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**AGENDA  
REGULAR MEETING  
FREDERICK COUNTY BOARD OF SUPERVISORS  
WEDNESDAY, MARCH 26, 2014  
7:00 P.M.  
BOARD ROOM, COUNTY ADMINISTRATION BUILDING  
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

**Call To Order**

**Invocation**

**Pledge of Allegiance**

**Adoption of Agenda:**

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

**Consent Agenda:**

(Tentative Agenda Items for Consent are Tabs: G)

**Public Hearing:**

1. Fiscal Year 2014-2015 Budget. **(See Attached)**----- A

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

**Board of Supervisors Comments**

**Minutes: (See Attached)**----- B

1. Budget Work Session, March 5, 2014.
2. Regular Meeting, March 12, 2014.

**County Officials:**

1. Employee of the Month Award for March, 2014. **(See Attached)** ----- C

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- 2. Committee Appointments. **(See Attached)**----- **D**
  
- 3. Correspondence and Resolutions from Winchester and Western Railroad  
Re: Rail Preservation Applications: **(See Attached)** ----- **E**
  - a. Resolution for Project FY 2013-2017;
  - b. Resolution for Project FY 2015-2020.
  
- 4. Request from Commissioner of the Revenue for Refund.  
**(See Attached)** ----- **F**

**Committee Reports:**

- 1. Human Resources Committee. **(See Attached)** ----- **G**
  
- 2. Finance Committee. **(See Attached)**----- **H**

**Board Liaison Reports (If Any)**

**Citizen Comments**

**Board of Supervisors Comments**

**Adjourn**

A

NOTICE OF PUBLIC HEARING  
FREDERICK COUNTY, VIRGINIA

The Board of Supervisors of Frederick County invite comments on the Proposed Budget for the fiscal year ending June 30, 2015. Verbal comments may be presented at the Public Hearing scheduled at:

7:00 p.m., Wednesday, March 26, 2014 at County Administration Office Building

For the purpose of the public hearing on March 26, 2014, written comments may be mailed to the Office of the County Administrator, 107 North Kent Street, Winchester, Virginia 22601, or may be presented to the Board at its public hearing. Anyone wishing to address the Board on March 26, 2014, is encouraged to call the County Administrator's office (665-5600) and have their name placed on a speaker list. The following synopsis of the budget is published for information and planning purposes only. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an appropriation by the Board of Supervisors.

PROPOSED FY 2014-2015 BUDGET

	ADOPTED 2013-2014	PROPOSED 2014-2015	DIFFERENCE
<b>GENERAL OPERATING FUND:</b>			
Revenue	128,724,407	138,087,562	9,363,155
Non-Revenue	4,300,000	4,300,000	0
<b>TOTAL REVENUE - GENERAL OPERATING FUND</b>	<b>133,024,407</b>	<b>142,387,562</b>	<b>9,363,155</b>
<b>GENERAL OPERATING FUND:</b>			
Expenditures	52,869,263	57,371,558	4,502,295
Transfer to Adult Detention Center	4,755,887	4,991,484	235,597
Transfer to Airport Operating	45,785	50,629	4,844
Transfer to School Operating	60,727,321	65,347,740	4,620,419
Transfer to School Debt	14,626,151	14,626,151	0
<b>TOTAL EXPENDITURES - GENERAL OPERATING FUND</b>	<b>133,024,407</b>	<b>142,387,562</b>	<b>9,363,155</b>
<b>NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:</b>			
Revenue	13,138,066	13,885,686	747,620
Non-Revenue	521,421	510,200	-11,221
Transfer from General Operating Fund	4,755,887	4,991,484	235,597
<b>TOTAL REVENUE - NRADC FUND</b>	<b>18,415,374</b>	<b>19,387,370</b>	<b>971,996</b>
<b>NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:</b>			
Expenditures	18,415,374	19,387,370	971,996
<b>FREDERICK-WINCHESTER LANDFILL FUND:</b>			
Revenue	5,306,260	5,411,187	104,927
Non-Revenue	1,320,360	1,705,018	384,658
<b>TOTAL REVENUE - LANDFILL FUND</b>	<b>6,626,620</b>	<b>7,116,205</b>	<b>489,585</b>
<b>FREDERICK-WINCHESTER LANDFILL FUND:</b>			
Expenditures	6,626,620	7,116,205	489,585
<b>DIVISION OF COURT SERVICES FUND:</b>			
Revenue	600,489	579,572	-20,917
<b>DIVISION OF COURT SERVICES FUND:</b>			
Expenditures	600,489	579,572	-20,917
<b>SHAWNEELAND SANITARY DISTRICT FUND:</b>			
Revenue	664,470	664,470	0

Non-Revenue	185,080	435,277	250,197
TOTAL REVENUE-SHAWNEELAND SANITARY DISTRICT FUND	849,550	1,099,747	250,197
SHAWNEELAND SANITARY DISTRICT FUND:			
Expenditures	849,550	1,099,747	250,197
AIRPORT OPERATING FUND:			
Revenue	2,229,694	2,178,365	-51,329
Non-Revenue	23,359	0	-23,359
Transfer from General Operating Fund	45,785	50,629	4,844
TOTAL REVENUE - AIRPORT OPERATING FUND	2,298,838	2,228,994	-69,844
AIRPORT AUTHORITY OPERATING FUND:			
Expenditures	2,298,838	2,228,994	-69,844
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Revenue	0	525,256	525,256
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Expenditures	0	525,256	525,256
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Revenue	773,099	800,570	27,471
Non-Revenue	347,227	0	-347,227
TOTAL REVENUE - LAKE HOLIDAY SANITARY DISTRICT FUND	1,120,326	800,570	-319,756
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Expenditures	1,120,326	800,570	-319,756
EMS REVENUE RECOVERY FUND:			
Revenue	0	2,028,000	2,028,000
EMS REVENUE RECOVERY FUND:			
Expenditures	0	2,028,000	2,028,000
SCHOOL OPERATING FUND:			
Revenue	73,272,722	75,156,739	1,884,017
Transfer from General Operating Fund	60,727,321	65,347,740	4,620,419
TOTAL REVENUE - SCHOOL OPERATING FUND	134,000,043	140,504,479	6,504,436
SCHOOL OPERATING FUND:			
Expenditures	133,578,535	140,028,310	6,449,775
Transfer to Textbook Fund	421,508	476,169	54,661
TOTAL EXPENDITURES - SCHOOL OPERATING FUND	134,000,043	140,504,479	6,504,436
SCHOOL CAPITAL PROJECTS FUND:			
Non-Revenue	100,000	600,000	500,000
Transfer from School Debt Service Fund	1,082,640	1,566,316	483,676
TOTAL REVENUE - SCHOOL CAPITAL PROJECTS FUND	1,182,640	2,166,316	983,676
SCHOOL CAPITAL PROJECTS FUND:			
Expenditures	1,182,640	2,166,316	983,676

SCHOOL NUTRITION SERVICES FUND:			
Revenue	5,008,987	4,966,615	-42,372
Non-Revenue	1,115,940	1,233,680	117,740
TOTAL REVENUE - SCHOOL NUTRITION SERVICES FUND	6,124,927	6,200,295	75,368
SCHOOL NUTRITION SERVICES FUND:			
Expenditures	6,124,927	6,200,295	75,368
SCHOOL DEBT SERVICE FUND:			
Revenue	297,500	271,500	-26,000
Non-Revenue	31,050	857,000	825,950
Transfer from General Operating Fund	14,626,151	14,626,151	0
TOTAL REVENUE - SCHOOL DEBT SERVICE FUND	14,954,701	15,754,651	799,950
SCHOOL DEBT SERVICE FUND:			
Expenditures	13,872,061	14,188,335	316,274
Transfer to School Capital Projects Fund	1,082,640	1,566,316	483,676
TOTAL EXPENDITURES - SCHOOL DEBT SERVICE FUND	14,954,701	15,754,651	799,950
SCHOOL TRUST FUNDS:			
Revenue	16,100	50,000	33,900
SCHOOL TRUST FUNDS:			
Expenditures	15,950	49,850	33,900
Transfer to Textbook Fund	150	150	0
TOTAL EXPENDITURES - SCHOOL TRUST FUNDS	16,100	50,000	33,900
SCHOOL TEXTBOOK FUND:			
Revenue	760,521	815,698	55,177
Non-Revenue	976,250	1,281,116	304,866
Transfer from School Operating Fund	421,508	476,169	54,661
Transfer from School Trust Funds	150	150	0
TOTAL REVENUE - SCHOOL TEXTBOOK FUND	2,158,429	2,573,133	414,704
SCHOOL TEXTBOOK FUND:			
Expenditures	2,158,429	2,573,133	414,704
NREP OPERATING FUND:			
Revenue	4,509,295	4,793,650	284,355
Non-Revenue	310,567	300,000	-10,567
TOTAL REVENUE - NREP OPERATING FUND	4,819,862	5,093,650	273,788
NREP OPERATING FUND:			
Expenditures	4,794,862	5,068,650	273,788
Transfer to NREP Textbook Fund	25,000	25,000	0
TOTAL EXPENDITURES - NREP OPERATING FUND	4,819,862	5,093,650	273,788
NREP TEXTBOOK FUND:			
Non-Revenue	25,000	10,000	-15,000
Transfer from NREP Operating Fund	25,000	25,000	0
TOTAL REVENUE - NREP TEXTBOOK FUND	50,000	35,000	-15,000
NREP TEXTBOOK FUND:			

