95

GRAND TOTAL FOR THIS QUOTE \$61,757.05

**TO PLACE AN ORDER, PLEASE FAX A COPY OF THE QUOTE AND PURCHASE ORDER TO:
800-732-0956, ATTN: REP SUPPORT**

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN. SIGN TO THE RIGHT:

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

Ref. Code: SS/10869501/1-2A2518

Notes:

Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Shipping and handling applies to ground transport only. Physio-Control will assess a \$10 handling fee on any order less than \$200.00.

Above pricing valid only if all items in quote are purchased (optional items not required).

To receive a trade-in credit, Buyer agrees to return the trade-in device(s) within 30 days of receipt of the replacement device(s) to Physio-Control's place of business or to an authorized Physio-Control representative. Physio-Control will provide instructions for returning the device(s) and will pay for the associated shipping cost.

In the event that trade-in device(s) are not received by Physio-Control within the 30-day window, Buyer acknowledges that this quote shall constitute a purchase order and agrees to be invoiced for the amount of the trade-in discount. Invoice shall be payable upon receipt.

Items listed above at no charge are included as part of a package discount that involves the purchase of a bundle of items. Buyer is solely responsible for appropriately allocating the discount extended on the bundle when fulfilling any reporting obligations it might have.

If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>

TERMS OF SALE

General Terms

Physio-Control, Inc.'s acceptance of the Buyer's order is expressly conditioned on product availability and the Buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or on other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit.

Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage of any kind due to delays in delivery or non-delivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

Inspections and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf.

Service Terms

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

Warranty

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

Patent & Indemnity

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

Miscellaneous

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.



COMMONWEALTH of VIRGINIA
Department of Health

Cynthia C. Romero, MD, FAAFP
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

July 1, 2013

Dennis D. Linaburg
Frederick Co Fire & Rescue
1080 Coverstone Drive
Winchester, VA 22602-4369

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents have been included in your grant award package:

- **Memorandum of Agreement:** All three (3) pages of this document must be signed and returned by **September 1, 2013**. Original or faxed copies will be accepted.
- **Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
- **Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. All vehicles that are awarded under the RSAF Grant Program must be available for service 24 hours a day – 7 days a week. *Any agency that is not fully compliant with EMS data submission through OEMS will not be reimbursed for their grant award until compliance has been fully met.*

Items awarded may be available by state contract, www.eva.virginia.gov, OEMS recommends your agency purchase under state contract if applicable. For radio equipment purchases, OEMS recommends you check the Virginia Technologies Information Agency (VITA) contract for pricing at the following website <http://www.vita.virginia.gov/services/default.aspx?id=3361>.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, Amanda.Davis@vdh.virginia.gov or Linwood P. Pulling, Grant Specialist at (804) 888-9105, Linwood.Pulling@vdh.virginia.gov or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown
Director

1075 (3-010-024040-0026)

Enclosures

Office of Emergency Medical Services
Consolidated Grant Program

AWARD PAGE

July 1, 2013 - June 30, 2014 Grant Period

Agency Name: FREDERICK CO FIRE & RESCUE

Grant Number: LF-C07/06-13

Item Type (Item)	Status	Quantity Funded	Funding % Level	Amount Funded
BLS Equipment (Mechanical CPR Device W/Charge)	FUNDED	4	50	\$30,780.00

Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health.


\$30,780.00



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director
Finance Department

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

SUBJECT: Request for Supplemental Appropriation

DATE: January 8, 2014

Our Department has been awarded a Virginia Homeland Security Grant to assist the HazMat Team. At this time, we are requesting a Supplemental Appropriation for \$52,583 in order to make the necessary purchases for the HazMat Team. Once the purchases have been made, the grant money will be transferred into the General Fund.

Total Request: \$52,583.00

I request these funds be placed into line item **4-010-3505-5605-002 HAZ MAT**. If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss this will you.

/attachments

DDL:msn
CC: file

1075 (3-010-024040-0026)



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

November 1, 2013

Mr. John R. Riley, Jr.
County Administrator
Frederick County
107 N. Kent St.
Winchester, VA 22601

RE: FY13 – State Homeland Security Program Grant

Dear Mr. Riley:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2013 State Homeland Security Program Grant (SHSP) (CFDA # 97.067)** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Consolidated Appropriations Act, 2013 (Public Law 113-6)*. Your locality has been allocated funding for:

Project Title: 2013 Enhance CBRNE HazMat Capabilities - HazMat Teams

Federal Grant Allocation: \$52,583.00.
Recipient's Required Cost Share/Match Amount: \$0
Total Project: \$52,583.00

The purpose of the State Homeland Security Program is to make grants to states to assist state and local governments in support of the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2013 SHSP plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community.

Mr. John R. Riley, Jr.
Page 3
November 1, 2013

In consideration of FEMA IB#379 and reduced period of performance, scope of work changes to projects will not be allowed within the FY2013 cycle. Should the project submitted and approved not be implemented contact your Grant Administrator as soon as possible to receive instructions.

Sub-grantees are obligated to submit progress reports as a condition of their award acceptance. Subgrantee Quarterly Reports must be submitted to the VDEM Grant Administrator on a quarterly basis through email and later through the eGMS System. The Subgrantee Quarterly Report must be based on the approved budget and any approved amendments. The Subgrantee Quarterly Report is available at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>. Sub-grantees are required to report on progress towards implementing plans described in their application.

Within 30 days after the end of the period of performance sub-grantees must submit a final progress report detailing all accomplishments throughout the period of performance. After this report has been reviewed and approved by VDEM's Grant Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five years from the date of the final report. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Please review and sign the required documents and return them to the Grants Management Office by **November 29, 2013**. If you have any questions regarding this award, please contact Amy G. Austin at the VDEM Grants Management Office at (804) 897-9769.

Sincerely,



Michael M. Cline

MMC/aa

c: The Honorable James Hopper, Secretary for Veterans Affairs & Homeland Security
Mr. Keith Jenkins, Captain/Project Manager, Frederick County Fire & Rescue

"Working to Protect People, Property and Our Communities"

Commonwealth of Virginia Grant Application



Virginia Department of Emergency Management

Grants Management Office

Phone: 804-897-6500

10501 Trade Court

Fax: 804-897-6613

Richmond, VA 23236-3713

Grant Year: 2013

Federal
Program and
CFDA #: _____

Sub-Grantee

Organization Type (Check Applicable Box)

Subgrantee (Jurisdiction Legal Name):

Frederick County

Sub-recipient (Agency Name):

Frederick County Fire and Rescue Dept

Legal Address:

1080 Coverstone Dr

Winchester VA, 22602

- State Agency
- City/County
- College
- Airport
- Authority
- Planning District
- Other: (Please specify)

EIN #: 54-60001290

DUNS #: 142884365

Project Title: 2013 Frederick County Fire & Rescue Haz-Mat Te: Team Grant

Total Dollar Amount Requested: \$ \$52,583.00

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

* City Manager, County Administrator, State Agency Head, Executive Director,

Contact Information	Chief Administrative Officer *		Project Manager		Financial Officer	
	Choose one		Primary Contact	Secondary Contact	Primary Contact	Secondary Contact
Name:	Mr. John R. Riley Jr.		Keith Jenkins		Cheryl Shiffler	
Title:	County Adminster		Captain		Finance Director	
Organization:	Frederick County		Frederick County Fire & Rescue		Frederick County	
E-mail:	jriley@fcva.us		kjenkins@fcva.us		cshiffle@fcva.us	
Telephone:	540-665-5666		540-665-5618		540-665-5610	
Fax:	540-667-0370		540-678-4739		540-667-0370	
Address:	107 N. Kent Street Winchester VA 22601		1080 Coverstone Dr Winchester VA 22602		107 N. Kent Street Winchester VA 22601	

* Chief Administrative Officer

Title

11-26-2013
Date



Virginia Department of
Emergency Management

Grant Agreement

Page 1 of 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Frederick County
107 N. Kent St.
Winchester, VA 22601

4. AWARD NAME: 2013 SHSP (State Homeland Security Program)

5. PROJECT PERIOD: FROM 11/01/13 TO 04/30/15

BUDGET PERIOD: FROM 11/01/13 TO 04/30/15

6. AWARD DATE 11/26/13

2. GRANTEE IRS/VENDOR NO.
54-6001290

7. AMOUNT OF THIS AWARD \$ 52,583.00

8. TOTAL AWARD \$ 52,583.00

9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT
\$ 0

3. PROJECT TITLE

HazMat Team Equipment, Exercise and Training

10. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under Department of Homeland Security Appropriations Act, 2013 (Public Law 113-6)

12. METHOD OF PAYMENT

Commonwealth of Virginia Accounting System

AGENCY APPROVAL

GRANTEE ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Michael M. Cline
State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

John R. Riley, Jr.
County Administrator

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

16A. DATE 12/3/13



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

Page
2 of 4

Award Name: 2013 State Homeland Security Grant Program Grant Award Date: November 26, 2013

SPECIAL CONDITIONS

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
 - A. Administrative Requirements
 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
 3. Virginia Department of Emergency Management Sub-grantee Administrative Guide
 - B. Cost Principles
 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations
 - C. Audit Requirements
 1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 30 days after the end date of the performance period.
4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

Page
3 of 4

Award Name: 2013 State Homeland Security Grant Program Grant Award Date: November 26, 2013

5. The recipient shall **not** undertake (obligate/expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.

7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2013 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.

8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."

9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."

10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

Page
4 of 4

Award Name: 2013 State Homeland Security Grant Program Grant Award Date: November 26, 2013

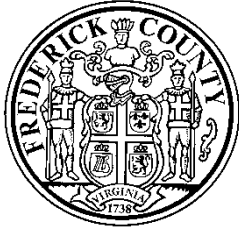
11. National Incident Management System Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.

12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/qc_1200693579776.shtm).



COUNTY OF FREDERICK

Information Technologies
(540) 665-5614

MEMORANDUM

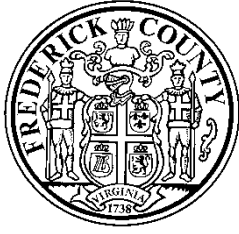
To: Board of Supervisors Finance committee

From: Walter Banks, IT Director

Subject: Request for funding for the Windows XP replacement systems

Date: January 15, 2014

The IT department requests supplemental funding in the amount of **\$167,972.85** to replace systems that are unable to be upgraded to the Windows 7 operating system (please see attached).



MEMORANDUM

To: Finance Committee
From: Walter Banks, IT Director
Subject: Brief Summary of actions taken due to Microsoft discontinuing its Windows XP OS
Date: January 15, 2014

Microsoft has made the decision to discontinue its support of the operating system Windows XP and Frederick County has accumulated a number of these systems over the years that cannot be updated. As of April 8th there will be no support from Microsoft in the form of service patches and or security updates which means the county, will be removing those computers that run Windows XP from the Frederick County network by the end of April 2014. A statement from Microsoft's website as to the risk associated with not upgrading systems:

“Running Windows XP SP3 and Office 2003 in your environment after their end of support date may expose your company to potential risks, such as:

•Security & Compliance Risks: Unsupported and unpatched environments are vulnerable to security risks. This may result in an officially recognized control failure by an internal or external audit body, leading to suspension of certifications, and/or public notification of the organization's inability to maintain its systems and customer information.”

-<http://www.microsoft.com/en-us/windows/enterprise/endofsupport.aspx>

To clarify- Microsoft has made the decision to discontinue its support of the operating system Windows XP. Frederick County has accumulated a number of these systems over the years that cannot be updated and must be replaced. The IT department has had meeting to discuss the best option to replace these machines and has taken the following actions to present to number of units that need to be replaced:

- Investigated the validity of the risk due to the pending discontinue date.
- IT director met with various committees (Department heads, ITWG, Central administration and BOS IT) to communicate the situation.

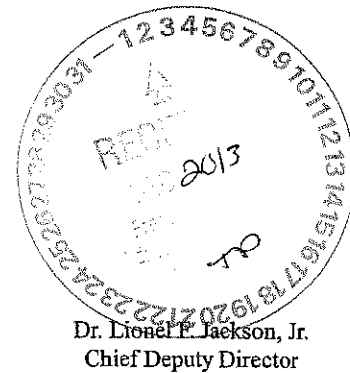
- Established an inventory of CPU equipment connected to the Frederick County network and running Windows XP.
- The IT department has evaluated those systems to ascertain any units that may be updated as opposed to being replaced.
- Communicated with Department heads as to their department computer replacement needs.
- Provided verification memos to department heads and worked with them to identify areas where systems could be consolidated and reduce the financial impact.
- Presented updates and final computer replacement needs.
- Began discussions to modify how the county replaces computers through policy discussions at the ITWG committee.
- Made recommendation to BOS IT committee to forward the attached request to the finance committee for consideration.