Expenditures	50,000	35,000	-15,000
<b>CONSOLIDATED SERVICES FUND:</b>			
Revenue	3,100,000	3,100,000	0
<b>CONSOLIDATED SERVICES FUND:</b>			
Expenditures	3,100,000	3,100,000	0
TOTAL REVENUE - ALL FUNDS	329,342,306	351,630,800	22,288,494
Less Transfers Between Funds	81,684,442	87,083,639	5,399,197
NET REVENUE - ALL FUNDS	247,657,864	264,547,161	16,889,297
TOTAL EXPENDITURES - ALL FUNDS	329,342,306	351,630,800	22,288,494
Less Transfers Between Funds	81,684,442	87,083,639	5,399,197
NET EXPENDITURES - ALL FUNDS	247,657,864	264,547,161	16,889,297

PROPOSED TAX RATES

Property Taxes - Rates per \$100 of assessed value

Real Estate	\$0.585
Personal Property	\$4.86
Qualifying Personal Property for Volunteer Firefighters	\$2.25
Antique Vehicles	\$0.00
Mobile Homes	\$0.585
Aircraft	\$0.01
Business Equipment	\$4.86
Machinery and Tools	\$2.00
Contract Carrier Classified Vehicles	\$2.00

Machinery and Tools and Contract Carrier Classified Vehicles are assessed on declining values based on acquisition year, as follows:

<u>Year</u>	<u>Assessment Ratio</u>
1	60%
2	50%
3	40%
4 and all subsequent years	30%

Vehicle License Taxes

Vehicles other than motorcycles	\$25 each
Motorcycles	\$10 each

Business and Professional Occupational License Taxes

Contracting, and persons constructing for their own account for sale    \$0.16 per \$100 of gross receipts

Retail sales	\$0.20 per \$100 of gross receipts
Financial, real estate, and professional services	\$0.58 per \$100 of gross receipts
Repair, personal, and business services	\$0.36 per \$100 of gross receipts
Wholesale merchants	\$0.05 per \$100 of purchases

All other Business and Professional Occupational License Taxes will remain unchanged, all as currently set forth in Article XVI of Chapter 155 of the County Code.

Meals Tax - 4% of gross receipts

Transient Occupancy Tax - 2% of gross receipts

Shawneeland Sanitary District Taxes

Unimproved Lots	\$180 per lot
Improved Lots	\$530 per lot
Unimproved - External Users	\$180 per lot
Improved - External Users	\$530 per lot

Lake Holiday Sanitary District Taxes

Buildable Lots	\$678 per lot
Unbuildable Lots	\$264 per lot

Star Fort Subdivision Taxes/Fees - \$60 per lot

Street Light Fees

Oakdale Crossing, Stephens City - \$60 Annually  
Green Acres - \$25 Annually

Sanitary Landfill Fees

Commercial/Industrial	\$45 per ton
Construction Demolition Debris	\$42 per ton
Municipal Solid Waste	\$12 per ton
Municipal Sludge	\$32 per ton
Miscellaneous Rubble Debris	\$12 per ton

All other taxes and fees imposed by Frederick County will remain unchanged, all as currently set forth in the County Code, otherwise previously adopted by the Board of Supervisors, or authorized pursuant to state law.

CHERYL B. SHIFFLER  
FINANCE DIRECTOR  
FREDERICK COUNTY, VIRGINIA



B

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**March 5, 2014**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, March 5, 2014 at 8:00 A.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

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

**OTHERS PRESENT**

Finance Committee members Ron Hottle, Angela Rudolph, and Judith McCann-Slaughter; John R. Riley, Jr., County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; School board member Dr. John Lamanna, and Executive Director of Finance for Frederick County Public Schools Lisa Frye.

**CALL TO ORDER**

Chairman Shickle called the work session to order. He then turned the presentation over to Administrator Riley.

Administrator Riley advised that staff was seeking direction from the Board regarding a scenario to advertise for public hearing. He noted the budget public hearing would be held March 26, 2014.

Supervisor Fisher stated he would like to see Our Health put back in the budget at current level. He went on to say that he would like to see Our Health provide the Board with a report each year showing the number of county citizens they serve, because that number is significant.

Supervisor Hess stated he could support that, but the organizations need to understand funding might not continue in the future.

Supervisor Collins thought the money should be put directly towards the Child Advocacy Center versus giving the contribution to Our Health.

Supervisor Lofton stated the organization had a year to address this reduced funding in their budget. He went on to say they knew last year at this time that reduced funding was an option.

Supervisor Wells advised that he had received several calls from individuals associated with and supporters of Our Health and he would like to see all or a portion of the funding restored.

Supervisor Collins stated he would like to reopen the dialogue on funding for the Discovery Museum.

Administrator Riley noted there would be an opportunity to revisit outside agencies prior to adoption of the budget.

Chairman Shickle stated he would poll the Board and Finance Committee on what to advertise for the budget public hearing.

Supervisor Collins stated, although no one wants to raise taxes, he would support advertising scenario B so the Board could hear from the public.

Supervisor Wells concurred with Supervisor Collins in supporting scenario B.

Supervisor Hess stated each scenario supported the case for that particular tax level; however, if he accepted the different points supporting the need to advertise a higher tax rate, then he would support scenario C because it gave the Board more options.

Mr. Hottle felt the citizens should be given an opportunity to speak about the tax rate, so he supported scenario B.

Mrs. Rudolph stated she would entertain scenario C for advertisement. She noted that nothing on the proposed cut list would be reinstated until the tax rate matched scenario C.

Supervisor Collins stated based upon the comments so far, that he had no problem advertising scenario C.

Administrator Riley reminded the Board and Finance Committee they could not choose a tax rate higher than what would be advertised for public hearing, but they could approve a tax rate lower than advertised.

Supervisor Wells stated he would be willing to change his preference to scenario C.

Supervisor Fisher noted that sometimes what gets advertised sends a false impression.

Supervisor Hess stated the advertisement would not be setting the tax rate. He went on to say we should not be afraid to advertise to higher tax rate just because some citizens do not understand the budget process.

Chairman Shickle polled the Board and Finance Committee members regarding a preferred scenario.

Those favoring scenario C were: Supervisor Collins, Supervisor Hess, Supervisor Wells, Mr. Hottle, Mrs. Rudolph, and Mrs. McCann-Slaughter.

Those against scenario C were: Chairman Shickle, Vice-Chairman DeHaven, Supervisor Fisher, and Supervisor Lofton.

Finance Director Shiffler advised that she needed a majority of the Board to favor a scenario for advertisement.

Chairman Shickle polled only the Board regarding a scenario for advertisement.

Those favoring scenario A were: Chairman Shickle, Vice-Chairman DeHaven, Supervisor Fisher, and Supervisor Lofton.

Those against scenario A were: Supervisor Collins, Supervisor Hess, and Supervisor Wells.

Scenario A, a level tax rate, would be advertised for public hearing.

There being no further discussion, the work session adjourned at 8:20 a.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**REGULAR MEETING**

**March 12, 2014**

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, March 12, 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.; Christopher E. Collins; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells

**CALL TO ORDER**

Chairman Shickle called the meeting to order.

**INVOCATION**

Supervisor Fisher delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Vice-Chairman DeHaven led the Pledge of Allegiance.

**ADOPTION OF AGENDA – APPROVED**

Administrator Riley advised he had one addition to the agenda. He added a resolution urging the Governor of Virginia and the Virginia General Assembly to timely pass a clean budget, as item number five under County Officials.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board approved the amended agenda by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
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:

- Proclamation Declaring April 13-19, 2014 as National Telecommunicator's Week – **Tab C**;
- Joint Finance Committee Report – **Tab F**; and
- Transportation Committee Report – **Tab G**.

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

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

**CITIZEN COMMENTS**

**Don Butler**, Chairman of Our Health and resident of the Stonewall District, read the following statement:

*"Mr. Chairman, Members of the Board of Supervisors, Mr. Riley, and Frederick County staff:*

*My name is Don Butler. I am Chairman of Our Health and a resident of Frederick County in the Stonewall District. Our Health received no written or verbal notice that we were taken off the list for non-profit funding this year, but read it in the Winchester Star. In response, I asked our Board members to contact their representative requesting the funding be reinstated. I would like to thank the BOS for their courtesy in responding to the calls from the Our Health Board of Directors seeking both answers and asking for support. I hope the information we provided has been helpful in showing why Our Health exists. Our Health meets the needs of our community and is a great value to Frederick County taxpayers. The Our Health campus offers a safe, attractive place for our residents to receive any number of services from our 16 partner agencies. There has been a dramatic increase in the need for health and human services for those most in need in our community. The 2012 census shows that there were 32,000 client visits to Our Health partner agencies in 2012 from Frederick County residents. This number will increase when the 2013 numbers are totaled. The need exists today and will exist tomorrow to provide services to our residents who are struggling in their everyday lives.*

*The Frederick County funding for Our Health in 2013 was \$20,600. The 2013 Our Health census is expected to exceed 32,000 Frederick County residents visits. This represents a cost of about 65 cents per visit. If Our Health did not exist, and if Frederick County wanted to duplicate the services Our Health provides for its residents, could you do it for 65 cents per visit? Our Health has shown that we are very good stewards of Frederick County tax payer money.*

*Our Health is asking to be reinstated in the Frederick County budget this year at the level funding of \$20,600. This would take a motion on your part. Without a motion, Our Health remains on the unfunded non-profit list ... 65 cents per visit... A pretty good value for Frederick County taxpayers."*

**BOARD OF SUPERVISORS COMMENTS**

There were no Board of Supervisors' comments.

**MINUTES - APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the minutes from the February 12, 2014 regular meeting by the following recorded

vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
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 February 19, 2014 budget work session by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
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 February 26, 2014 budget work session by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
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 Fisher, seconded by Supervisor Hess, the Board approved the minutes from the February 26, 2014 regular meeting by the following recorded vote:

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

**COUNTY OFFICIALS**

**PROCLAMATION DECLARING APRIL 13-19, 2014 AS NATIONAL TELECOMMUNICATOR’S WEEK – APPROVED UNDER CONSENT AGENDA**

**WHEREAS**, emergencies can occur at anytime that require police, fire or emergency medical services; and

**WHEREAS**, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

**WHEREAS**, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Frederick County Department of Public Safety Communications Center; and

**WHEREAS**, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services; and

**WHEREAS**, Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and

**WHEREAS**, Public Safety Dispatchers of Frederick County, Virginia have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and

**WHEREAS**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

**NOW THEREOFRE BE IT RESOLVED**, that the Board of Supervisors of Frederick County, Virginia does hereby proclaim the week of April 13-19, 2014 to be National Telecommunicator’s Week in Frederick County, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

**ADOPTED** this 12<sup>th</sup> day of March, 2014.

**REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUND - APPROVED**

Administrator Riley advised this was a request from the Commissioner of the Revenue for a supplemental appropriation and to authorize the Treasurer to refund DBI Services LLC the amount of \$9,630.09, for adjustments to personal property taxes filing for half of 2012 and all of 2013 and registration fees for 2013. The refund was the result of three trucks moving to another locality. The Commissioner has verified with the receiving locality that the vehicles are being taxed in the other locality. The county attorney has reviewed the request and it appears to be justified.

Upon a motion by Supervisor Hess, seconded by Vice-Chairman DeHaven, the Board approved the appropriation and refund request for DBI Services, LLC.

The above motion was approved by the following recorded vote:

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

**MEMORANDUM RE: SITE PLAN SUBMISSION FOR REPLACEMENT ROUND HILL FIRE STATION – APPROVED SUBMITTING THE SITE PLAN FOR APPROVAL**

Administrator Riley advised this was a site plan for the proposed replacement Round Hill Fire Station. Staff was seeking authorization to submit the site plan to the Planning Department for final approval. He reminded the Board an approved site plan was required before the Board could collect the proffers associated with this project.

Upon a motion by Supervisor Fisher, seconded by Supervisor Hess, the Board authorized the submittal of the site plan to the Planning Department for approval.

The above motion was approved by the following recorded vote:

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

**RESOLUTION URGING THE GOVERNOR OF VIRGINIA AND THE VIRGINIA GENERAL ASSEMBLY TO TIMELY PASS A CLEAN BUDGET - APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved a resolution urging the Governor of Virginia and the Virginia General Assembly to timely pass a clean budget.

**WHEREAS**, each year the foremost duty of the Virginia General Assembly is to pass a budget or budget amendments that serve as Virginia's financial blueprint for each fiscal year; and

**WHEREAS**, Virginia is consistently recognized for its sound fiscal management and budgetary practices as illustrated by its AAA bond rating and the strong bond ratings of many local government divisions throughout the Commonwealth; and

**WHEREAS**, the County of Frederick is currently in the process of developing and adopting its budget for the upcoming fiscal year; and

**WHEREAS**, the Frederick County Board of Supervisors relies on the timely passage of a budget to allocate funding to local government services and make policy and hiring decisions for the upcoming fiscal year; and

**WHEREAS**, 81,000 residents of Frederick County depend on county government to provide critical services such as education and public safety; and

**WHEREAS**, failure to pass a timely budget will result in uncertainty for the County of Frederick, which receives over 33% of its funding as direct aid from the Commonwealth; and

**WHEREAS**, the Frederick County School Board relies on the timely passage of the state budget in order to set its budget and make staffing decisions, which includes teacher contracts; and

**WHEREAS**, interruption of the provision of educational services to Frederick County students will have a significant negative impact on students and families; and

**WHEREAS**, the interruption of public safety services would likely result in the loss of property, serious injury, or loss of life for Frederick County citizens; and

**WHEREAS**, critical mental health services to Frederick County residents are provided via funds that flow from the state budget through county, and

**WHEREAS**, the Virginia General Assembly adjourned sine die on Saturday, March 8, 2014 without adopting a budget for the two year biennium beginning July 1, 2014.

**NOW, THEREFORE, BE IT RESOLVED** by the Frederick County Board of Supervisors, that the Governor of Virginia and the Virginia General Assembly are urged to pass a budget as soon as practicable to ensure the continued functioning of state and local governments; and,

**BE IT FURTHER RESOLVED**, that the issue of Medicaid Expansion under the Affordable Care Act should be decoupled from budget negotiations and considered in a separate legislative session to facilitate prompt passage of a state budget; and,

**BE IT FURTHER RESOLVED**, that the Frederick County Board of Supervisors shall transmit copies of this resolution to the Honorable Terence R. McAuliffe, Governor of the Commonwealth of Virginia and the members of the Virginia General Assembly so that they may be apprised of the sense of the Frederick County Board of Supervisors in this matter.

**ADOPTED** this 12<sup>th</sup> day of March, 2014.

The above motion was approved by the following recorded vote:

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

## COMMITTEE REPORTS

### JOINT FINANCE COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Joint Finance Committee met on Tuesday, February 18, 2014 at 9:30 A.M., in the First Floor Conference Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Present were Chairman Richard Shickle and Charles S. DeHaven, Jr., Frederick County representatives; and John Willingham, and Milt McInturff, City of Winchester representatives. Others present: John R. Riley, Jr., County Administrator; Jay E. Tibbs, Deputy County Administrator; Roderick B. Williams, County Attorney; Cheryl Shiffler, Finance Director, Frederick County; Dale Iman, City Manager; Anthony Williams, City Attorney; Mary Blowe, Finance Director City of Winchester; Doug Hewett, Assistant City Manager; Jim Deskins, Executive Director of the Winchester Economic Development Authority; Perry Eisenach, Winchester Public Services Director; Brenda L. Vance, Clerk of the Winchester-Frederick County General District Court; Ann Lloyd, Winchester-Frederick County Juvenile & Domestic Relations Court; and Matt Armstrong, *The Winchester Star*.

Mr. Shickle called the meeting to order.

**\*\*\*For Information Only\*\*\***

### GENERAL DISTRICT AND JUVENILE & DOMESTIC RELATIONS COURTS EMPLOYEE SUBSIDY REQUEST

Mr. Riley advised the clerks had asked for this item to be placed on the agenda for consideration by both localities. He noted the request totaled approximately \$44,000, which equated to \$22,000 per locality.