Department	dept #	April Request	2014-2015 Cycle Request	Laptops@ 722.15 per unit	AdvanceUnits	NormalUnits @ \$780 per unit	april \$\$	Office lic @248	docking stations	total
Commissioner of Revenue (original had 19 for april request)	1209	14	0	5	0	9	\$ 10,631	\$ 3,472		\$ 14,103
Reassessment	1210	5	0	1	0	4	3,842	1,240		5,082
Treasurer	1213	6	0	1	0	5	4,622	1,488		6,110
Planning	8101	9	0	1	0	8	6,962	2,232		9,194
HR	1203	4	0	1	0	3	3,062	992		4,054
Inspections (original had 22 for april request)	3401	16	0	7	0	9	12,075	3,968	700	16,743
Public Works	4201	5	0	2	0	3	3,784	1,240	200	5,224
Recycling	4203	1	0	0	0	1	780	248	-	1,028
Finance		0	0	0	0	0	-	-	-	-
Central Administration (original had 9 for april request)	1201	1	2	0	0	1	780	248	-	1,028
BOS	1101	1	0	0	0	1	780	248	-	1,028
County Attorney	1202	2	0	0	0	2	1,560	496	-	2,056
Maintenance	4301	4	0	0	0	4	3,120	992	-	4,112
Finance	1214	1	0	0	0	1	780	248	-	1,028
IT		0	0	0	0	0	-	-	-	-
Commonwealth Attorney	2201	4	0	1	0	3	3,062	992	-	4,054
Parks and Rec		39	0	26	0	13	28,916	9,672	2,600	41,188
Animal Shelter	4305	3	0	0	0	3	2,340	744		3,084
LandFill	12-4204	5	0	0	0	5	3,900	1,240		5,140 *
Dispatch	3506	6	18	0	0	6	4,680	1,488		6,168
Fire and Rescue	3505	35	39	0	0	35	27,300	8,680		35,980
Sheriff	3102	32	0	0	0	32	24,960	7,936		32,896
							\$ 147,937	\$ 47,864	\$ 3,500	\$ 199,301
									IT duplication hardware	15,000 (1220)
										<u>\$ 214,301</u>
									fund 10	\$ 209,161
									Parks supplement previously approved	\$ (41,188)
									total fund 10 supplement request	\$ 167,973
									*fund 12	5,140
										<u>\$ 173,113</u>

April 2014 Request Standard PC-see attached	\$ 115,440.00	
April 2014 Request Standard Laptop -see attached	\$ 32,496.75	
	\$ 147,936.75	
Docking Stations for Parks and Rec/ Inspections	\$ 3,500.00	\$ 100.00 ea for 35 laptops
Duplication hardware	\$ 15,000.00	
MS Office 2013 Licensing	\$ 47,864.00	\$ 248.00 ea for 193 PCs
	\$ 214,300.75	

193

* per Steve Frye, Landfill does not need a S/A has funds in current budget



Mark A. Gooch
Director

COMMONWEALTH of VIRGINIA

Dr. Lionel F. Jackson, Jr.
Chief Deputy Director

Department of Juvenile Justice

November 20, 2013

Ms. Julie Van Winkle
26th District Court Service Unit
5 N. Kent Street
Winchester, Virginia 22601

Dear Ms. Van Winkle:

The VJCCA FY2013 end of the year expenditure report has been reviewed. A Fiscal Adjustment Form (FAF), which records the movement of funds from program to program during the year, has been received. The Compliance Certification Form, which attests that all funds were expended as reported in the Department's Community Programs Reporting (CPR) System, has been signed by the county administrator and returned to us. According to the report, Frederick/Winchester/Clarke expended \$115,734.83 of its approved adjusted budget of \$122,392.00. The breakdown of funds expended is as follows:

Required Maintenance of Effort	\$ 0.00
State Funds Expended	<u>\$ 115,734.83</u>
Total Expenditures	\$ 115,734.83

A total of \$122,392.00 in state funds was provided to the locality. Because the state funds were not totally expended, we request that the balance of \$6657.17 be returned to the state. Additional funds for FY14 cannot be released for your locality until the FY13 unexpended funds are returned. Please make your check payable to **Treasurer, State of Virginia**, and mail it to:

Department of Juvenile Justice
Petty Cash Cashier
P. O. Box 1110
Richmond, Virginia 23218-1110

We thank you for your attention to this request and for all that Frederick and Clarke Counties and the City of Winchester do for their youth and families before the 26th District Juvenile and Domestic Relations Court and Court Services Unit.

Sincerely,

Angela C. Valentine
Community Programs Manager


cc: David L. Ash, County Administrator – Clarke County
Dale Iman, City Manager – City of Winchester
Jay E. Tibbs, Deputy County Administrator – Frederick County



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Cheryl Shiffler
Finance Director

FROM: Dennis D. Linaburg, Chief 
Fire & Rescue

SUBJECT: Funding Request – Star Tannery Staffing

DATE: January 10, 2014

The Public Safety and the HR committees have met and discussed the need for career staffing at Company 17, Star Tannery. Currently, Star Tannery is the only station within the County without career staffing. It has been recommended to add six additional career staff to respond from Company 17. These six employees would work the current 24-hour shift schedule. This would allow two employees to be at the station at all times.

We are now requesting additional funding in order to hire and outfit the new EMT/Firefighters. Below is a breakdown of the costs associated with hiring the six requested positions:

Starting Salary		\$ 34,477.00
FICA	6.2%	2,137.57
Medical/per month	660	7,920.00
VRS	11.39%	3,926.93
Group Life Insurance	1.19%	410.28
Worker's Comp	4.07	1,403.21
EMT/Firefighter		\$ 50,274.99 /year
Uniform		\$ 5,544.50
TOTAL Per Employee		\$ 55,819.49
TOTAL REQUEST – 6 New Hires		\$ 334,716.94

5 months =
20,947.91
Total FY14 request =
\$160,755

It is our hope that the addition of career personnel at the station will encourage others to volunteer with Star Tannery.

If you have any questions or need additional information regarding this request, please do not hesitate to contact me so I may further discuss it with you.



County of Frederick

Paula A. Nofsinger
Director of Human Resources

(540) 665-5668
Fax: (540) 665-5669
pnofsinger@fcva.us

TO: Board of Supervisors
FROM: Paula Nofsinger, Director of Human Resources
DATE: January 13, 2014
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, January 10, 2014, at 12:00p.m. Committee members present were: Supervisor Robert Hess, Supervisor Robert Wells, and Citizen Member Dorrie Greene. Committee members absent were Supervisor Chris Collins, Citizen Member Beth Lewin and Citizen Member Barbara Vance. Also present were: County Administrator John R. Riley, Jr., County Attorney Rod Williams, Fire and Rescue Chief Dennis Linaburg, and Deputy Chief Bill Bowmaster.

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

1. None.

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

1. **Presentation by the Director of Fire and Rescue, Dennis Linaburg.**
At the request of the Committee, Mr. Linaburg presented an overview of the objectives and responsibilities of the Fire and Rescue department. The presentation also provided the Committee an understanding of his employee population, the skills required, and topics of importance within his department. Presentation Attached.
2. **Request from Fire & Rescue Director for new positions to staff our Star Tannery Station.**
The Committee supports the request to add 6 new positions at the station. Committee recommends forwarding request to Finance Committee for funding consideration.
3. **Annual review of Committee Charter.**

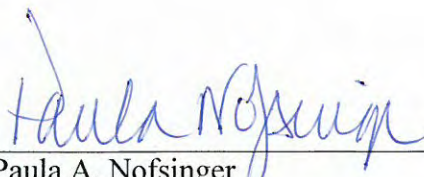
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, February 7, 2014.

Respectfully Submitted,

Human Resources Committee

Robert Hess, Chairman
Robert Wells
Dorrie Greene

By: 
Paula A. Nofsinger
Director of Human Resources



William R. Bowmaster, Sr.
Deputy Chief
Operations Division

MEMORANDUM

TO: Paula Nofsinger
HR Director

FROM: Dennis D. Linaburg, Chief *ngul / DL*
Fire & Rescue

SUBJECT: Staffing Request – Star Tannery Fire & Rescue

DATE: January 2, 2014

The Public Safety Committee met December 17, 2013 to discuss the need for career staffing at Company 17, Star Tannery. Currently, Star Tannery is the only station within the County without career staffing. The Committee recommended the hiring of six additional career staff to respond from Company 17. These six employees would work the current 24-hour shift schedule. This would allow two employees to be at the station at all times.

The lack of available volunteers currently at Star Tannery is taxing the surrounding companies and jurisdictions. To cover emergencies in Company 17's district, we must pull resources from other companies, leaving that first due area unprotected and threatening the lives and property of residents living elsewhere in Frederick County.

Star Tannery is also a dual dispatch company due to the overlapping coverage area, which includes both Frederick and Shenandoah Counties. We have met with Shenandoah County to discuss the mutual aid agreement and Shenandoah has indicated their willingness to assist Star Tannery. We are tentatively set for a board work session in Shenandoah on February 6.

We are now requesting the HR Committee's consideration for this proposal. We believe that once approved, the additional staff would be trained and released to respond with proper credentials upon hiring quickly. It is our hope that the addition of career personnel at the station will encourage others to volunteer with Star Tannery.



COUNTY OF FREDERICK, VIRGINIA

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

LeeAnna Pyles
Director
Public Safety
Communications

MEMORANDUM

TO: Board of Supervisors
FROM: LeeAnna Pyles, Director Public Safety Communications
SUBJECT: Public Safety Committee Meeting
Report for December 17, 2013

DATE: December 31, 2013

A meeting of the Public Safety Committee was held on Tuesday December 17, 2013 at 8:30 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gary Lofton, Ron Wilkins, Chuck Torpy, and Gene Fisher. Members Chris Collins and Michael Lindsay were absent. Also in attendance were County Administrator John R. Riley, Jr., Fire & Rescue Chief Denny Linaburg, Deputy Fire Chief Larry Oliver, County Attorney Rod Williams, Human Resources Director Paula Nofsinger, Sheriff Robert Williamson, Deputy Fire Chief Bill Bowmaster, Co.17 Chief Brian Shifflett and EMS Billing Manager Chrissy Bauserman. The following items were discussed:

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

1. Star Tannery request for staffing (Attachment A)

Chief Linaburg and Chief Brian Shifflett addressed the need for career staffing at Star Tannery. Company 17 is the only company in the County that does not have career staffing. They are a dual dispatch company with Shenandoah County due to an overlap in coverage area between the two jurisdictions. With Star Tannery's geographical layout and lack of career staff and volunteers, the need to call other due companies (e.g. Strasburg, North Mountain, Tom's Brook, and Middletown) puts critical response times at 15-20 minutes in some cases which are unacceptable. It should also be noted that all 911 calls go to Shenandoah County for dispatch and are then transferred to Frederick County Emergency Communications for dispatch. In addition, responding to these calls by other companies diminishes those companies' availability. As an example a general illness call will last at least 4 hours due to the layout of the area, transport times, time spent at WMC completing reports, and time back to the station.

Currently there are three volunteers who are certified fire fighters and nine EMS personnel at Company 17. A full compliment "out the door" is needed to run every call. Within the past few months, at least two of the volunteers have moved out of the area resulting in diminished staffing. Chief Shifflett talked about various scenarios used to help recruit more personnel to his station. He noted biggest problem was the volunteer base, even though they promote and advertise within a wide area.

Mr. Fisher asked about a meeting with Shenandoah County regarding contributions (mutual aid) to Frederick County when running calls.

Deputy Chief Bowmaster advised that he has placed a call the Shenandoah County asking for figures and information on mutual aid.

Mr. Riley agreed that a meeting is warranted, but we need to act now on the current staffing situation.

Chief Linaburg stated he would be comfortable with two people on 24 hour shifts (six people total) for the moment with the cost totaling about \$300,000 for salaries/benefits. The additional six career staff personnel at the station would help encourage volunteer recruitment. The volunteers would be at the station more frequently for hands-on training taught by the career staff. It was noted the additional six staff could be cleared fairly quickly with proper credentials. In the interim, other current career staff could fill the station temporarily.

The Public Safety Committee unanimously recommended the hiring of six additional career staff at Star Tannery (Company 17). This recommendation will go before the HR committee in early January 2014 then to the Finance Committee before being going to the Board of Supervisors at the end of January 2014 for action.

2. Revenue Recovery program update (Attachment B)

EMS Billing Manager Chrissy Bauserman updated the committee on the current status of the Revenue Recovery program. The transactions and monies coming in between the vendor and insured are moving well. She reviewed the October totals, but noted those numbers do not reflect a large amount of Anthem payments. This was due to Anthem experiencing a computer glitch in their system. The glitch has since been resolved. Mrs. Bauserman stated by February/March staff should have a better idea of the money received. The projected returns should increase to 43-45% resulting in net revenue of around \$970,000 for the full year (October 2013-October 2014).

Next Meeting:

Tuesday January 14, 2014 8:30 a.m.

At the next Public Safety Committee meeting, FY14-15 budgets for Fire & Rescue, Sheriff's Department and Public Safety Communications will be presented. The department heads will highlight those areas where they are experiencing the greatest difficulties and those areas where

they are asking for increased funding.

Adjourn:

The meeting was adjourned at 9:30 a.m.

Respectfully submitted by,

Stefanie Salvato

Stefanie Salvato, Secretary
Frederick County Department of Public Safety Communications

cc:



G. Lofton	C. Collins
J. Riley	B. Vance
R. Williamson	A. Lloyd
D. Linaburg	R. Wilkins
G. Fisher	G. Williamson
R. Williams	L. Pyles
T. Price	C. Torpy
M. Lindsay	



Dennis D. Linaburg
Fire Chief

MEMORANDUM

TO: Public Safety Committee

FROM: Dennis D. Linaburg, Chief 
William R. Bowmaster, Deputy Chief 

SUBJECT: Career Staffing Request – Star Tannery

DATE: November 26, 2013

Star Tannery Volunteer Fire & Rescue (Company 17) requested career staffing due to low volunteer participation. After our initial presentation to the Public Safety Committee, we were asked to compile response statistics for review. The attached reports clearly show that Star Tannery's request is valid and staffing is necessary.

We compiled response data from both Frederick County and Shenandoah County for the period of January through August 2013. We chose this timeframe due to previous data collection errors resulting in skewed results. This data represents the most accurate response information, which progressively worsens throughout the reporting period.

During the first four months (Jan.-Apr.), there are 41 dispatched calls in Company 17's first due. Star Tannery, however did not respond to seven (7) of these calls, which accounts for 17% of the calls during the first four months of 2013. During the second half of the reporting period (May-Aug), there were 58 dispatched calls for Company 17. Star Tannery was unable to respond to 26 of these calls, which is 44.8% of all dispatched calls during the second half of the reporting period. This clearly indicates a significant decrease in the ability of Star Tannery to adequately respond to emergencies in their district.

The lack of available volunteer members at Star Tannery is also taxing the surrounding companies and jurisdictions. In order to cover emergencies in Company 17's district, we must pull resources from other companies, leaving that first due area unprotected and threatening the lives and property of residents living elsewhere in Frederick County.

Star Tannery originally requested daytime staffing. However, after reviewing the response data obtained for review, our Department is recommending four career members, 24/7, be placed at Star Tannery. This recommendation is based on the proximity of the closest automatic aid companies for Company 17. North Mountain (Company 19) is the second due company for Star Tannery. However, from time of dispatch to expected arrival on scene is approximately 15 minutes. Strasburg Company 51 in Shenandoah County would be the next dispatched company to assist Star Tannery, and it would take approximately 17 minutes for them to arrive on scene. These are only estimated times. However, they are based on the automatic aid companies responding immediately at time of dispatch. Typically,

there is a several minutes delay in responding. The physical address of Company 17 was used for the travel time estimates due to its centralized location within the response district.

These response times illustrates the amount of time that Company 17 staff will be operating on an incident before automatic aid companies arrive. For example, at the scene of a house fire, four members could respond with three on the engine and one on the tanker. Further, it would allow one member to operate the pumper, two to fight the fire, and one to provide water supply. Even in this scenario, there would not be enough staffing for a safe interior attack on the fire or search and rescue efforts.

In the case of an ALS call (i.e., cardiac arrest), a minimum of four members is still necessary. Two members would be performing CPR, one would operate the AED and one would be the driver. American Heart Association (AHA) studies have shown that the best chances of surviving an out-of-hospital cardiac arrest are early CPR and defibrillation. Brain death/damage occurs within four to six minutes without early life saving measures.

It is realized the total call volume for Star Tannery is significantly less than other Frederick County Companies, however, we must ask ourselves are the taxpayers living in the community of Star Tannery deserving of the same level of protection as residents living elsewhere in the County? In short, the answer is yes.

/attachments (5)



COUNTY of FREDERICK

Office of Treasurer

P.O. Box 225

Winchester, Virginia 22604-0225

540/665-5607

FAX 540/662-5838

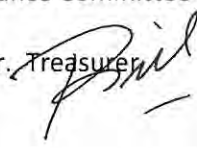
www.fredtax.com

C. William Orndoff, Jr., MGT
County Treasurer

R. Wayne Corbett, MGD
Deputy Treasurer Operations

Angela Fritts Whitacre, MGD
Deputy Treasurer

To: Frederick County Finance Committee

From: C. William Orndoff, Jr., Treasurer 

Date: January 12, 2014

Subject: R 150 SPC LLC-Supplemental Appropriation

I am requesting that the amount of \$ 43,008.93 collected for CDA taxes be appropriated from Fund 28- Community Development Authority. This amount represents amounts collected in prior tax years. This appropriation will be used to fulfill the terms of the Memorandum of Understanding for the Community Development Authority. No local funds are required.

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
12/1/2013	FIRE & RESCUE	SALARY ADJUSTMENT 12/13	3505	1001	000	001	3,907.13
	FIRE & RESCUE		3505	1007	000	001	(3,907.13)
12/1/2013	SHERIFF	SALARY ADJUSTMENT 12/13	3102	1001	000	030	7,016.45
	SHERIFF		3102	1001	000	029	(7,016.45)
12/10/2013	SHERANDO PARK	SUN SHADE FOR SHERANDO PARK	7110	8001	000	000	(912.00)
	SHERANDO PARK		7110	8900	000	000	912.00
12/11/2013	FIRE & RESCUE	INCREASE IN STATE CONTRACT	3505	5409	000	000	(175.00)
	FIRE & RESCUE		3505	8005	000	000	175.00
12/13/2013	TREASURER	POSTAL SOFTWARE	1213	3002	000	000	5,000.00
	TREASURER		1213	3005	000	000	(5,000.00)
12/13/2013	REFUSE COLLECTION	TESTING OF VDOT ENTRANCE	4203	3010	000	000	(1,400.00)
	REFUSE COLLECTION		4203	3002	000	000	1,400.00
12/18/2013	FIRE & RESCUE	ADDITIONAL EXPENSES/VEHICLE	3505	5413	000	000	(393.00)
	FIRE & RESCUE		3505	8005	000	000	393.00
12/18/2013	REFUSE COLLECTION	FENCING AT GAINESBORO COLLECTION SITE	4203	3010	000	000	(10,000.00)
	REFUSE COLLECTION		4203	8900	000	000	10,000.00
12/18/2013	PARKS & RECREATION ADMINISTRATION	MICROSOFT LICENSES FOR BASICREC	7101	5401	000	000	(421.73)
	RECREATION CENTERS & PLAYGROUNDS		7104	5401	000	000	421.73
12/30/2013	COUNTY ADMINISTRATOR	TO COVER NACO DUES	1201	5506	000	000	(400.00)
	COUNTY ADMINISTRATOR		1201	5801	000	000	400.00
1/6/2014	INFORMATION TECHNOLOGY	LASERFICHE MAINTENANCE	1220	3005	000	000	(27,000.00)
	INFORMATION TECHNOLOGY		1220	3005	000	002	27,000.00
1/6/2014	AGRICULTURE	MEMBERSHIP DUES	8301	5506	000	000	(137.00)
	AGRICULTURE		8301	5801	000	000	137.00
1/6/2014	INFORMATION TECHNOLOGY	INVOICE FOR VIDEO PRODUCTION	1220	8007	000	000	(75.01)
	INFORMATION TECHNOLOGY		1220	3002	000	000	75.01

County of Frederick
 General Fund
 December 31, 2013

ASSETS	FY14 <u>12/31/13</u>	FY13 <u>12/31/12</u>	Increase (Decrease)
Cash and Cash Equivalents	40,047,236.47	34,953,525.21	5,093,711.26 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	3,787,358.99	3,957,342.10	(169,983.11)
Streetlights	2,020.79	1,602.28	418.51
Commonwealth, Federal, 45 day Taxes	49,755.30	59,909.69	(10,154.39)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	3,399.19	2,221.43	1,177.76
GL controls (est. rev / est. exp)	<u>(9,907,976.88)</u>	<u>(10,511,141.74)</u>	<u>603,164.86</u> (1) Attached
TOTAL ASSETS	<u>34,718,288.09</u>	<u>29,199,953.20</u>	<u>5,518,334.89</u>
LIABILITIES			
Accrued Liabilities	398,079.04	627,362.61	(229,283.57) *B
Performance Bonds Payable	398,971.91	1,549,029.89	(1,150,057.98) *C
Taxes Collected in Advance	123,087.49	75,669.38	47,418.11
Deferred Revenue	<u>3,839,434.08</u>	<u>4,019,123.36</u>	<u>(179,689.28)</u> *D
TOTAL LIABILITIES	4,759,572.52	6,271,185.24	(1,511,612.72)
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	680,214.87	339,976.24	340,238.63 (2) Attached
Conservation Easement	2,135.00	2,135.00	0.00
Peg Grant	190,138.00	128,354.00	61,784.00
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse ADA Fees	177,748.15	124,084.63	53,663.52
Historical Markers	17,254.92	17,221.08	33.84
Transportation Reserve	0.00	438,300.00	(438,300.00) *E
Animal Shelter	335,530.02	325,780.61	9,749.41
Proffers	2,841,408.30	2,305,873.65	535,534.65 (3) Attached
Economic Development Incentive	550,000.00	550,000.00	0.00
Star Fort Fees	0.00	0.00	0.00
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>23,899,006.63</u>	<u>17,431,763.07</u>	<u>6,467,243.56</u> (4) Attached
TOTAL EQUITY	<u>29,958,715.57</u>	<u>22,928,767.96</u>	<u>7,029,947.61</u>
TOTAL LIAB. & EQUITY	<u>34,718,288.09</u>	<u>29,199,953.20</u>	<u>5,518,334.89</u>

NOTES:

- *A The cash increase can be attributed to an increase in fund balance.
- *B The difference can be attributed to the timing of the deposits.
- *C Performance bonds decreased \$1.1 million due to completed projects and pay out of the bonds for the county to complete the project.
- *D Deferred revenue includes taxes receivable, street lights, misc. charges, dog tags, and motor vehicle registration fees.
- *E The FY14 balance of \$377,396 was transferred to the Project Development Fund for various road projects.

BALANCE SHEET

(1) GL Controls	FY14	FY13	Inc/(Decrease)
Est.Revenue	129,524,088	123,110,207	6,413,881
Appropriations	(58,462,953)	(57,737,403)	(725,550)
Est.Tr.to Other fds	(81,649,326)	(76,223,922)	(5,425,405)
Encumbrances	680,215	339,976	340,239
	(9,907,977)	(10,511,142)	603,165

(2) General Fund Purchase Orders

Outstanding Purchase Orders @12/31/13

DEPARTMENT	Amount	Description
Fire & Rescue	3,796.88	Lighting,Lightbars, Siren, Misc.Equip.
	29,165.65	2014 Chevy Tahoe
	12,693.62	Uniforms
	12,510.00	EMS Custom Cabinet
	3,451.06	(2) Base Repeaters
	33,508.56	2014 Ford F-250
	2,517.00	(4) Extension Ladders
	3,632.40	Recognition Gifts
	3,635.00	Chemicals for Pools
	13,895.45	Fall T-Shirts
HR	5,091.90	Staff Uniforms
	5,100.00	Fertilizer & Seed
Parks	25,509.40	(2) Toro Mowers
	9,162.00	Shade Structure
Public Safety	7,500.00	Maintenance & Service for Radio System
Refuse Collection	10,872.28	Earthwork and Underground Electrical for Gainesboro Citizens Site
	5,960.00	Concrete Wall/Slab for Gainesboro Citizens Site
Sheriff	57,950.00	Trash Compactor/Receiver Can
	12,400.00	Fencing/Gainesboro Citizens Site
	49,098.07	Sungard OSSI Software
	23,090.00	F150 XL Supercab Truck
	330,995.60	(13) Police Interceptors
	6,360.00	(3) Genesis Radar Units
	6,545.00	(7) 50" Justice Bar and Strap Kits
	5,775.00	(12) Spring Loaded Shields and Partitions
Total	680,214.87	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @12/31/13	1,307,008.84	224,730.17	378,377.25	931,292.04	2,841,408.30

Designated Other Projects Detail

Administration	153,340.04
Bridges	44,900.00
Historic Preservation	80,000.00 *1
Library	38,217.00
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	24,460.00
Solid Waste	12,000.00
Stop Lights	26,000.00
BPG Properties/Rt.11 Corridor	330,000.00
Total	931,292.04

Other Proffers @12/31/13

*1 12/11/13 Board Action designated \$50,000 for the final debt payment on the Huntsberry property.

(4) Fund Balance Adjusted	
Beginning Balance 12/13	29,791,930.48
Revenue 12/13	62,079,641.33
Expenditures 12/13	(27,867,593.70)
Transfers 12/13	(40,104,971.48)
12/13 Adjusted Fund Balance	23,899,006.63

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 December 31, 2013

REVENUES:	<u>Appropriated</u>	FY14 12/31/13 <u>Actual</u>	FY13 12/31/12 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes	87,168,379.00	38,540,001.69	37,811,597.08	728,404.61 (1)
Other local taxes	28,429,460.00	9,405,284.19	9,137,489.23	267,794.96 (2)
Permits & Privilege fees	971,610.00	615,469.70	595,500.51	19,969.19 (3)
Revenue from use of money and property	168,609.20	113,557.02	187,984.96	(74,427.94) (4)
Charges for Services	2,309,230.00	1,106,462.24	1,078,318.58	28,143.66
Miscellaneous	521,420.00	178,887.71	206,273.61	(27,385.90)
Recovered Costs	950,994.71	1,437,637.30	1,344,275.34	93,361.96 (5)
Intergovernmental:				
Commonwealth	8,989,384.65	10,655,365.51	10,128,530.21	526,835.30 (6)
Federal	15,000.00	26,975.97	34,272.96	(7,296.99) (7)
Transfers	0.00	0.00	0.00	0.00
TOTAL REVENUES	129,524,087.56	62,079,641.33	60,524,242.48	1,555,398.85
 EXPENDITURES:				
General Administration	9,558,834.11	3,854,506.93	3,377,651.05	476,855.88
Judicial Administration	2,187,869.06	1,019,715.04	996,685.60	23,029.44
Public Safety	28,713,490.26	13,903,291.65	12,654,457.80	1,248,833.85
Public Works	4,470,914.42	2,049,322.05	1,765,862.58	283,459.47
Health and Welfare	6,985,132.00	2,968,849.98	3,039,414.96	(70,564.98)
Education	56,493.00	28,246.50	28,246.50	0.00
Parks, Recreation, Culture	5,335,377.22	2,550,268.35	2,424,457.72	125,810.63
Community Development	2,823,139.76	1,493,393.20	836,978.69	656,414.51
TOTAL EXPENDITURES	60,131,249.83	27,867,593.70	25,123,754.90	2,743,838.80 (8)
 OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	79,981,029.48	40,104,971.48	41,537,193.93	(1,432,222.45) (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(10,588,191.75)	(5,892,923.85)	(6,136,706.35)	(243,782.50)
 Fund Balance per General Ledger		29,791,930.48	23,568,469.42	6,223,461.06
Fund Balance Adjusted to reflect Income Statement 12/31/13		23,899,006.63	17,431,763.07	6,467,243.56

(1)General Property Taxes	FY14	FY13	Increase/Decrease
Real Estate Taxes	22,027,994	21,719,785	308,209
Public Services	965,025	1,229,673	(264,648)
Personal Property	15,000,160	14,336,724	663,435
Penalties and Interest	399,296	389,673	9,623
Credit Card Chgs./Delinq.Advertising	(7,819)	(8,230)	411
Adm.Fees For Liens&Distress	155,346	143,972	11,374
	38,540,002	37,811,597	728,405

(2) Other Local Taxes

Local Sales and Use Tax	3,844,547.67	3,752,259.39	92,288.28
Communications Sales Tax	455,619.50	464,556.32	(8,936.82)
Utility Taxes	1,126,044.20	1,161,098.65	(35,054.45)
Business Licenses	1,021,991.26	970,828.62	51,162.64
Auto Rental Tax	49,033.35	49,559.44	(526.09)
Motor Vehicle Licenses Fees	364,143.81	331,473.70	32,670.11
Bank Stock Taxes	361.00	-	361.00
Recordation Taxes	601,810.55	632,070.30	(30,259.75)
Meals Tax	1,725,900.14	1,567,666.90	158,233.24
Lodging Tax	196,242.13	186,132.78	10,109.35
Street Lights	15,709.30	17,803.96	(2,094.66)
Star Fort Fees	3,881.28	4,039.17	(157.89)
Total	9,405,284.19	9,137,489.23	267,794.96