Mrs. Vance reviewed the personnel responsibilities for the positions to be covered. She stated 92% of those employees are paid below the state average for the same positions. In addition, those employees must pay the 5% VRS contribution and are facing increased health insurance costs. She went on to say she was having trouble retaining personnel. She concluded by saying this supplement would help with employee retention and they were requesting help from both localities with this issue.

Mr. Riley noted the County had a funding request for consideration in next year's budget.

Mr. Willingham advised he could bring this discussion to the council level, but he could not make a recommendation without all of the information regarding the funding request.

Mr. Iman noted there were a number of employees at the city who would want the same treatment, if this request were approved. He suggested allowing those employees to ask for dual insurance coverage, which was permissible under the Affordable Care Act. He also noted the City does not pay the 5% VRS contribution for employees.

Mr. Shickle stated it would appear the request would be justified on a parity issue based on the way the County treats other offices, but he would like to hear from the City.

No action was taken.

**UPDATE ON THE CONCEPTUAL DESIGN OF PROPOSED IMPROVEMENTS AT THE JOINT JUDICIAL CENTER**

Perry Eisenach, Public Services Director, provided an update on the conceptual design of the proposed improvements at the Joint Judicial Center. He advised that Moseley Architects are working on the project. They are developing a conceptual plan with specifics to be available in about one month.

Mr. Iman stated it was important for the City to get some direction regarding this project for budget purposes. He went on to say the City obtained financing through a bond issuance and they need to determine when and how to move forward.

**OUTSIDE AGENCY FUNDING STATUS/UPDATE**

The committee reviewed each locality's funding of outside agency requests.

Mr. Riley advised the Board of Supervisors discussed elimination of some or all funding for Blue Ridge Legal Services, Northern Virginia 4-H Center, Discovery Museum, and Our Health.

Mr. Willingham advised the City had not yet discussed outside agency requests.

Mr. Riley noted the joint projects remain a work in progress and once a revenue strategy is established the Board would deal with them. He noted there would be no cuts below present level, but he was not sure about any funding increases.

Mr. Iman advised the Lord Fairfax Small Business Development Center submitted a request to the City for \$20,000.

**UPDATE/STATUS OF EDC MEMORANDUM OF UNDERSTANDING**

Mr. Riley advised this was a housekeeping matter to dissolve the current Economic Development Commission, given the City has its own EDA and Frederick County now has its own EDA as well. He concluded by saying he would defer to the two attorneys regarding the particulars.

Mr. Iman stated the City would like to get an accounting of the City's funding for the EDC.

The city attorney and county attorney advised they would work together to craft a final document that would also address the disposition of any real or personal property owned by the EDC.

Upon a motion by Mr. McInturff, seconded by Mr. DeHaven, the Joint Finance Committee endorsed the joint resolution to dissolve the Winchester-Frederick County Economic Development Commission with the attorneys to work out the disposition of joint assets. Mr. Willingham voted against the motion.

**There being no further business, the meeting was adjourned at 9:55 a.m.**



**TRANSPORTATION COMMITTEE – APPROVED UNDER CONSENT**  
**AGENDA**

The Transportation Committee met on February 24, 2014 at 8:30 a.m.

Members Present

Chuck DeHaven (voting)  
James Racey (voting)  
Gene Fisher (voting)  
Christopher Collins (voting)  
Lewis Boyer (liaison Stephens City)  
Gary Oates (liaison PC)

Members Absent

Mark Davis (liaison Middletown)

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

**None**

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

**1. Shenandoah Private Streets**

Staff provided an updated request from the Shenandoah Development regarding the use of private streets in the non age-restricted portion of the development. The committee has requested that the item return with feedback from the Development Review and Regulation Committee as well as a more complete description of how the development would provide financial security for the ongoing maintenance of the private streets.

**2. Cougill Road Paving**

Staff reviewed a citizen's request to advance Cougill Road for paving ahead of roadways that have scored higher on the County's unpaved road ranking system. Key reasons given by the resident were significant tourism traffic, particularly with the upcoming anniversary of the Battle of Cedar Creek as well as the general conditions of the roadway. The committee determined that not enough information was forthcoming to justify over ruling the adopted ranking system.

**3. Getting Private Roadways Adopted for State Maintenance**

VDOT staff gave a brief overview of the process involved in adopting a private roadway into the state system. Key points include providing an unencumbered right of way and bringing the roadway up to current state standards. Specific examples of expected costs were given for Arklow Road, for which recent inquiries have been received.

**4. Devolution**

VDOT staff was on hand to give an overview of their devolution program. This is the program by which localities take over ownership and maintenance responsibility of their roadways with

funding from the State. Since the advent of the devolution program several communities have investigated it extensively, most notably Fairfax, and found that the financial benefit is not present. They actually found that it would cost them more to do the job than it does VDOT and that state funding would not cover the obligation. Also worth noting is that since the advent of the devolution program, no localities have entered the program. To date, the only Counties that maintain their own roadways are Arlington and Henrico, both of whom did not surrender their roadways when the Byrd Act was passed.

## 5. Other

### PUBLIC HEARING

**OUTDOOR FESTIVAL PERMIT REQUEST OF CINDY FAHNESTOCK SCHAFFER AND WAYNE SCHAFFER – “HOGGING UP BBQ FESTIVAL”. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE, FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL PERMIT TO BE HELD FRIDAY THRU SUNDAY, JUNE 27-29, 2014, FROM 4:00 P.M. TO 9:30 P.M. ON FRIDAY, JUNE 27; 10:00 A.M. TO 10:00 P.M. ON SATURDAY, JUNE 28; AND 10:00 A.M. TO 5:00 P.M. ON SUNDAY, JUNE 29, 2014 ON THE GROUNDS OF THE FREDERICK COUNTY FAIRGROUNDS, 167 FAIRGROUNDS ROAD, (ROUTE 11 NORTH), CLEARBROOK, VIRGINIA. PROPERTY OWNED BY FREDERICK COUNTY FAIR. - APPROVED**

Administrator Riley advised this was a request for an outdoor festival permit by Cindy Fahnestock Schaffer and Wayne Schaffer for the “Hoggin’ Up BBQ Festival” pursuant to Frederick County Code, Chapter 86, Festivals. The event will be held Friday through Sunday, June 27th through 29th on the grounds of the Frederick County Fairgrounds, 167 Fairgrounds Road, Clearbrook, VA. Property owned by Frederick County Fair. He noted additional information submitted since the applicant’s permit application was received:

a) Winchester Exchange is confirmed for the beer/wine sales this year. They will keep 100% of profits and must obtain all permits and insurance. A copy of the ABC license will be provided to the County once it is obtained.

b) Onsite SECURITY will be provided by retired police officers ---> John "Poppa Bear" DeRito WV-Mountaineer, President Defenders LE-MC

He concluded by saying this was the second year for this event and staff was not aware of any problems or issues arising during last year’s event.

**Cindy Fahnestock Schafer**, applicant, thanked the Board for their support last year. She cited the amount of money they raised for various charities last year and hoped the Board would approve their permit request.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Collins, the Board approved the outdoor festival permit for Cindy Fahnestock Schafer and Wayne Schafer for the “Hoggin’ Up BBQ Festival”.

The above motion was approved by the following recorded vote:

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

## **PLANNING COMMISSION BUSINESS**

### **PUBLIC HEARING**

#### **2014-2015 CAPITAL IMPROVEMENT PLAN (CIP). THE CIP IS A PRIORITIZED LIST OF CAPITAL PROJECTS REQUESTED BY VARIOUS COUNTY DEPARTMENTS AND AGENCIES. THE PLAN IS CREATED AS AN INFORMATIONAL COMPONENT OF THE 2030 COMPREHENSIVE PLAN. - APPROVED**

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item. He advised the proposed 2014-2015 Capital Improvements Plan (CIP) conforms to the 2030 Comprehensive Plan and the Planning Commission has recommended the Board adopt the plan. He noted there were a total of 92 projects in this year’s plan. New projects included the joint

county administration/school board administrative office building, various Parks and Recreation projects based on their community survey, and transportation projects, which have been classified as funded or unfunded.

Chairman Shickle convened the public hearing.

There were no citizen comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Collins, seconded by Supervisor Lofton, the Board approved the 2014-2015 Capital Improvements Plan.