(3)Permits&Privileges

Dog Licenses	22,930.00	19,958.00	2,972.00
Land Use Application Fees	4,675.00	7,225.00	(2,550.00)
Transfer Fees	1,358.77	1,219.50	139.27
Development Review Fees	157,561.20	173,862.24	(16,301.04)
Building Permits	323,925.87	293,129.14	30,796.73
2% State Fees	3,324.97	3,608.36	(283.39)
Electrical Permits	37,270.00	33,435.00	3,835.00
Plumbing Permits	4,185.00	5,190.00	(1,005.00)
Mechanical Permits	23,573.89	24,041.67	(467.78)
Sign Permits	2,010.00	2,301.60	(291.60)
Permits for Commercial Burning	150.00	275.00	(125.00)
Explosive Storage Permits	200.00	500.00	(300.00)
Blasting Permits	225.00	105.00	120.00
Land Disturbance Permits	30,480.00	30,300.00	180.00
Septic Haulers Permit	200.00	-	200.00
Sewage Installation License	300.00	300.00	-
Residential Pump And Haul Fee	50.00	50.00	-
Transfer Development Rights	3,050.00	-	3,050.00
Total	615,469.70	595,500.51	19,969.19

(4) Revenue from use of

Money	63,934.29	59,220.61	4,713.68
Property	49,622.73	128,764.35	(79,141.62) *1
	113,557.02	187,984.96	(74,427.94)

*1 The Sale of Stephens City School(\$99,025 in FY13)

(5) Recovered Costs	FY14	FY13	Increase/Decrease
Recovered Costs Treas.Office	44,582.00	42,577.25	2,004.75
Worker's Comp	600.00	650.00	(50.00)
Purchasing Card Rebate	117,213.04	96,305.09	20,907.95
Recovered Costs-IT/GIS	25,421.90	-	25,421.90
Reimbursement Circuit Court	6,421.99	6,797.38	(375.39)
Clarke County Container Fees	22,875.37	30,128.81	(7,253.44)
City of Winchester Container Fees	19,090.92	6,646.76	12,444.16
Refuse Disposal Fees	34,458.24	33,142.84	1,315.40
Recycling Revenue	52,749.81	58,605.56	(5,855.75)
Sheriff Restitution	9.36	-	9.36
Fire&Rescue Merchandise (Resale)	-	36.10	(36.10)
Container Fees Bowman Library	843.80	685.69	158.11
Restitution Victim Witness	4,699.73	1,884.97	2,814.76
Reimb.of Expenses Gen.District Court	12,115.09	14,585.19	(2,470.10)
Reimb.Public Works Salaries	-	41,682.00	(41,682.00)
Winchester EDC	36,000.00	36,000.00	-
Reimb.Task Force	20,602.28	21,961.25	(1,358.97)
C&P Jail	-	(60.00)	60.00
EDC/Recovered Costs	500.00	480.00	20.00
Sign Deposits Planning	200.00	(250.00)	450.00
Reimbursement Elections	2,640.65	2,125.88	514.77
Westminster Canterbury Lieu of Taxes	-	12,260.55	(12,260.55)
Reimbursement Street Signs	1,394.40	2,147.89	(753.49)
Grounds Maintenance Frederick Co.School	108,986.26	58,334.86	50,651.40
Comcast PEG Grant	31,520.40	30,441.60	1,078.80
Proffer-Other	55,000.00	345,000.00	(290,000.00) *1
Fire School Programs	16,911.00	13,830.00	3,081.00
Proffer Sovereign Village	14,634.92	18,293.65	(3,658.73)
Proffer Lynnehaven	-	16,891.55	(16,891.55)
Proffer Redbud Run	77,448.00	77,448.00	-
Clerks Reimbursement to County	5,868.52	5,517.45	351.07
Proffer Canter Estates	8,175.94	-	8,175.94
Proffer Village at Harvest Ridge	10,773.00	7,695.00	3,078.00
Proffer Snowden Bridge	305,455.07	286,968.88	18,486.19
Proffer Meadows Edge Racey Tract	302,160.00	30,216.00	271,944.00
Sheriff Reimbursement	78,761.61	44,245.14	34,516.47
Proffer Cedar Meadows Proffer	19,524.00	-	19,524.00
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Total	1,437,637.30	1,344,275.34	93,361.96

*1 \$330,000 FY13 Transportation Proffer from BPG Properties for Rt.11 Corridor

(6) Commonwealth Revenue	12/31/13	12/31/12	
	FY14	FY13	Increase/Decrease
Motor Vehicle Carriers Tax	37,981.90	34,612.37	3,369.53
Mobile Home Titling Tax	13,211.19	39,822.54	(26,611.35)
State PP/Reimbursement	6,526,528.18	6,526,528.18	-
State Non-Categorical Funding	95,034.88	-	95,034.88
Recordation Taxes	163,801.85	154,634.04	9,167.81
Shared Expenses Comm.Atty.	159,271.89	144,770.92	14,500.97
Shared Expenses Sheriff	953,042.07	754,070.18	198,971.89
Shared Expenses Comm.of Rev.	69,124.32	64,709.41	4,414.91
Shared Expenses Treasurer	53,062.11	47,391.44	5,670.67
Shared Expenses Clerk	175,889.08	130,640.95	45,248.13
Public Assistance Grants	1,489,867.06	1,500,519.47	(10,652.41)
Litter Control Grant	15,502.00	17,573.00	(2,071.00)
Emergency Services Fire Program	223,725.00	209,360.00	14,365.00
Recycling Grant	-	5,489.94	(5,489.94)
DMV Grant Funding	11,875.76	18,907.66	(7,031.90)
DCJS & Sheriff State Grants	18,873.36	25,073.79	(6,200.43)
JJC Grant Juvenile Justice	64,180.00	64,180.00	-
Rent/Lease Payments	121,904.41	113,702.63	8,201.78
Spay/Neuter Assistance-State	331.55	272.65	58.90
State Reimbursement EDC	400,000.00	-	400,000.00
VDEM Grant Sheriff	6,598.33	223,500.00	(216,901.67)
Wireless 911 Grant	27,081.77	16,236.04	10,845.73
State Forfeited Asset Funds	9,670.14	6,012.25	3,657.89
Victim Witness Commonwealth Office	-	25,055.75	(25,055.75)
Social Services VOCA Grant	-	3,325.00	(3,325.00)
F/R OEMS Reimb.	2,142.00	2,142.00	-
IT/GIS Grant	16,666.66	-	16,666.66
Total	10,655,365.51	10,128,530.21	526,835.30

*1

*1 Timing of deposits in FY13

County of Frederick

General Fund

December 31, 2013

(7) Federal Revenue	FY14	FY13	Increase/Decrease
Federal Forfeited Assets	8,161.97	182.80	7,979.17
Housing Illegal Aliens	18,814.00	24,595.00	(5,781.00)
Federal Grants Sheriff	-	9,495.16	(9,495.16)
Total	26,975.97	34,272.96	(7,296.99)

(8) Expenditures

Expenditures increased \$2,743,838.80 in total. General Administration increased \$476,855.88 and reflects the \$273,899.92 telephone system upgrade to Cisco VOIP solutions. **Public Safety** increased \$1,248,833.85 and included the Sheriff's department cost of the IT Virtualization Project, implementation of the Sungard OSSI software, and equipment for IT upgrades including servers, PC's, printers and licenses totaling \$420,689.75 year to date. The Sheriff's department also purchased a 2014 Ford Explorer for \$25,875 and (3) unmarked police sedans for \$72,933.00. Additionally, Inspections purchased a 2013 Ford F150 for \$20,952 and Fire and Rescue a Lifepak 15 for \$65,995.97, two Chevrolet Tahoes totaling \$58,747 and a 2014 Ford F-250 for \$32,711. Also, County local share for the Jail increased \$133,752 through the 2nd quarter of FY14 over the previous year. **Public Works** increased \$283,459.47 due to the earthwork and concrete wall/slab costs of \$319,813.37 for the Gainesboro citizen's site. The **Community Development** increase of \$656,414.51 reflects the \$650,000 Economic Development Commission incentive for McKesson Medical Surgical and Navy Federal Credit Union (See previous page (6) on Commonwealth revenue for \$400,000 State Reimbursement EDC). Transfers decreased \$1,432,222.45. See chart below:

(9) Transfers Decreased \$1,432,222.45	FY14	FY13	Increase/Decrease
School Operating	30,679,564.15	32,274,604.34	(1,595,040.19) *1
Debt Service School	7,313,075.50	7,313,075.50	-
Shawneeland	0.00	597.36	(597.36)
Debt Service County	1,282,158.30	1,264,655.30	17,503.00
School Capital Projects Fund	800,882.79	-	800,882.79 *2
Jail Fund	0.00	972.98	(972.98)
Operational Transfers	29,290.74	683,288.45	(653,997.71) *3
Total	40,104,971.48	41,537,193.93	(1,432,222.45)

*1 Decrease includes \$1.1 million Reappropriation in FY13

*2 Increase represents one time funding for capital purchases from FY2013 year surplus

*3 Decrease includes one time employer payments and timing of insurance charge outs

County of Frederick
 FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER
 December 31, 2013

ASSETS	FY2014 <u>12/31/13</u>	FY2013 <u>12/31/12</u>	Increase <u>(Decrease)</u>
Cash	4,270,392.19	3,031,605.80	1,238,786.39 *1
Accounts Receivable Other	0.00	0.00	0.00
GL controls(est.rev/est.exp)	<u>(347,111.94)</u>	<u>(884,155.35)</u>	<u>537,043.41</u>
TOTAL ASSETS	<u>3,923,280.25</u>	<u>2,147,450.45</u>	<u>1,775,829.80</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,077,528.07</u>	<u>2,004,040.97</u>	<u>73,487.10</u>
TOTAL LIABILITIES	<u>2,077,528.07</u>	<u>2,004,040.97</u>	<u>73,487.10</u>
EQUITY			
Fund Balance			
Reserved			
Encumbrances	30,627.79	131,022.72	(100,394.93)
Undesignated			
Fund Balance	<u>1,815,124.39</u>	<u>12,386.76</u>	<u>1,802,737.63</u> *2
TOTAL EQUITY	<u>1,845,752.18</u>	<u>143,409.48</u>	<u>1,702,342.70</u>
TOTAL LIABILITY & EQUITY	<u>3,923,280.25</u>	<u>2,147,450.45</u>	<u>1,775,829.80</u>

NOTES:

*1 The increase in cash can be attributed to the increase in fund balance.

*2 Fund balance increased \$1,802,737.63. The beginning balance for FY14 was \$2,151,080.44 that includes adjusting entries, budget controls for FY2014(\$521,421.00), and the year to date revenue less expenditures of \$185,464.95.

Current Unrecorded Accounts Receivable-	<u>FY2014</u>
Prisoner Billing:	24,461.01
Compensation Board Reimbursement 12/13	<u>444,249.18</u>
Total	468,710.19

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 12/31/13

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2014 12/31/13 <u>Actual</u>	FY2013 12/31/12 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest	-	2,686.91	2,819.98	(133.07)
Sale of Salvage&Surplus	-	76.00	-	76.00
Supervision Fees	45,000.00	19,468.30	19,409.00	59.30
Drug Testing Fees	5,500.00	1,365.00	2,686.46	(1,321.46)
Work Release Fees	384,616.00	162,451.57	171,071.33	(8,619.76)
Federal Bureau Of Prisons	0.00	1,509.32	0.00	1,509.32
Local Contributions	5,888,444.00	3,652,684.25	2,520,599.25	1,132,085.00
Miscellaneous	15,000.00	3,329.45	27,446.94	(24,117.49)
Phone Commissions	120,000.00	41,499.32	37,115.17	4,384.15
Food & Staff Reimbursement	100,000.00	41,580.31	39,791.08	1,789.23
Elec.Monitoring Part.Fees	83,767.00	49,304.14	28,995.05	20,309.09
Employee Meal Supplements	200.00	42.50	0.00	42.50
Share of Jail Cost Commonwealth	997,975.00	0.00	233,609.00	(233,609.00)
Medical & Health Reimb.	57,600.00	28,807.98	24,847.43	3,960.55
Shared Expenses CFW Jail	4,947,976.00	2,146,898.38	1,720,864.72	426,033.66
State Grants	249,551.00	66,869.00	68,111.00	(1,242.00)
Local Offender Probation	242,437.00	62,151.00	62,527.00	(376.00)
DOC Contract Beds	0.00	0.00	6,840.00	(6,840.00)
Bond Proceeds	0.00	221,000.00	0.00	221,000.00
Transfer From General Fund	4,755,887.00	2,233,501.00	2,100,721.98	132,779.02
TOTAL REVENUES	17,893,953.00	8,735,224.43	7,067,455.39	1,667,769.04
EXPENDITURES:	18,271,692.73	8,549,759.48	8,733,326.26	(183,566.78)
Excess(Deficiency)of revenues over expenditures		185,464.95	(1,665,870.87)	1,851,335.82
FUND BALANCE PER GENERAL LEDGER		<u>1,629,659.44</u>	<u>1,678,257.63</u>	<u>(48,598.19)</u>
Fund Balance Adjusted To Reflect Income Statement @12/31/13		1,815,124.39	12,386.76	1,802,737.63

County of Frederick
Fund 12 Landfill
December 31, 2013

ASSETS	FY2014 <u>12/31/13</u>	FY2013 <u>12/31/12</u>	Increase <u>(Decrease)</u>
Cash	30,400,272.25	28,782,317.72	1,617,954.53 *1
Receivables:			
Accounts Receivable			
Fees	517,997.23	509,674.68	8,322.55 *2
Accounts Receivable Other	142.00	7,419.82	(7,277.82)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	43,287,786.24	42,516,271.35	771,514.89
Accumulated Depreciation	(23,311,767.48)	(21,543,603.09)	(1,768,164.39)
GL controls(est.rev/est.exp)	<u>(2,513,233.00)</u>	<u>(4,518,353.95)</u>	<u>2,005,120.95</u>
TOTAL ASSETS	<u>48,297,197.24</u>	<u>45,669,726.53</u>	<u>2,627,470.71</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	159,728.90	134,423.76	25,305.14
Accrued Remediation Costs	11,791,736.42	11,653,036.50	138,699.92 *3
Retainage Payable	0.00	47,620.17	(47,620.17)
Deferred Revenue Misc.Charges	<u>142.00</u>	<u>7,419.82</u>	<u>(7,277.82)</u>
TOTAL LIABILITIES	<u>11,951,607.32</u>	<u>11,842,500.25</u>	<u>109,107.07</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	0.00	83,358.22	(83,358.22) *4
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>26,487,147.92</u>	<u>23,885,426.06</u>	<u>2,601,721.86</u> *5
TOTAL EQUITY	<u>36,345,589.92</u>	<u>33,827,226.28</u>	<u>2,518,363.64</u>
TOTAL LIABILITY AND EQUITY	<u>48,297,197.24</u>	<u>45,669,726.53</u>	<u>2,627,470.71</u>

NOTES:

*1 The increase in cash can be attributed to the increase in fund balance.

*2 Landfill receivables increased \$8,322.55. Landfill fees at 12/13 were \$388,366.79 compared to \$355,924.92 at 12/12 for an increase of \$32,441.87. Delinquent fees at 12/13 were \$158,760.11 compared to \$125,882.55 at 12/12 for an increase of \$32,877.56.

*3 Remediation increased \$138,699.92, and includes \$111,998.00 for post closure costs and \$26,701.92 interest.

*4 There were no encumbrances at 12/31/13.

*5 Total fund balance increased \$2,601,721.86. The beginning fund balance was \$28,478,302.42 that includes adjusting entries, budget controls for FY14(\$1,320,360.00), (\$1,178,000.00) carry forwards of unused FY13 funds for projects, (\$974,334.47), for FY13 audit adjustments that include depreciation, equipment and capital projects, and the year to date revenue less expenses \$1,481,539.97.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 December 31, 2013

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY14 12/31/13 <u>Actual</u>	FY13 12/31/12 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge	0.00	1,680.34	3,201.39	(1,521.05)
Interest on Bank Deposits	40,000.00	22,720.76	20,069.78	2,650.98
Salvage and Surplus	0.00	64,919.40	73,059.50	(8,140.10)
Sanitary Landfill Fees	4,632,600.00	2,222,021.95	2,190,717.88	31,304.07
Charges to County	0.00	167,526.48	169,894.35	(2,367.87)
Charges to Winchester	0.00	45,679.16	48,738.80	(3,059.64)
Tire Recycling	70,000.00	77,821.57	49,499.64	28,321.93
Reg. Recycling Electronics	40,000.00	19,624.60	24,653.00	(5,028.40)
Miscellaneous	0.00	3,490.70	4,301.00	(810.30)
Wheel Recycling	120,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	3,383.89	0.00	3,383.89
Renewable Energy Credits	0.00	64,048.46	0.00	64,048.46
Landfill Gas To Electricity	403,660.00	168,285.52	237,953.97	(69,668.45)
Waste Oil Recycling	0.00	12,758.80	10,626.49	2,132.31
State Reimbursement Tire Operation	0.00	0.00	6,120.00	(6,120.00)
TOTAL REVENUES	5,306,260.00	2,873,961.63	2,838,835.80	35,125.83
Operating Expenditures	4,928,993.00	1,392,421.66	1,516,556.29	(124,134.63)
Capital Expenditures	2,890,500.00	0.00	787,212.00	(787,212.00)
TOTAL Expenditures	7,819,493.00	1,392,421.66	2,303,768.29	(911,346.63)
Excess(deficiency)of revenue over expenditures		1,481,539.97	535,067.51	946,472.46
Fund Balance Per General Ledger		25,005,607.95	23,350,358.55	1,655,249.40
FUND BALANCE ADJUSTED		26,487,147.92	23,885,426.06	2,601,721.86

County of Frederick, VA
Report on Unreserved Fund Balance
December 31, 2013

Unreserved Fund Balance, Beginning of Year, July 1, 2013 **33,888,096**

Prior Year Funding & Carryforward Amounts

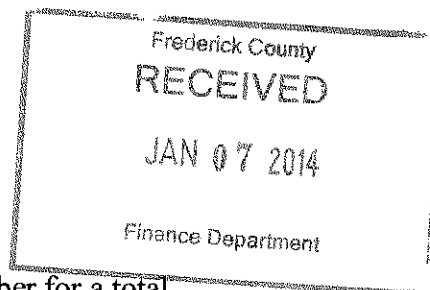
C/F Dare	(71)	
C/F Fire Company Capital	(217,280)	
Return unspent Parks proffer	(13,681)	
C/F Forfeited Assests	(62,561)	
Return unspent SCFR proffer	(29,004)	
C/F DSS phone system	(50,000)	
C/F VDEM grant	(7,008)	
C/F designated School Operating funds	(97,012)	
		(476,618)

Other Funding / Adjustments

Kraft incentive	(325,000)	
Tax refunds	(13,472)	
Sheriff gap pay	(135,062)	
Round Hill station design	(403,648)	
Airport capital	(499,004)	
New 911 phone system	(50,000)	
Gainesboro Convenience Center	(99,061)	
Parks & Rec maintenance building donation	(25,000)	
Fire & Rescue reimbursement Gear Clean	(4,429)	
ICAC grant	78,614	
Eliminate Kelly Day	(354,506)	
Capital purchases from FY13 surplus	(1,526,666)	
BMW refund (COR)	(4,484)	
GE Capital refund (COR)	(3,294)	
Navy Federal incentive	(250,000)	
American Telephone & Telegraph refund (COR)	(4,536)	
		(3,619,548)

Fund Balance, October 31, 2013 **29,791,930**

OFFICE OF VOTER REGISTRATION
SUMMARY OF DECEMBER 2013 WORK



Our office processed (75) newly registered voters for the month of December for a total of (51,771). We also had (79) Transfers in, (56) Transfer out, (50) Deceased, (7) Felony, (17) Moved out of State and (3) Dropped their Voter Registration.

For December our office handled in person inquiries for information – 11, registrations – 10, voters needing new voter cards – 4, candidates and issues – 7, restoring voting rights - 2 and 12 others.

Telephone inquires consisted of 8 for information, 7 for registration, 3 voters needing a new voter card, 4 about candidates and issues and 15 others. Email inquiries were all concerning the Attorney General Recount - 83.

From the Frederick County Web site we had 90 people make inquiries and viewed 108 pages on the site. The majority of the views were our Home Page (37), Polling Places (18), Future Elections (9), Elections (7), Candidates (10), Elected Officials (16), Officers of Election (4) and Email the Registrar (4).

The State Board of Elections certified the November 5, 2013 Elections on November 25, 2013. A Recount petition for the statewide Attorney General's office was filed by the losing candidate with the current margin of victory being 165 votes out of approximately 2,212,000 votes cast or 0.007 of 1 %.

The Recount Court decided the Attorney General Recount would be conducted on Tuesday, December 17, 2013 starting at 7:00 am for Frederick County and the other 132 localities in the Commonwealth. The Recount was finished at 1:30 pm with the results being each candidate, Mark R. Herring (D) and Mark D. Obenshain (R) received one more vote than certified by the Frederick County Electoral Board to the State Board of Elections on November 7, 2013. These extra two votes came from the Recount Procedural Order stating that all under voted ballots or over voted ballots in the Attorney General contest that were run through optical scan voting machines had to be rejected by the machine and hand counted. The new totals for Frederick County were Herring 6,860 votes and Obenshain 13,526 votes. Frederick County did not have any challenged ballots to send to the Recount Court in Richmond. Late on Wednesday, December 18, 2013 with approximately 75 % of all Localities reporting their results in with Herring ahead by over 800 votes and only 120 challenged ballots for the Court to determine, Senator Obenshain conceded the office to Senator Herring.

The entire cost of the Recount for Frederick County was \$ 2,038.97, which included recount officials, recount media programming, recount logic and accuracy tests and recount on site support on December 17, 2013. There is enough money in the 2013-2014 Electoral Board/Voter Registration budgets to cover these expenses. No additional funds from Frederick County are needed.

All Candidates/Officials filed their required campaign finance reports on time by December 15, 2013.

The Registrar had a meeting with NW Works to discuss the possibility of this firm doing a replacement job on all of the 500 bungee cords in the legs in our 125 voting machine cases. NW Works submitted a proposal for \$ 2,000.00 (\$ 4.00 a leg) to remove the legs from the cases, transport the legs to their facility, do the repair work, bring the legs back and put them in each case in a one week period. This proposal includes all costs of materials and labor. The cost of purchasing assembled legs from the manufacturer of our voting machines - E S & S is \$ 7.50 per leg for a total replacement cost of \$ 3,750.00. Using NW Works will save Frederick County \$ 1,750.00. The Electoral Board has approved this proposal and the work should be done in early 2014.

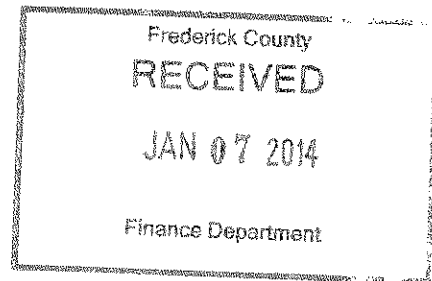
The Registrar had his first meeting with the service learning students from Millbrook High School. Their project is to create a new voter registration video for the Registrar to show during the teaching and registration of the eligible students who will be 18 by the next November General election. The video will feature some American history and the importance of registering, voting, the ID requirements on Election Day and absentee voting.

The Registrar has contacted all three county high schools and set dates to go to each high school to teach the government classes in January 2014.

Budgets for the 2014-2015 year for both the Electoral Board and Voter Register were completed, approved by the Electoral Board and sent to County Administration before the deadline.

Respectfully submitted,

Rick Miller, Voter Registrar



OFFICE OF VOTER REGISTRATION
SUMMARY OF 2013 WORK

For the 2013 year our office processed 1,994 New registrations, 1,431 Transfers in, 973 Transfers out, 413 Deceased, 77 Felonies, 773 Transfers out of State and 9 Dropped their Voter Registrations. Frederick County had a net voter loss of minus – 248 for 2013. Our 2013 yearend total number of voters is 51,771. This net loss was mainly due to the State Board of Elections started a new program with 21 other states to crosscheck duplicate voter registrations in Virginia and the other participating states. All localities with duplicate registrations are being sent the duplicate registrations to process. Frederick County received 432 duplicates and each individual registration is being researched. If the voter is found to be registered in another state after their registration date in Virginia, they are being cancelled. All 432 voters were researched and either taken off or left on our voting rolls depending upon their registration dates in the other states and Virginia.

This office and the Electoral Board conducted the June 11, 2013 Dual Democratic and Republican Primaries. The voter turnout for the Democratic Primary was 547 out of 51,474 for a 1.11 % turnout. The voter turnout for the Republican Primary was 2,676 out of 51,474 for a 5.20 % turnout. Total voter turnout was 3,246 out of 51,474 for a 6.31 % turnout.

This office and the Electoral Board conducted the November 5, 2013 Virginia General and Special Elections; which had elections for Governor, Lieutenant Governor, Attorney General, House of Delegates Districts 10th, 29th, 33rd, three Board of Supervisors seats for the Stonewall, Red Bud and Shawnee Districts and three School Board seats for the Stonewall, Red Bud and Shawnee Districts. Special Elections were held for the office of Commonwealth Attorney and for two Board of Supervisors seats for the Gainesboro and Opequon Districts. The voter turnout was 20,690 out of 51,635 for a 40.07 % turnout.

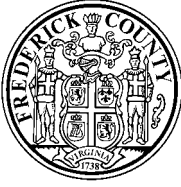
Special Elections for three seats on the Town of Middletown Town Council were also conducted on November 5, 2013 with a voter turnout of 294 out of 786 for a 37.40 % turnout.

Our website had 5,946 hits for the year, with the most popular sites being 1,730 our home page, 891 candidates, 723 magisterial districts, 672 polling places, 385 elected officials, 175 elections, 220 future elections, 160 election day, 110 officers of election, 130 election calendar, 44 voting machine instructions, 290 absentee voting, 35 voter ID, 56 candidate filings and 37 voter registration application sites.

Respectfully submitted,

Rick Miller, Voter Registrar

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CONDITIONAL USE PERMIT #06-13

KAREN GARVER

Staff Report for the Board of Supervisors

Prepared: January 16, 2014

Staff Contact: Mark R. Cheran, Zoning Administrator

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	01/15/14	Recommended Approval
Board of Supervisors:	01/22/14	Pending

EXECUTIVE SUMMARY:

This is a request for a Cottage Occupation – Nail Salon.

Should the Planning Commission find this use appropriate, Staff would suggest the following conditions be placed on the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. No signage allowed with this Conditional Use Permit.
3. Hours of operation shall be 4:30 p.m. to 7:30 p.m., Monday through Thursday.
4. No more than two (2) customers per day.
5. No employees permitted, beyond those residing on the premises.
6. Any expansion or change of use shall require a new Conditional Use Permit.

Following the requisite public hearing, it would be appropriate for the Planning Commission to offer a recommendation concerning this application to the Board of Supervisors.

LOCATION: This property is located at 114 Lakeside Drive.

MAGISTERIAL DISTRICT: Shawnee

PROPERTY ID NUMBER: 75B-6-A-20A

PROPERTY ZONING & PRESENT USE:

Zoned: RP (Residential Performance)

Land Use: Residential

ADJOINING PROPERTY ZONING & USE:

North: RP (Residential Performance) Land Use: Open Space

South: RP (Residential Performance) Land Use: Residential

East: RP (Residential Performance) Land Use: Residential

West: RP (Residential Performance) Land Use: Residential

PROPOSED USE: This application is for a Cottage Occupation – Nail Salon.