**WHEREAS**, the Frederick County Planning Commission held a public hearing on the proposed 2014-2015 Capital Improvements Plan (CIP) for Frederick County on March 5, 2014; and

**WHEREAS**, the Frederick County Planning Commission recommended approval of this plan at their regular meeting on March 5, 2014 and determined that the projects contained in the Capital Improvements Plan (CIP) conform to the Frederick County Comprehensive Policy Plan; and

**WHEREAS**, the Frederick County Board of Supervisors held a public hearing on this plan during their regular meeting on March 12, 2014; and

**WHEREAS**, the Frederick County Board of Supervisors supports the priorities for capital expenditures contained in the Capital Improvements Plan (CIP) and has affirmed the determination of the Planning Commission that the projects contained in the Capital Improvements Plan (CIP) conform to the Frederick County Comprehensive Plan.

**NOW, THEREFORE, BE IT ORDAINED** by the Frederick County Board of Supervisors as follows:

The Frederick County Board of Supervisors hereby approves the 2014-2015 Capital Improvements Plan (CIP) for Frederick County, Virginia as an element of the Comprehensive Policy Plan.

Passed this 12<sup>th</sup> day of March, 2014.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye

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

**OTHER PLANNING ITEMS**

**RESOLUTION RE: RAIL ACCESS GRANT FOR CARMEUSE LIME AND STONE, INC. - APPROVED**

Deputy Planning Director – Transportation John Bishop appeared before the Board regarding this item. He advised this was a request from Carmeuse Lime and Stone, Inc. seeking the County’s support for their Rail Access Grant application. This application is for their Clear Brook facility. The applicant is seeking \$1,050,000.00. Upon completion, it is projected the use of railcars by this facility could remove approximately 42,000 truck trips from local roads in and around the plant.

Chairman Shickle questioned the language in the last paragraph of the resolution, specifically the language pertaining to providing financial assistance to Carmeuse Lime and Stone. He wanted to ensure that language did not mean the County would be providing any money for this project.

Deputy Director Bishop responded the County would not be making any financial commitment to this project.

**Thomas Moore “Ty” Lawson**, applicant’s attorney, agreed with Deputy Director Bishop’s statements regarding that paragraph. He stated no County money would be provided.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board approved the resolution in support of the utilization of Industrial Access Railroad Track Funds for Carmeuse Lime and Stone, Inc.

**WHEREAS**, Carmeuse Lime and Stone, Inc. has expressed its intent and desire to the Board of Supervisors to improve its industrial operation in Clear Brook, Frederick County, Virginia; and,

**WHEREAS**, Carmeuse Lime and Stone, Inc. and its operation will require rail access; and,

**WHEREAS**, construction of rail access to Carmeuse Lime and Stone, Inc.'s Clear Brook, Frederick County, Virginia facility is projected to remove the equivalent of 42,000 truckloads per year from Virginia highways by converting to the use of railcars; and,

**WHEREAS**, the Officials of Carmeuse Lime and Stone, Inc. have reported to Frederick County the intent to apply for Industrial Access Railroad Track Funds from the Commonwealth of Virginia's Department of Rail and Public Transportation in the amount of \$1,050,000.00 which is the maximum grant allowed pursuant to Code of Virginia §33.1-221.1:1(E); and,

**WHEREAS**, Carmeuse Lime and Stone, Inc. has requested that the Board of Supervisors provide a Resolution supporting its application for said funds which are administered by the Virginia Department of Rail and Public Transportation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of Frederick County, Virginia, hereby endorses and supports the application of Carmeuse Lime and Stone, Inc. for \$1,050,000.00 in Industrial Access Railroad Track Funds pursuant to Code of Virginia §33.1-221.1:1(E); and,

**BE IT FURTHER RESOLVED**, that the Board of Supervisors hereby makes known its desire and intent to assist the Commonwealth Transportation Board in providing the maximum financial assistance to Carmeuse Lime and Stone, Inc., for the purpose of installing rail access to its Clear Brook, Virginia facility.

**ADOPTED** this 12<sup>th</sup> day of March, 2014.

The above motion was approved by the following recorded vote:

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

**DISCUSSION – FLOODPLAIN DISTRICTS – SENT FORWARD FOR PUBLIC HEARING**

Senior Planner Candice Perkins appeared before the Board regarding this item. She noted these were proposed revisions to Part 702 of the Frederick County Zoning Ordinance,

Floodplain Districts. She noted the current ordinances were revised in 2009 as directed by the Department of Conservation and Recreation. The Department has since modified the floodplain ordinance; therefore, revisions are necessary to Frederick County's floodplain overlay district to meet the minimum regulatory standards required in a fully compliant floodplain ordinance. The primary revisions are:

- New text regarding designation and duties of the Floodplain Administrator.
- New section for jurisdictional boundary changes and submitting technical data.
- Relocation and revisions to the "Description of Special Flood Hazard Districts" sections.
- Revised "Factors to be considered in granting variances".
- Revised "Elevation and Construction Standards".
- New and revised definitions.

She noted the County was responsible to see our ordinance meets the minimum standards. She concluded by saying staff was seeking Board direction regarding whether or not the proposed revisions should be sent forward for public hearing.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board approved sending the proposed revisions to the floodplain ordinance forward for public hearing.

**WHEREAS**, the Frederick County Department of Planning and Development was directed by the Virginia Department of Conservation and Recreation (DCR) to prepare changes to Chapter 165 Zoning pertaining to the Floodplain Districts, to meet the minimum regulatory standards required in a fully compliant floodplain ordinance.

**WHEREAS**, the Development Review and Regulations Committee (DRRC) recommended this item be forwarded to the Planning Commission and Board of Supervisors; and

**WHEREAS**, the Planning Commission discussed the proposed changes at their regularly scheduled meeting on March 5, 2014; and

**WHEREAS**, the Board of Supervisors discussed the proposed changes at their regularly scheduled meeting on March 12, 2014; and

**WHEREAS**, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165 to meet the minimum regulatory standards required in a fully compliant floodplain ordinance.

Passed 12<sup>th</sup> day of March, 2014.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Christopher E. Collins	Aye
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**

**Michael Steere**, Shawneeland resident and Back Creek District, noted the meetings of the Shawneeland Sanitary District Advisory Committee have been snowed out for the last three months. He stated the biggest issue is the roads in the community. He expressed concern about the proposed installation of three inches of asphalt in Shawneeland. He asked how and why this was being done to the roads and was told the tar and chip was no longer working. He noted the current layer of tar and chip had been applied in 2012, but most had worn off. He advised that residents had asked to obtain a copy of the contract with Carroll Construction for this work, but were provided with only a bid sheet and proposal and were told those documents served as the contract. He went on to say he would like to see the asphalt proposal studied and built to VDOT standards. He did not want the asphalt installed until the proper analysis was performed. He



concluded by asking that the asphalt proposal be properly reviewed before undertaking the project.

**Ken Hunter**, Shawneeland resident and Back Creek District, noted he was formerly in command of an Army paving unit and might have some expertise that would be beneficial to this project. He then presented the following letter to the Board noting he had nine items that he would like to get on the record and get responses:

*“Shawnee land Frederick County owned and double taxed area? County position is Shawnee land is a sanitary district and has a right to tax under this law established by the circuit court? I plan to get more involved in this with the board of supervisors? I have some little items that I have run across over the last few months and I thought I would bring these to your attention? I wish to thank the County Manager for not returning my many e-mails to him plus I thank a few of you in this room for not answering e-mails I have out to you, you know who are and thank you. I don't understand why you have a blackberry or smart phone plus internet on the tax payer and you don't respond to tax payers request for information?”*

- 1. Frederick County vehicles, request number of vehicles to include license numbers and model and make. Not including law enforcement vehicles?*
- 2. All county vehicles including equipment needs to be labeled either Shawnee Land equipment use only or Frederick County for official use only or Frederick County for official use only plus must have VA official plates? Very few do?*
- 3. All Frederick county, Shawnee land vehicles and equipment needs to have GPS's on them ASAP controlled by contracted company and a monthly report sent to the board of supervisors?*
- 4. What county officials drive county cars daily to and from work, shopping, ect? This must stop?*
- 5. Request a Shawnee Land audit for the last 10 years? To include mileage of all vehicles, hours on all equipment, to include everything?*
- 6. Why does a Shawnee Land Loader returned to Shawnee land on 2 March 2014 with a Frederick county sheriff's deputy escorting it into the 50 Tomahawk Trail office gates? It's a Sunday at 10:30am.*
- 7. When does Frederick County start it's maintenance program at Shawnee land? We are in a destruction plan I feel? Every building on the property is in need of repair? This is because of no maintenance from Frederick County employees. I invite the board of supervisors out to see for them selves.*
- 8. DOD DRMO which is the department of defense auctioneers county governments gets first dibs on free equipment? 5 to 6 months ago I offered Kevin Alderman the chance to get a 5tn selectomatic dump truck from DRMO? He declined and said to me that he will purchase a used one for \$30,000 that only needs 5 to \$6,000 in repair? The ones I offered him we brand new Federal government surplus? He just bought a new loader. Same item is on the DRMO site for free to county governments?*

9. *There are 50 culverts that are failing? Most have been installed in the last three to five years? What are the qualifications of the Department of Public works folks? Do they have to be certified in things like safe operation of equipment or maybe installing stone and chip road ways or other certifications?*

*Ken Hunter  
Shawnee Land*

**Jessica VanMeter**, Back Creek District, stated many people favor paved roads in Shawneeland. She noted the roads are well traveled and will receive more damage. She went on to say the initial cost of paving would be high, but in the long term they investment would be recouped. She concluded by thanking the Board for supporting the Advisory Committee.