REVIEW EVALUATIONS:

Virginia Department of Transportation: The application for a Conditional Use Permit for this property appears to have little measurable impact on Route 1037, the VDOT facility which would provide access to the property. Existing entrance is adequate for proposed use. However, should use ever expand in the future, the entrance may have to be upgraded to VDOT commercial standards.

Frederick County Fire Marshall: Plans approved as submitted.

Frederick County Inspections: Areas of the existing structure that will be utilized shall comply with Use group B (Business), of The Virginia Construction Code 2009. Please submit a floor plan of the area at the time of change of use building permit application. Ventilation shall be provided in accordance with the International Mechanical Code. After permit issuance and inspection approvals are confirmed a new certificate of use and occupancy shall be issued.

Frederick County Sanitation Authority: No comments at this time.

Winchester-Frederick County Health Department: Health Department has no objection to the above stated request so long as public water and sewer are utilized.

Planning and Zoning: The 2030 Comprehensive Policy Plan of Frederick County (“Comprehensive Plan”) provides guidance when considering land use actions. The location of this proposed nail salon business is in part of County that is to remain urban in nature. The Frederick County Zoning Ordinance allows a nail salon as cottage occupation in the RP (Residential Performance) zoning district with an approved Conditional Use Permit. The proposed use will take place within the applicant’s dwelling. There will be no employees with use, and the customer base two (2) customers per day and no more than twenty (20) customers a month. The hours of operation will be Monday through Thursday from 4:30 P.M.-7:30 P.M. The applicant has agreed to the customer base, hours, and days of operation. There will be no signs with this Conditional Use Permit. Based upon the limited scale of the proposed use and evaluation of the property, it appears this use would not have any significant impacts on the adjoining properties.

STAFF CONCLUSIONS FOR THE 01/15/14 PLANNING COMMISSION MEETING:

Should the Planning Commission find this use appropriate, Staff would suggest the following conditions be placed on the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. No signage allowed with this Conditional Use Permit.
3. Hours of operation shall be 4:30 p.m. to 7:30 p.m., Monday through Thursday.
4. No more than to two (2) customers per day.
5. No employees permitted, beyond those residing on the premises.
6. Any expansion or change of use shall require a new Conditional Use Permit.

Following the requisite public hearing, it would be appropriate for the Planning Commission to offer a recommendation concerning this application to the Board of Supervisors.

PLANNING COMMISSION SUMMARY AND ACTION OF THE 1/15/14 MEETING:

Commission members inquired of the applicant if she was required to be licensed by the State of Virginia or if the Health Department was involved with her business. They raised the issue to determine if the State or Health Department may have restrictions on the number of customers per day. Commissioners said even though the applicant had stated she would have no more than two customers per day, it seemed an extremely restrictive number for a business. They reasoned that if the applicant's business reached the potential where there may be more than two clients per day, they did not want to see the applicant go through the expense and inconvenience of applying for a revised conditional use permit to accommodate more customers.

The applicant stated she was required to be licensed by the State of Virginia and she carried both an aesthetician's license and a nail technician's license; she had no contact with the Health Department. The applicant was not aware of any restrictions by the State on the number of customers and was agreeable to having the number of clients increased to four per day.

A Commissioner also inquired if retail was allowed with this particular business and the staff replied yes, if the retail is associated with the cottage occupation.

There were no citizen comments, either in favor or opposition.

The Planning Commission voted unanimously to recommend approval of this conditional use permit with the conditions recommended by the staff and with the revision to Condition #4 to allow no more than four customers per day, instead of two, as follows:

1. All review agency comments and requirements shall be complied with at all times.
2. No signage allowed with this Conditional Use Permit.
3. Hours of operation shall be 4:30 p.m. to 7:30 p.m., Monday through Thursday.
4. No more than four (4) customers per day.
5. No employees permitted, beyond those residing on the premises.
6. Any expansion or change of use shall require a new Conditional Use Permit.

(Note: Commissioners Mohn and Marston were absent from the meeting)

CUP # 06 - 13

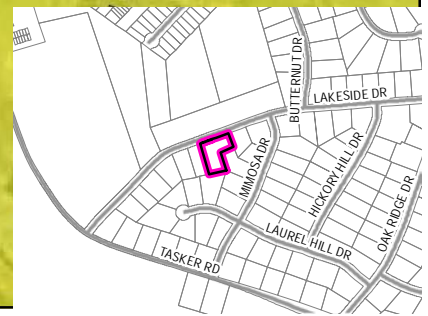
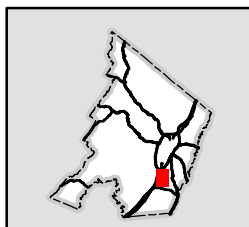
Karen Garver

PINs:

75B - 6 - A - 20A



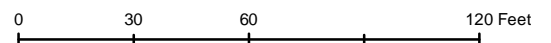
-  Applications
-  Parcels
-  Building Footprints
-  B1 (Business, Neighborhood District)
-  B2 (Business, General District)
-  B3 (Business, Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Industrial, Light District)
-  M2 (Industrial, General District)
-  MH1 (Mobile Home Community District)
-  MS (Medical Support District)
-  OM (Office - Manufacturing Park)
- R4 (Residential Planned Community District)
- R5 (Residential Recreational Community District)
- RA (Rural Area District)
- RP (Residential Performance District)



CUP # 06 - 13 Karen Garver

PINs:
75B - 6 - A - 20A

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: November 21, 2013
Staff: mcheran

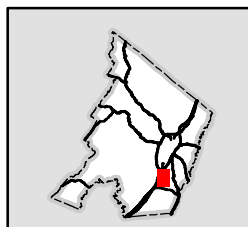
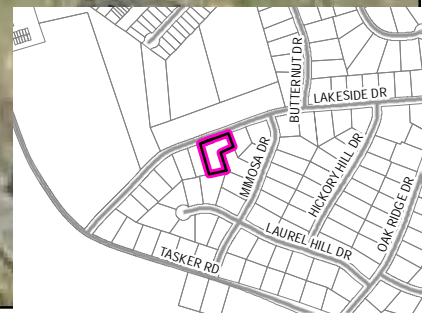


CUP # 06 - 13 Karen Garver

PINs:
75B - 6 - A - 20A



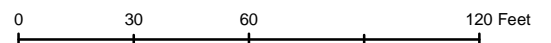
-  Applications
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-  R4 (Residential Planned Community District)
-  R5 (Residential Recreational Community District)
-  RA (Rural Area District)
-  RP (Residential Performance District)

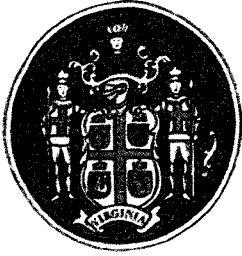


CUP # 06 - 13 Karen Garver

PINs:
75B - 6 - A - 20A

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: November 21, 2013
Staff: mcheran





Submittal Deadline	11/19/13
P/C Meeting	11/15/14
BOS Meeting	11/22/14

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

1. Applicant (check one): Property Owner Other

NAME: Karen Garver

ADDRESS: 114 Lakeside Dr. Stephens City Va 22655

TELEPHONE: 540-868-2368

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

Todd S. Garver

Karen S. Garver

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

Turn off Tasker Rd onto Lakeside Dr,
approx. 1/4 mile, on right

4. The property has a road frontage of 190 feet and a depth of 75' to dwelling feet and consists of .83 acres. (Please be exact)

5. The property is owned by Todd S. and Karen S. Garver as evidenced by deed from Beneficial Financial Inc (previous owner) recorded in deed book no. 586 on page 697, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 75B-6-A-20A
Magisterial District Shawnee
Current Zoning Residential

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	<u>Common Area</u>	<u>Residential</u>
East	<u>Housing</u>	<u>Residential</u>
South	<u>Housing</u>	<u>Residential</u>
West	<u>Housing</u>	<u>Residential</u>

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

Cottage Occupation for nail salon

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

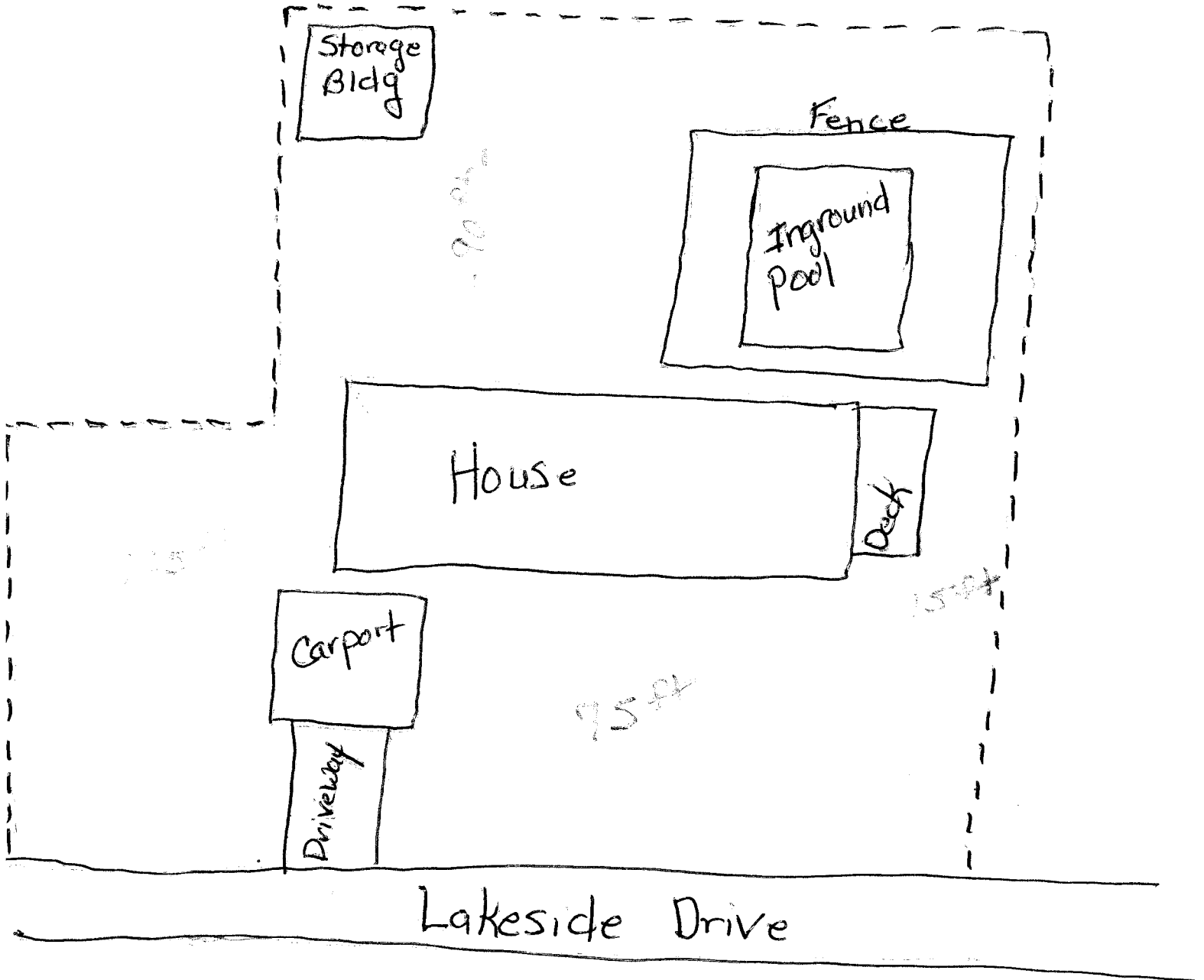
None

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

Name and Property Identification Number	Address
Name <u>Lakeside Homeowners Assn</u> Property = <u>75B-A-10</u>	
Name <u>Louise Williams Eddsmith</u> Property = <u>75B-6-A-21</u>	<u>112 Lakeside Dr</u> <u>Stephens City VA 22655</u>
Name <u>Larry Costello</u> Property = <u>75-B-6-A-12</u>	<u>115 Jutland Ct</u> <u>Stephens City VA 22655</u>
Name <u>Stanley Cleavenger</u> Property = <u>75B-6-A-14</u>	<u>109 mimosa Dr</u> <u>Stephens City, VA 22655</u>
Name <u>Charles & Alice Robertson</u> Property = <u>75B-6-A-15A</u>	<u>109 mimosa Dr</u> <u>Stephens City, VA 22655</u>
Name <u>Kenneth Frye</u> Property = <u>75B-6-A-18</u>	<u>113 mimosa Dr</u> <u>Stephens City, VA 22655</u>
Name	
Property #	

Veifid
mrc.

11. Please use this page for your sketch of the property. Show proposed and/or existing structures on the property, including measurements to all property lines.



12. Additional comments, if any: The hours of operation
will be Mon-Thurs 4:30pm - 7:30pm.
There will be approx. 20 clients a month.

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

Signature of Applicant Kam Han

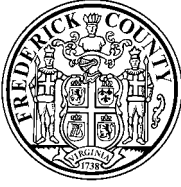
Signature of Owner Kam Han

Owners' Mailing Address 114 Lakeside Dr Stephens City Va 22655

Owners' Telephone No. 540-868-2368

<p>TO BE COMPLETED BY THE ZONING ADMINISTRATOR:</p> <p>USE CODE: _____</p> <p>RENEWAL DATE: _____</p>
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CONDITIONAL USE PERMIT #07-13

SCOTT SWEENEY

Staff Report for the Board of Supervisors

Prepared: January 16, 2014

Staff Contact: Mark R. Cheran, Zoning Administrator

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	01/15/14	Recommended Approval
Board of Supervisors:	01/22/14	Pending

EXECUTIVE SUMMARY:

This is a request for a Public Garage without Body Repair.

Should the Planning Commission find this use appropriate, Staff would suggest the following conditions be placed on the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Any proposed business sign shall conform to Cottage Occupation sign requirements and shall not exceed four (4) square feet in size and five (5) feet in height.
3. Operation limited to the applicant; no employees.
4. No more than three (3) customers per day.
5. The applicant will be limited to repairing only three (3) vehicles on site at anytime.
6. All repair activities shall occur entirely within the enclosed structure.
7. Hours of operation shall be Monday-Saturday 8:00 am to 6:00 pm, no repair activities will take place on Sunday.
8. Any expansion or change of use shall require a new Conditional Use Permit.

Following the requisite public hearing, it would be appropriate for the Planning Commission to offer a recommendation concerning this application to the Board of Supervisors.

LOCATION: This property is located at 441 Red Oak Road.

MAGISTERIAL DISTRICT: Gainesboro

PROPERTY ID NUMBER: 18-A-22D

PROPERTY ZONING & PRESENT USE:

Zoned: RA (Rural Areas)
Land Use: Residential

ADJOINING PROPERTY ZONING & USE:

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

PROPOSED USE: This application is for a Public Garage without Body Repair. (Motorcycle Repair)

REVIEW EVALUATIONS:

Virginia Department of Transportation: The application for a Conditional Use Permit for this property appears to have little measurable impact on Route 771, the VDOT facility which would provide access to the property. Prior to operation of the business a low volume commercial entrance must be constructed to our standards to allow for safe egress and ingress of the property. Any work performed on the State's right-of-way must be covered under a land use permit. The permit is issued by this office and requires an inspection fee and surety bond coverage.

Frederick County Fire Marshall: Plans approved provided that there be at least 1-5lb (2A, 10BC) fire extinguisher in the garage available for use at all times.

Frederick County Inspections: Buildings area building utilized shall comply with The Virginia Uniform Statewide Building Code and Sections 311,S Storage) and Section 304, B-business of the International Building Code/2009. Other Code that applies is ICC ANSI A117.1-3-03 Accessible and Usable Buildings and Facilities. CUP Request to utilize existing detached garage for motorcycle repair open to the public. A Building permit is required for the change of use. Please submit a floor plan of the existing garage as well as mechanical air change as required per the International Mechanical Code. Restroom are provided with 500' travel as required. At on entrances shall be accessible. Accessible route shall not exceed 5%. Landings at doors shall not

exceed 1:48 slope and thresholds shall not exceed ¾”.

Winchester-Frederick County Health Department: The Health Department has no objection to the proposed garage on this property. No septic or water being utilized in garage. No increase in usage of septic system used by home on same property.

Planning and Zoning: Public garages without auto body repair are permitted in the RA (Rural Areas) Zoning District with an approved Conditional Use Permit (CUP), provided that all repair work takes place entirely within an enclosed structure. This area of the County is to remain rural in nature and is not subject to any land use study as noted within the Comprehensive Policy Plan. This proposed use will be conducted in an existing structure approximately 2,048 square feet in size on a six (6) acre parcel. This property and the surrounding properties are currently zoned RA and are heavily wooded with natural screening for this proposed use. The nearest buildings or dwellings are more than four-hundred (400) feet from this property. No more than three (3) vehicles awaiting repair are allowed at one time and no employees will be allowed with this proposed use. There will be no vehicle sales, nor unrelated repair sales, allowed with this Conditional Use Permit.

STAFF CONCLUSIONS FOR THE 01/15/14 PLANNING COMMISSION MEETING:

Should the Planning Commission find this use appropriate, Staff would suggest the following conditions be placed on the CUP:

1. All review agency comments and requirements shall be complied with at all times.
2. Any proposed business sign shall conform to Cottage Occupation sign requirements and shall not exceed four (4) square feet in size and five (5) feet in height.
3. Operation limited to the applicant; no employees.
4. No more than to three (3) customers per day.
5. The applicant will be limited to repairing only (3) vehicles on site at anytime.
6. All repair activities shall occur entirely within the enclosed structure.
7. Hours of operation shall be from 8:00 am to 6:00 pm, no repair activities will take place on Sunday.
8. Any expansion or change of use shall require a new Conditional Use Permit.

Following the requisite public hearing, it would be appropriate for the Planning Commission to offer a

recommendation concerning this application to the Board of Supervisors.

PLANNING COMMISSION SUMMARY AND ACTION OF THE 1/15/14 MEETING:

Considering the location, size, and nature of the property, Commission members believed the proposed business was an acceptable use on this property. Some of the Commissioners believed a few of the recommended conditions may be too restrictive and may not allow for any potential growth of the applicant's business. Commissioners asked the applicant for his opinion on the conditions restricting the number of customers and employees. The applicant replied that on a regular basis he would only have one or two customers per day with only himself working; nevertheless, he thought it would be beneficial to have the cushion to allow five customers and one additional employee, if his business flourished.

A Commissioner asked the applicant how he anticipated the handling and disposal of hazardous materials associated with his business. The applicant replied that gasoline and oil will be placed inside five-gallon plastic containers with lids and delivered to someone who uses the materials in an oil-waste furnace. The applicant stated there will be no hazardous materials outside.

There were no citizen comments, either in favor or opposition.

The Planning Commission voted unanimously to recommend approval of this conditional use permit with amended Conditions #3, #4, and #5 as follows:

1. All review agency comments and requirements shall be complied with at all times.
2. Any proposed business sign shall conform to Cottage Occupation sign requirements and shall not exceed four (4) square feet in size and five (5) feet in height.
3. Operation limited to the applicant and one (1) additional employee.
4. No more than five (5) customers per day.
5. The applicant will be limited to repairing only five (5) vehicles on site at anytime.
6. All repair activities shall occur entirely within the enclosed structure.
7. Hours of operation shall be Monday-Saturday 8:00 am to 6:00 pm; no repair activities will take place on Sunday.
8. Any expansion or change of use shall require a new Conditional Use Permit.

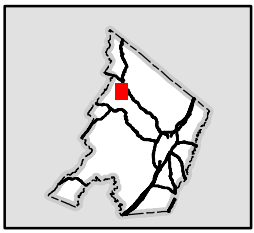
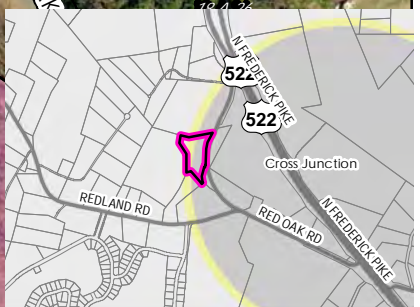
(Note: Commissioners Mohn and Marston were absent from the meeting.)

CUP # 07 - 13 Scott Sweeney

PINs:
18 - A - 22D



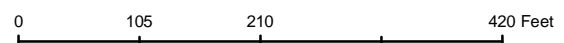
-  Applications
-  Parcels
-  Building Footprints
-  B1 (Business, Neighborhood District)
-  B2 (Business, General District)
-  B3 (Business, Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Industrial, Light District)
-  M2 (Industrial, General District)
-  MH1 (Mobile Home Community District)
-  MS (Medical Support District)
-  OM (Office - Manufacturing Park)
-  R4 (Residential Planned Community District)
- R5 (Residential Recreational Community District)
- RA (Rural Area District)
- RP (Residential Performance District)



CUP # 07 - 13 Scott Sweeney

PINs:
18 - A - 22D

Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: January 2, 2014
Staff: mcheran





Submittal Deadline
P/C Meeting
BOS Meeting

12/20/13
1/15/14
1/22/14

APPLICATION FOR CONDITIONAL USE PERMIT
FREDERICK COUNTY, VIRGINIA

1. Applicant (The applicant if the owner other)

NAME: SCOTT L SWEENEY

ADDRESS: 441 RED OAK RD. CROSS JUNCTION VA. 22625

TELEPHONE 570-664-9681

2. Please list all owners, occupants (adult individuals as well as any entities occupying the property), or parties in the interest of the property:

SCOTT SWEENEY

TRACIE SWEENEY

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

441 RED OAK RD.

CROSS JUNCTION VA. 22625 10 MILES NORTH ON 522

RT. ON 771 RED OAK RD. 1/4 MILE ON RT.

4. The property has a road frontage of 515.28 feet and a depth of 572.13 feet and consists of 6 acres. (Please be exact)

5. The property is owned by SCOTT SWEENEY as evidenced by deed from DAVE HICKS recorded (previous owner) in deed book no. _____ on page _____, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Tax (Parcel) Identification (I.D.) No. 18-A-228, 18-A-221
Magisterial District GAINESBORO
Current Zoning PA Rural Areas

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	<u>Residential Ag</u>	<u>RA</u>
East	<u>Residential Ag</u>	<u>RA</u>
South	<u>Residential Ag</u>	<u>RA</u>
West	<u>Residential Ag</u>	<u>RA</u>

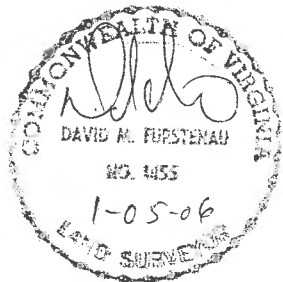
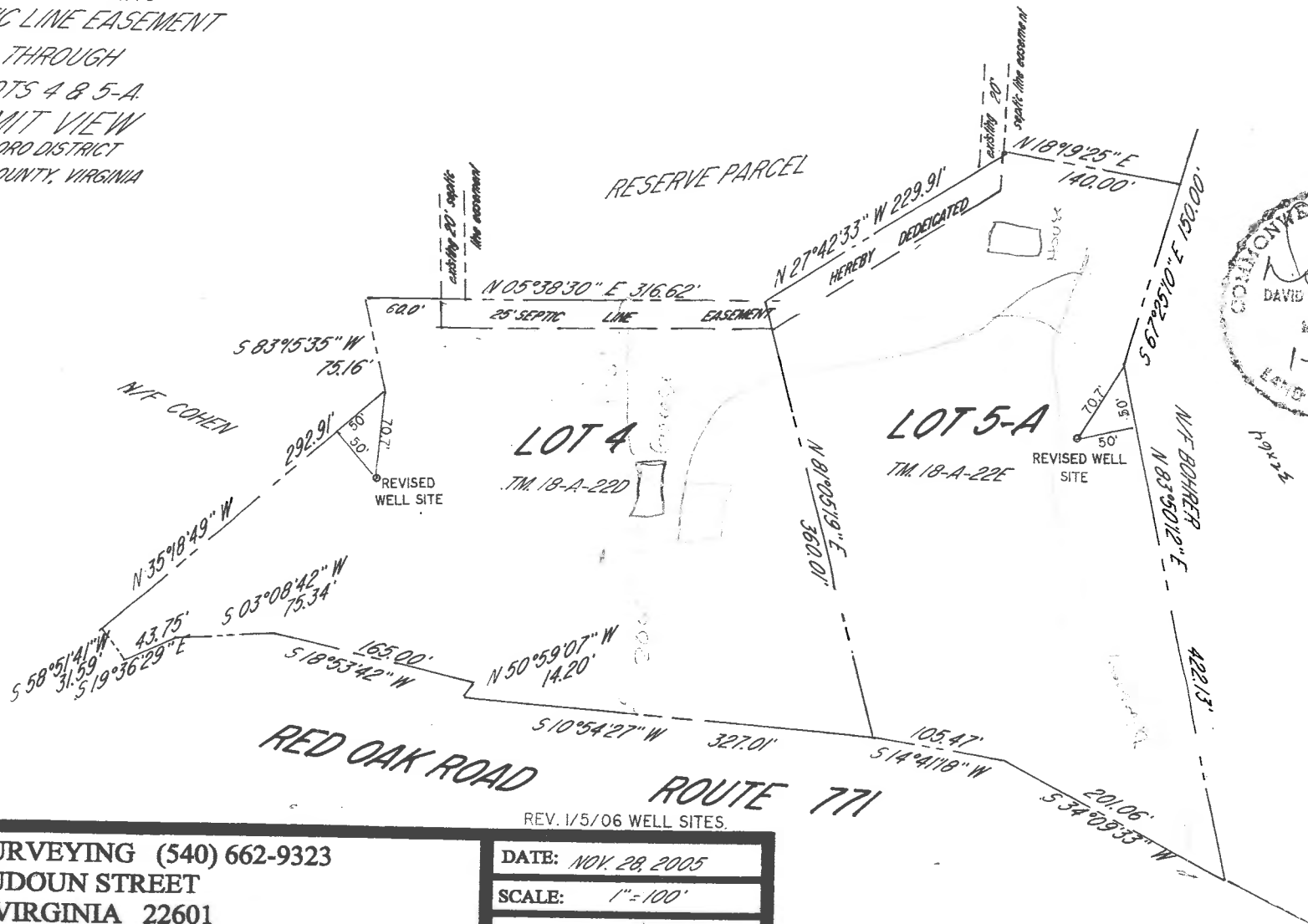
8. The type of use proposed is (consult with the Planning Dept. before completing)
AUTO REPAIR

9. It is proposed that the following buildings will be constructed:
NONE

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

- | | |
|------------------------------|-------------------------------|
| NAME <u>Elroy Bohrer</u> | ADDRESS <u>493 Red Oak Rd</u> |
| PROPERTY ID# <u>18-A-23</u> | |
| NAME _____ | ADDRESS _____ |
| PROPERTY ID# <u>18-A-21</u> | |
| NAME _____ | ADDRESS _____ |
| PROPERTY ID# <u>18-A-22A</u> | |
| NAME _____ | ADDRESS _____ |
| PROPERTY ID# <u>18-A-22F</u> | |
| NAME _____ | ADDRESS _____ |
| PROPERTY ID# <u>18-A-26</u> | |
| NAME _____ | ADDRESS _____ |
| PROPERTY ID# <u>18-A-27B</u> | |

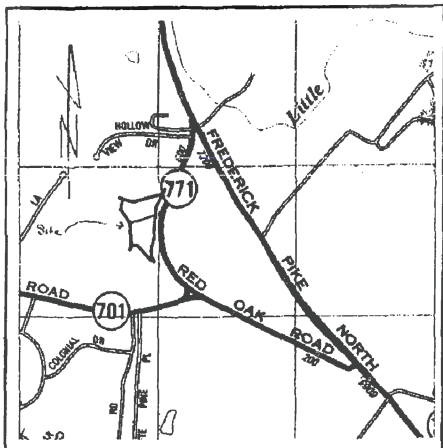
PLAT SHOWING
 A 25' SEPTIC LINE EASEMENT
 THROUGH
 LOTS 4 & 5-A
 SUMMIT VIEW
 GAINESBORO DISTRICT
 FREDERICK COUNTY, VIRGINIA



FURSTENAU SURVEYING (540) 662-9323 111 SOUTH LOUDOUN STREET WINCHESTER, VIRGINIA 22601 EST. 1986 MEMBER VA. ASSOC. OF SURVEYORS	DATE: NOV. 28, 2005
	SCALE: 1" = 100'
	(Empty space for notes or signature)

060021709

0515



FINAL PLAT
LOT CONSOLIDATION
LOT 5-A-1
SUMMIT VIEW
BEING A CONSOLIDATION OF
LOTS 4 AND 5-A
GAINESBORO DISTRICT
FREDERICK COUNTY, VIRGINIA

SURVEYOR'S CERTIFICATE

I, Christopher D. Furstenau, a duly authorized Land Surveyor, do hereby certify that the land shown in this subdivision is in the name of Scott L. Sweeney and Tracie Sweeney and is all of the land conveyed to them by deed dated October 1, 2003 and recorded among the land records of the Clerk of the Circuit Court for Frederick County, Virginia as Instrument Number 030022669.