**Patty Yarborough**, Shawneeland, stated her opposition to going through the expense of paving the roads in Shawneeland. She stated it was not fair to make assessments based on the last tar and chip job because the last job was inadequate. She went on to say tar and chip looks better and compliments the community.

**Karen Steere**, Back Creek District, noted Shawneeland still had many roads that were dirt roads and it did not make sense to put down asphalt. She went on to say she felt some of the citizens were being discriminated against because their roads are not even tar and chip.

#### **BOARD OF SUPERVISORS COMMENTS**

Supervisor Lofton advised that he and the staff had planned to have a budget meeting to go over the Shawneeland process and the work program, but those meetings have been snowed out. He hoped to be able to reschedule in the near future. He reminded those in attendance that the Shawneeland Sanitary District Advisory Committee holds monthly and quarterly meetings. He went on to say it was time for them to hear the concerns and decide what to do. He concluded by urging those in attendance to attend those meetings.

Chairman Shickle stated the Board always relies heavily on the recommendations of the Sanitary District Advisory Committee.

Supervisor Wells addressed the comments made earlier in the meeting regarding Our Health. He stated he would support revisiting the funding request for Our Health.

**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. (7:49 P.M.)**

C

# Employee of the Month Resolution

*Awarded to:*

## Andrew L. Baker

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

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

WHEREAS, the Board of Supervisors selects one employee from those nominated, based on the merits of outstanding performance and productivity, positive job attitude and other noteworthy contributions to their department and to the County; and,

WHEREAS, Andrew L. Baker who serves the Northwestern Regional Adult Detention Center was nominated for Employee of the Month; and,

WHEREAS, Andrew L. Baker, a seasoned, veteran officer who has a great work ethic, dedication to his job and can work any post assignment in each of the Jail facilities is being awarded Employee of the Month for March. Officer Baker never complains about any duty that he is assigned, he always displays great initiative to complete all tasks in a timely manner, and Officer Baker has a positive relationship with his co-workers; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 26<sup>th</sup> day of March, 2014, that Andrew L. Baker is hereby recognized as the Frederick County Employee of the Month for March 2014; and,

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

BE IT FURTHER RESOLVED, that Andrew L. Baker is hereby entitled to all of the rights and privileges associated with his award.



County of Frederick, VA  
Board of Supervisors

Richard C. Shickle, Chairman

Dedication

***County of Frederick***

Employee of the Month

March 2014

***Andrew L. Baker***

Hardworking

Excellence

Professional



Richard C. Shickle, BOS Chairman

MEMORANDUM

**TO:** Paula Nofsinger, HR Director  
**FROM:** James F. Whitley, Superintendent - NRADC  
**DATE:** January 29, 2014  
**SUBJ:** Employee of the Month Nominations

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I am submitting the following nomination of NRADC personnel to be considered for Frederick County Employee of the Month.

**Andrew Baker, CO III** – Mr. Baker is a seasoned, veteran officer who has great work ethic, dedication and can work any post assignment in all NRADC facilities. On several occasions, during recent tours of duties, he has had to be moved from one post to another to fill-in due to staff shortages. He has proved to be instrumental in pitching-in and helping out in Booking (not his regular assignment) during periods of being very busy in that area. Officer Baker never complains about any task that he is assigned; he always displays great initiative to complete all tasks in a timely manner. Officer Baker enjoys a positive relationship with his co-workers and one can always count on seeing a smile on his face.

D





John R. Riley, Jr.  
County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

[jriley@co.frederick.va.us](mailto:jriley@co.frederick.va.us)

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** John R. Riley, Jr., County Administrator  
**DATE:** March 20, 2014  
**RE:** Committee Appointments

Listed below are the vacancies/appointments due through April, 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**

Human Resources Committee

**(See Attached Application of Mr. Don Butler.)** The Chairman is appointing Mr. Don Butler as a Citizen Representative on the Human Resources Committee.

Transportation Committee

**(See Attached Application of Mr. Thom Ruffin.)** The Chairman is appointing Mr. Thom Ruffin as a Citizen Representative on the Transportation Committee.

Sanitation Authority

Richard A. Ruckman – County Representative  
481 Stoneymeade Drive  
Winchester, VA 22602  
Home: (540)667-2697  
Term Expires: 04/15/16  
Four year appointment

*(Staff has been advised that Mr. Ruckman has resigned. The Sanitation Authority is composed of five members as stated in their Articles of Incorporation.)*

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.)*

**FEBRUARY 2014**

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

**APRIL 2014**

Parks and Recreation Commission

Martin J. Cybulski – Red Bud District Representative  
134 Likens Way  
Winchester, VA 22602  
Home: (540)667-6035  
Term Expires: 04/28/14  
Four year term

Sanitation Authority

Robert P. Mowery – County Representative  
1160 Salem Church Road  
Stephens City, VA 22655  
Home: (540)869-5752  
Term Expires: 04/15/14  
Four year term

**Memorandum – Board of Supervisors**  
**March 20, 2014**  
**Page 3**

*(The Sanitation Authority is composed of five members as stated in their Articles of Incorporation.)*

JRR/tjp

**Attachments**

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

Chairman Richard Shickle, \_\_\_\_\_ District Supervisor, would like to nominate you to serve on the Human Resources Committee.  
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: DON BUTLER Home Phone: 722-4188  
Address: 120 BULLHORN COURT Office Phone: 722-4500  
STEPHENSON, VA. 22656 Fax: 722-4569  
Employer: VIRGINIA PROPERTY GROUP, INC. Email: don@vpgwinchester.com  
Occupation: Real Estate

Civic/Community Activities: WINCHESTER ROTARY CLUB, HOODOWN MUTUAL BOD, OUR HEALTH

Will You Be Able To Attend This Committee's Regularly Scheduled Meeting On:  
FIRST Friday of the month 8-9 AM Yes:  No:

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

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

Applicant's Signature: DAButler Date: 3/14/14

Nominating Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Chairman Richard Shickle, \_\_\_\_\_ District Supervisor, would like to nominate you to serve on the Transportation Committee. 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: Thom Ruffin Home Phone: 540-450-8155  
Address: 105 Aulee Ct. Office Phone: 540-905-2405  
Fax: \_\_\_\_\_

Employer: Agency Advisors, Inc. Email: thom.ruffin@agencyadvisorsinc.com

Occupation: Mortgage Banker

Civic/Community Activities: Winchester Rotary Club,  
Braddock St. United Methodist Church,  
Winchester Country Club

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

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

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

Applicant's Signature: Thom Ruffin Date: Feb. 11, 2014

Nominating Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thomas H. Ruffin**

*BACKGROUND*

Financial services professional with over twenty-five years experience in mortgage and commercial banking. Strong skills in all aspects of special and construction loan asset management, property inspections and employee training.

*EMPLOYMENT*

Agency Advisors, Inc.  
Winchester, VA

Vice President, October 2013 to Present

Asset Management, Property Inspections

- Develop a national network of certified property inspectors to perform inspections on commercial properties
- Provide expertise in managing defaulted loans and REO.

Shenandoah Asset Management, LLC  
Winchester, VA

Consultant, April 2013 to October, 2013

Special Servicing, Due Diligence, Inspections and Contract Underwriting.

- Conduct property inspections of commercial properties nationwide to identify and document deferred maintenance, code/zoning issues and compliance with loan documents.
- Manage defaulted loans and REO, market and dispose of assets minimizing losses.

Greystone Servicing Corporation, Inc.  
Rockville, MD

Director – Special Servicing, 2007 to 2013

Special Servicing and Loss Mitigation on the company's various Fannie Mae and Bridge portfolios. Conduct inspections of construction loans, bridge loans and defaults. Coordinate loan related litigation, bankruptcies, foreclosures and workouts. Supervise one Senior Asset Manager and one Analyst.

- Serve as a voting member on Fannie Mae DUS and Affordable as well as Bridge Portfolio Credit Committees. Review all underwriting packages for Fannie Mae and Bridge Loans for both new production and assumptions.
- Represent the company through participation in related MBA initiatives, including development of the MBA's new Commercial Mortgage Servicer certification program. Served as Vice Chair of the MBA Servicing Counsel.
- Regular instructor in MBA's GSE Inspection Training Program, and serve on MBA's Committee to Revise the MBA Inspection Form.

CWCapital LLC, Special Servicing Division  
Washington, D.C.

Vice President – CMBS Surveillance, 2006 to 2007

Manage a staff of 3 asset managers and 6 analysts in the surveillance and analysis of markets and property performance for a portfolio of \$130 Billion in CMBS Commercial and Multifamily loans. CWCapital is a real estate lender, special servicer and an issuer and investor in commercial mortgage backed securities.

- Monitor the financial performance and physical condition of over 10,500 commercial and multifamily properties. Manage a watch list of 2,000 underperforming loans.
- Report regularly to senior management regarding loan performance and provide up to date reports on related markets and submarkets.

Prudential Financial, Inc.  
Dallas, Texas

Sr. Director – Agency Portfolios, 2001 – 2006

Managed Prudential Multifamily Mortgage, Inc.'s portfolio of Fannie Mae (\$7.5 Billion) and FHA (\$5.5 Billion) loans. Responsible for agency business relationships and all Asset Management functions relating to the portfolio.

- Increased ancillary fee income by 40% during 2004; 55% during 2005
- Worked with GSEs and MBA in developing inspector training and certification program; served as an instructor in MBA inspection course
- Served on FHA Lender Roundtable Committee facilitated by the MBA
- Participated on Prudential's Risk Management and Watchlist Committees
- Reviewed and approved all assumption and lender consent proposals.
- Negotiated modifications and workouts of problem loans

Vice President – Asset Management, 1997 - 2001  
McLean, Virginia (WMF Group, acquired by Pru in 2001)

Managed Fannie Mae, Master Servicing and Special Servicing portfolios.

- Developed written policies and procedures for all Asset Management and Servicing functions
- Resolved defaulted loans through foreclosure or note sales with no losses.

#### *EDUCATION*

University of Texas, Arlington, Texas  
Business Administration Curriculum

Graduate School of Banking of the South,  
Louisiana State University  
Baton Rouge, Louisiana (three year graduate program)

*CONTACT INFO*

105 Aulee Court  
Winchester, VA 22602

Home 540-450-8155  
Cell 540-905-2405



E

# WINCHESTER & WESTERN RAILROAD COMPANY

*Virginia Division*  
126 E. Piccadilly Street  
Winchester, VA 22601  
540-662-2600

*Corporate Office*  
258 Elm Street  
New Canaan, CT 06840  
203-966-8880

*New Jersey Division*  
P. O. Box 1024  
Bridgeton, NJ 08302  
856-451-6400

March 05, 2014

Mr. J. Tibbs  
107 N. Kent Street  
Winchester, VA 22601



Dear Mr. Tibbs,

Per our telephone discussion, attached are two letters requesting a resolution from the Frederick County Board of Supervisors supporting the Winchester & Western Railroad's rail improvement projects. These projects are funded by the Commonwealth of Virginia with the Winchester & Western Railroad providing the matching portion of the grant. No County money will be requested.

The first project FY 2013- 2017 has been approved with construction expected to begin this spring. An application for the second project FY 2015-2020 has been submitted. The Commonwealth has requested a resolution be submitted in addition to the application. Project descriptions with scope of work and budget, and suggested format for the resolutions are included.

Your assistance with introducing this matter to the Board of Supervisors at the earliest opportunity is very much appreciated. Please contact me with any questions.

A handwritten signature in cursive script that reads "Art Amador".

Art Amador  
Roadmaster  
Ph: 856-451-6400  
Cell: 609-335-6846  
email: aamador@unimin.com

# WINCHESTER & WESTERN RAILROAD COMPANY

*Virginia Division*  
126 E. Piccadilly Street  
Winchester, VA 22601  
540-662-2600

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258 Elm Street  
New Canaan, CT 06840  
203-966-8880

*New Jersey Division*  
P. O. Box 1024  
Bridgeton, NJ 08302  
856-451-6400

March 03, 2014

Board of Supervisors  
of Frederick County  
107 N. Kent Street  
Winchester, VA 22601

Honorable Ladies and Gentlemen:

The WINCHESTER & WESTERN Railroad, serving Winchester and Frederick County as a common carrier public utility, has received a multi year agreement with the Commonwealth of Virginia Department of Rail & Public Transportation, for Financial Assistance for Rehabilitation of certain local rail lines. This 6 year \$4,379,980 project, has been planned to improve both public safety and the physical condition of the railroad. The Winchester and Western Railroad will fund the matching portion of this project. No County money is requested.

The FY2013-FY2017 project improvements will take place in the County; therefore, the Department has requested a Resolution from the governing body, indicating their support of the project(s). A proposed Resolution, in the format suggested by DOT personnel, is forwarded as Enclosure 1. The Agreement scope of work and budget provides additional information; a copy is attached as Enclosure. 2.

The WINCHESTER & WESTERN Railroad respectfully requests introduction and approval of this RAIL PRESERVATION Resolution at your earliest opportunity. Questions may be directed to our Winchester office, to the undersigned, who will also be available, if required, at your next Council Meeting.

Very Respectfully,



W.P. Light  
President  
WW Virginia Division

Encl.

**ARTICLE 1**  
**SCOPE OF WORK, BUDGET, AND MILESTONE SCHEDULE**

**Section 1.1** The Work, by year, under the terms of this Agreement is as follows:

A. Fiscal Year 2013:           \$576,000

1. Development of final Project Scope, Project Budget, and Project Schedule for the Work for approval by the Department between MP 106.7 and MP 109.
2. The list of Work to be accomplished is as follows:
  - a. On the WST Branch, , construction of a 3,000 foot side track including installation of two turnouts, all in the existing right-of-way owned by the Grantee.

B. Fiscal Year 2014:       \$749,500

1. Development of final Project Scope, Project Budget, and Project Schedule for the Work for approval by the Department between MP 112 and MP 115.
2. The list of Work to be accomplished is as follows:
  - a. On the WST Branch, yard area modifications to include construction and installation of 4 turnouts; build approximately 3,000 +/- feet of new track.

C. Fiscal Year 2015:       \$1,018,160

1. Development of final Project Scope, Project Budget, and Project Schedule for the Work for approval by the Department between MP 110 and MP 115.
2. The list of Work to be accomplished is as follows:
  - a. On the WST Branch, install 4,000 ties; install 5,280 track feet of rail.

D. Fiscal Year 2016:       \$1,018,160

1. Development of final Project Scope, Project Budget, and Project Schedule for the Work for approval by the Department between MP 3.0 and MP 10.5.
2. The list of Work to be accomplished is as follows:
  - a. On the Sandman Branch, install 4,000 ties; install 5,280 track feet of rail.

E. Fiscal Year 2017:       \$1,018,160

1. Development of final Project Scope, Project Budget, and Project Schedule for the Work for approval by the Department between MP 10.5 and MP 18.0.
2. The list of Work to be accomplished is as follows:
  - a. On the Sandman Branch, install 4,000 ties; install 5,280 track feet of rail.

**Section 1.2** The initial Project Budget and Project Schedule as an estimate at date of Agreement are as follows:

<u>Total Project Budget</u>	<u>\$4,379,980</u>
Maximum Department Participation:	\$3,065,986
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$1,313,994

It is agreed that the maximum funding for reimbursement by the Department as provided for in its Fiscal Years 2013 through 2017 Program of Projects shall be as follows:

<u>Fiscal Year 2013</u>	<u>\$ 576,000</u>
Maximum Department Participation:	\$ 403,200
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$ 172,800
 <u>Fiscal Year 2014</u>	 <u>\$ 749,500</u>
Maximum Department Participation:	\$ 524,650
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$ 224,850
 <u>Fiscal Year 2015</u>	 <u>\$1,018,160</u>
Maximum Department Participation:	\$ 712,712
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$ 305,448
 <u>Fiscal Year 2016</u>	 <u>\$1,018,160</u>
Maximum Department Participation:	\$ 712,712
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$ 305,448
 <u>Fiscal Year 2017</u>	 <u>\$1,018,160</u>
Maximum Department Participation:	\$ 712,712
Grantee Contribution at a minimum of 30 percent of Project Budget:	\$ 305,448

**RAIL PRESERVATION APPLICATION**  
**WINCHESTER & WESTERN RAILROAD**  
**RESOLUTION**

**WHEREAS**, the **WINCHESTER & WESTERN RR** has filed an application with the **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION** for safety and improvement projects; and

**WHEREAS**, the identified improvement projects are estimated to cost \$4,379,980.00; and

**WHEREAS**, the General Assembly, has approved funding for the acquisition, lease or improvement of railways within the Rail Industrial Access Program budget; and

**WHEREAS**, the **WINCHESTER & WESTERN RR** is an important element of the **WINCHESTER/FREDERICK COUNTY** transportation system; and

**WHEREAS**, the **WINCHESTER & WESTERN RR** is instrumental in the economic development of the **WINCHESTER/FREDERICK COUNTY** area, and provides relief to the highway system by transporting freight, and provides an alternate means of transporting commodities; and

**WHEREAS**, **THE COUNTY OF FREDERICK** supports the project and the retention of rail service; and

**WHEREAS**, the **COMMONWEALTH TRANSPORTATION BOARD** has established procedures for all allocation and distribution of the funds approved by the General Assembly.

**NOW, THEREFORE, BE IT RESOLVED** that **THE COUNTY OF FREDERICK** does hereby request the **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION** to give priority consideration to the projects proposed by the **WINCHESTER & WESTERN RR** totaling \$4,379,980.00 in **FREDERICK COUNTY**.

At a Regular Meeting of the Board of Supervisors for the County of Frederick, Virginia, held on March 26, 2014, upon motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the above resolution was \_\_\_\_\_ by the following recorded vote:

**Resolution - Winchester & Western Railroad  
(FY 2012-2017 Project - \$4,379,980.00)  
Board of Supervisors Meeting of March 26, 2014  
Page 2**

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

**A COPY TESTE:**

---

John R. Riley, Jr.  
Clerk, Board of Supervisors  
County of Frederick, Virginia

RESOLUTION NO.: 043-14

cc: Cheryl B. Shiffler, Finance Director  
C. William Orndoff, Jr., Treasurer

# WINCHESTER & WESTERN RAILROAD COMPANY

*Virginia Division*  
126 E. Piccadilly Street  
Winchester, VA 22601  
540-662-2600

*Corporate Office*  
258 Elm Street  
New Canaan, CT 06840  
203-966-8880

*New Jersey Division*  
P. O. Box 1024  
Bridgeton, NJ 08302  
856-451-6400

March 03, 2014

Board of Supervisors  
of Frederick County  
107 N. Kent Street  
Winchester, VA 22601


Honorable Ladies and Gentlemen:

The WINCHESTER & WESTERN Railroad, serving Winchester and Frederick County as a common carrier public utility, has submitted an application with the Commonwealth of Virginia Department of Rail & Public Transportation, for Financial Assistance for Rehabilitation of certain local rail lines. This 6 year \$3,680,000 project, has been planned to improve both public safety and the physical condition of the railroad. The Winchester and Western Railroad will fund the matching portion of this project. No County money is requested.

The FY2015-FY2020 project improvements will take place in the County; therefore, the Department has requested in addition to the application, a Resolution from the governing body, indicating their support of the project(s). A proposed Resolution, in the format suggested by DOT personnel, is forwarded as Enclosure 1. The proposed scope of work and budget provides additional information: a copy is attached as Enclosure. 2.

The WINCHESTER & WESTERN Railroad respectfully requests introduction and approval of this RAIL PRESERVATION Resolution at your earliest opportunity. Questions may be directed to our Winchester office, to the undersigned, who will also be available, if required, at your next Council Meeting.

Very Respectfully,



W.P. Light  
President  
WW Virginia Division

Encl.



## WINCHESTER & WESTERN RAILROAD

Rail Replacement, Bridge deck renewal

### FY2015

No funds requested

### FY2016

M.P. 12.75,14.25, Sandman Branch  
M.P. 113.7 WST Branch  
Renew Bridge Decks

\$100,000.00

### FY2017

M.P. 2.25, 8.75, 17.75 Sandman Branch  
Renew Bridge Decks

\$110,000.00

### FY2018

M.P. 7.7-12.0 Sandman Branch  
M.P. 4.75  
M.P. 3.0-3.5, 4.75-5.25

Replace 5,280 track ft. rail, Install 4,000 ties  
Renew Bridge deck  
Ditching

\$1,150,000.00

### FY2019

M.P. 10.0-15.0 Sandman Branch  
M.P. 108.44 WST Branch  
M.P. 6.5 Sandman Branch  
M.P. 5.5-7.0

Replace 5,280 track ft. rail, Install 4,000 ties  
Renew Bridge deck  
Renew Bridge deck  
Ditching

\$1,160,000.00

### FY2020

M.P. 12.0-18.0 Sandman Branch  
M.P. 6.5, 6.75  
M.P. 12.5-13, 17.5-18.0

Replace 5,280 track ft. rail, Install 4,000 ties  
Renew Bridge deck  
Ditching

\$1,160,000.00

**RAIL PRESERVATION APPLICATION**  
**WINCHESTER & WESTERN RAILROAD**  
**RESOLUTION**

**WHEREAS**, the **WINCHESTER & WESTERN RR** has filed an application with the **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION** for safety and improvement projects; and

**WHEREAS**, the identified improvement projects are estimated to cost \$3,680,000.00; and

**WHEREAS**, the General Assembly, has approved funding for the acquisition, lease or improvement of railways within the Rail Industrial Access Program budget; and

**WHEREAS**, the **WINCHESTER & WESTERN RR** is an important element of the **WINCHESTER/FREDERICK COUNTY** transportation system; and

**WHEREAS**, the **WINCHESTER & WESTERN RR** is instrumental in the economic development of the **WINCHESTER/FREDERICK COUNTY** area, and provides relief to the highway system by transporting freight, and provides an alternate means of transporting commodities; and

**WHEREAS**, **THE COUNTY OF FREDERICK** supports the project and the retention of rail service; and

**WHEREAS**, the **COMMONWEALTH TRANSPORTATION BOARD** has established procedures for all allocation and distribution of the funds approved by the General Assembly.

**NOW, THEREFORE, BE IT RESOLVED** that **THE COUNTY OF FREDERICK** does hereby request the **VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION** to give priority consideration to the projects proposed by the **WINCHESTER & WESTERN RR** totaling \$3,680,000.00 in **FREDERICK COUNTY**.

At a Regular Meeting of the Board of Supervisors for the County of Frederick, Virginia, held on March 26, 2014, upon motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the above resolution was \_\_\_\_\_ by the following recorded vote:

**Resolution - Winchester & Western Railroad  
(FY 2015-2020 Project - \$3,680,000.00)  
Board of Supervisors Meeting of March 26, 2014  
Page 2**

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

**A COPY TESTE:**

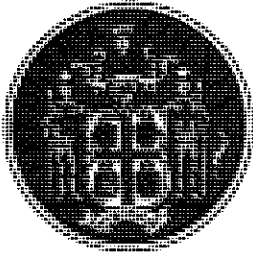
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John R. Riley, Jr.  
Clerk, Board of Supervisors  
County of Frederick, Virginia

RESOLUTION NO.: 044-14

cc: Cheryl B. Shiffler, Finance Director  
C. William Orndoff, Jr., Treasurer

F



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

540/722-8383  
Fax 540/667-0370  
E-mail:  
rwillia@fcva.us

**MEMORANDUM**

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

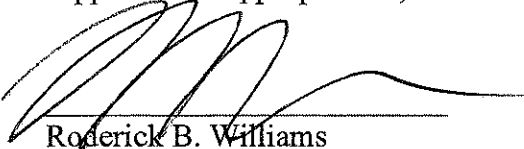
CC: John R. Riley, Jr., County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: March 18, 2014

RE: Refund – Matthew P. Kibler, Jr. and John A. Kibler

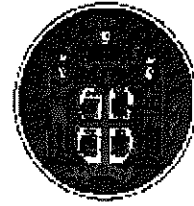
I am in receipt of the Commissioner's request, dated March 18, 2014, to authorize the Treasurer to refund Matthew P. Kibler, Jr. and John A. Kibler the amount of \$3,620.00, for adjustment to real estate taxes filing for 2013. This refund was a result of property qualifying for land use taxation but not recorded as such. The Commissioner has verified the property and owners have met all regulations and adjustments have been made. 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](mailto:emurphy@co.frederick.va.us)**



March 18, 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 Matthew P. Kibler, Jr, and John A. Kibler

A handwritten signature in cursive script, appearing to read 'E. Murphy', written in black ink.

Please approve a refund of \$3,620.00 for 2013 real estate taxes for Matthew P Kibler, Jr. and John