Chris D. Furstenau

Christopher D. Furstenau, L.S.

OWNER'S CERTIFICATE

The above and foregoing Lot Consolidation of the land of Scott L. Sweeney and Tracie Sweeney as appears in the accompanying plat is with the free consent and in accordance with the desires of the undersigned owners, proprietors or trustees, if any.

Scott L. Sweeney

Scott L. Sweeney
State of Virginia
City/County of Judicial

Tracie Sweeney

Tracie Sweeney

I, L. Addie Simkovich, a notary public in and for the State of Virginia and the city/county of Frederick do hereby certify that this day personally appeared before me, Scott L. Sweeney and Tracie Sweeney, whose names are signed to the above Owner's Certificate dated November 6, 2006 and acknowledged to the same before me in my state and city/county as aforesaid.

L. Addie Simkovich

NOTARY PUBLIC

Given under my hand this 9th day of November
My commission expires MY COMMISSION EXPIRES MARCH 31, 2009.

APPROVALS

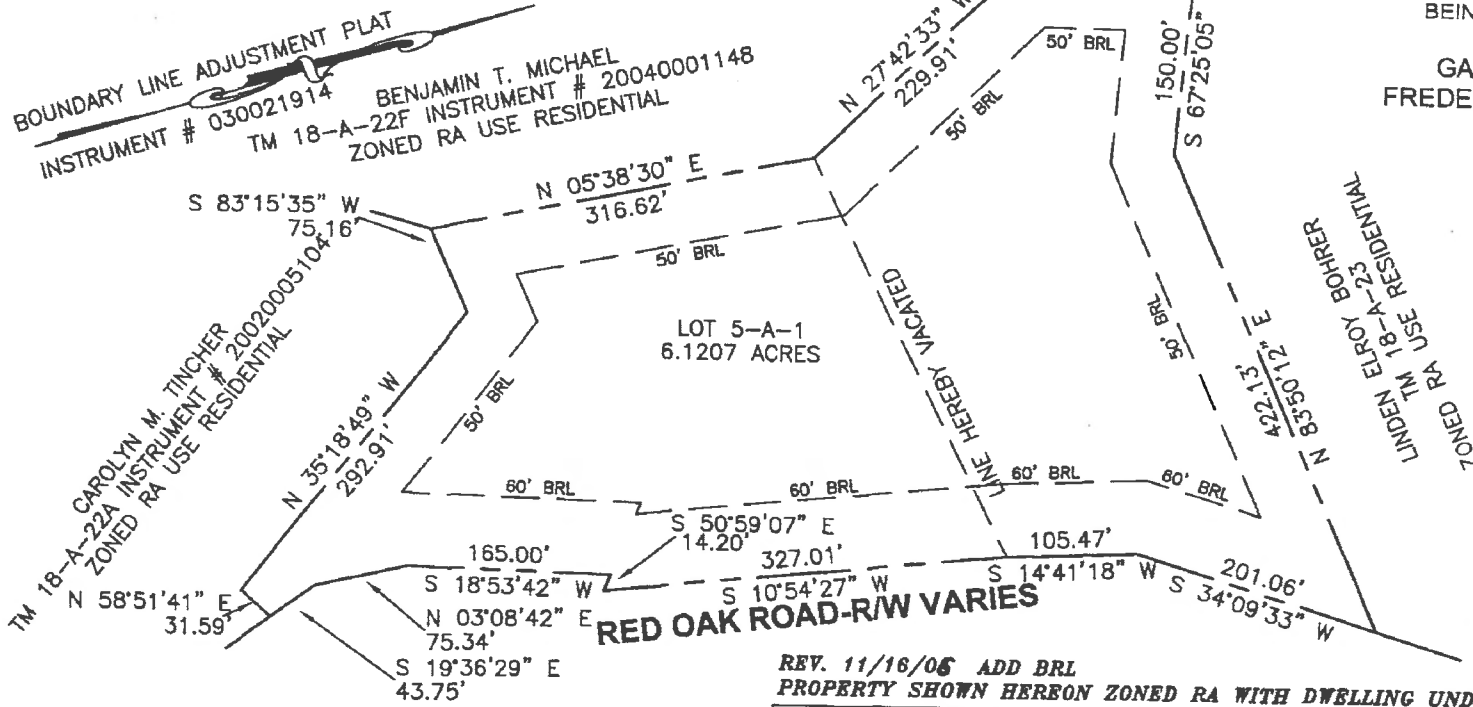
[Signature]

FREDERICK COUNTY SUBDIVISION ADMININSTRATOR
16 Nov 06
DATE

CHRISTOPHER D. FURSTENAU, L.S. PC
133 WEST BOSCAWEN STREET SUITE 2 WINCHESTER, VIRGINIA 22601
540 542-1164 FAX 540 542-1183 SERVICES@CDFSURVEYS.COM
MEMBER VIRGINIA ASSOCIATION OF SURVEYORS

DATE: NOV. 6, 2006
SHEET: 1 OF 2
TAX MAP: 18-A-22D&22E

0516



FINAL PLAT
 LOT CONSOLIDATION
 LOT 5-A-1
SUMMIT VIEW
 BEING A CONSOLIDATION OF
 LOTS 4 AND 5-A
 GAINESBORO DISTRICT
 FREDERICK COUNTY, VIRGINIA

REV. 11/16/06 ADD BRL
 PROPERTY SHOWN HEREON ZONED RA WITH DWELLING UNDER CONSTRUCTION.

	CHRISTOPHER D. FURSTENAU, L.S. PC 133 WEST BOSCAWEN STREET SUITE 2 WINCHESTER, VIRGINIA 22601 540 542-1164 FAX 540 542-1183 SERVICES@CDFSURVEYS.COM MEMBER VIRGINIA ASSOCIATION OF SURVEYORS	
	DATE: NOV. 6, 2006 SCALE: 1" = 120' TAX MAP: 18-A-22D&22E	THIS PLAT WAS PREPARED USING RECORDED INFORMATION AND DOES NOT REFLECT A BOUNDARY SURVEY BY THIS FIRM. NO TITLE REPORT FURNISHED
	NO TITLE REPORT FURNISHED	

060022475

0354

When recorded: Please Forward To:
Freedom Title Services
74 W. Jubal Early Drive, Ste 100
Winchester, VA 22601

GPIN or TAX ID NO: 18-A-22E & 22D

This space reserved for Clerk

Pursuant to §58.1-811 (D), of the Code of Virginia, 1950, as amended, no recordation tax shall be required for this Deed of Gift.

THIS DEED OF GIFT, made this 1st day of December, 2006, by and between SCOTT L. SWEENEY and TRACIE SWEENEY (hereinafter, "Grantors") and SCOTT L. SWEENEY, TRACIE SWEENEY and MARY SWEENEY (hereinafter, "Grantees") whose tax mailing address is: 107 Aztec Trail, Winchester, VA 22602.

WITNESSETH:

That for and in consideration of the love and affection among the parties, and other good and valuable consideration, the receipt and or acceptance of which is hereby acknowledged, the said Grantors do hereby grant, bargain, sell and convey, with GENERAL WARRANTY AND ENGLISH COVENANTS OF TITLE, unto the said Grantees, as tenants in common, the following described property, to-wit:

For property Description See Schedule A

This conveyance is made expressly subject to conditions, restrictions, reservations and easements of record, if any, constituting constructive notice.

Property Address: 107 Aztec Trail, Winchester, VA 22602
Tax ID: 18-A-22E & 22D

Prepared by The Morris Group, P.C. Attorneys and Counselors at Law 117 Landmark Square, Va. Bch, VA 23452. 757-321-6936. The attorney(ies) who prepared this instrument has/have not performed a title examination of the subject property and therefore makes no opinion or warranty as to the quality of title. The parties to this instrument agree they have reviewed, understand and accept its terms, acknowledge that they have read, understand and agree with the terms of the Deed on Demand/The Morris Group Invoice, Client Disclosure and Agreement (see www.deedsondemandusa/agreement), and that the attorney/client relationship between the client(s) ordering and paying for the instrument and attorney(ies) preparing this instrument is strictly limited to the instrument's preparation.

WITNESS the following signatures and seals:

Scott L. Sweeney
SCOTT L. SWEENEY

STATE/Commonwealth of Virginia
CITY/COUNTY OF Frederick to-wit:

I, the undersigned Notary Public, in and for the City/County and State aforesaid, do hereby certify that SCOTT L. SWEENEY has acknowledged the same before me in the City/County and State aforesaid, on this 1st day of December, 2006.

My commission expires:

SHill
Notary Public

STEPHANIE HILL
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES OCT. 31, 2009
STATE/Commonwealth of Virginia
CITY/COUNTY OF Frederick to-wit:

Tracie L. Sweeney
TRACIE SWEENEY

I, the undersigned Notary Public, in and for the City/County and State aforesaid, do hereby certify that TRACIE SWEENEY has acknowledged the same before me in the City/County and State aforesaid, on this 1st day of December, 2006.

My commission expires:

SHill
Notary Public

STEPHANIE HILL
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES OCT. 31, 2009

Prepared by The Morris Group, P.C. Attorneys and Counselors at Law 117 Landmark Square, Va. Bch, VA 23452. 757-321-6936. The attorney(ies) who prepared this instrument has/have not performed a title examination of the subject property and therefore makes no opinion or warranty as to the quality of title. The parties to this instrument agree they have reviewed, understand and accept its terms, acknowledge that they have read, understand and agree with the terms of the Deed on Demand/The Morris Group Invoice, Client Disclosure and Agreement (see www.deedsdemandusa/agreement), and that the attorney/client relationship between the client(s) ordering and paying for the instrument and attorney(ies) preparing this instrument is strictly limited to the instrument's preparation.

SCHEDULE A

030

ALL THAT certain tract or parcel of land, lying and being situate on Red Oak Road in Gainesboro Magisterial District, Frederick County, Virginia, designated as Lot 5-A-1, containing 6.1207 acres, and more particularly described by FINAL PLAT LOT CONSOLIDATION LOT 5-A-1 SUMMIT VIEW, BEING A CONSOLIDATION OF LOTS 4 AND 5-A GAINESBORO DISTRICT, FREDERICK COUNTY, VIRGINIA, drawn by Christopher D. Furstenau, L.S. PC, dated November 6, 2006, of record in the Office of the Clerk of the Circuit Court of Frederick County, Virginia as Instrument Number 060021709.

AND BEING a portion of the property conveyed to Scott L. Sweeney and Tracie Sweeney, by Deed from David A. Hicks and Linda W. Hicks, dated October 1, 2003 of record in the aforesaid Clerk's Office as Instrument Number 030022669. Reference is hereby made to the aforesaid instrument and the attachments and references therein contained for a further and more particular description of the property hereby conveyed.

VIRGINIA: FREDERICK COUNTY SCT.

This instrument of writing was produced to me on

Dec 1, 2006 at 1:28 P.M.

and with certificate acknowledgement thereto annexed was admitted to record. Tax imposed by Sec. 58.1-802 of

se exempt, and 58.1-801 have been paid, if assessable.

Rebecca P. Hagan, Clerk

Prepared by The Morris Group, P.C. Attorneys and Counselors at Law 117 Landmark Square, Va. Bch, VA 23452. 757-321-6936. The attorney(ies) who prepared this instrument has/have not performed a title examination of the subject property and therefore makes no opinion or warranty as to the quality of title. The parties to this instrument agree they have reviewed, understand and accept its terms, acknowledge that they have read, understand and agree with the terms of the Deed on Demand/The Morris Group Invoice, Client Disclosure and Agreement (see www.deedsondemandusa.com/agreement), and that the attorney/client relationship between the client(s) ordering and paying for the instrument and attorney(ies) preparing this instrument is strictly limited to the instrument's preparation.

0517

VIRGINIA: FREDERICK COUNTY.SCT.
This instrument of writing was produced to me on

11-20-06 at 3:04 PM
and with the acknowledgement thereto annexed
was admitted to record. Tax imposed by Sec. 58.1-802 of
s. NA, and 58.1-801 have been paid, if assessable.

Rebecca P. Hogan, Clerk

12. Additional comments, if any: _____

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

Signature of Applicant Scott L. Swamy

Signature of Owner Scott L. Swamy

Owners' Mailing Address 441 RED OAK RD. CROSS JUNCTION VA 22625

Owners' Telephone No. 540-664-9681

TO BE COMPLETED BY THE ZONING ADMINISTRATOR:

USE CODE:

RENEWAL DATE: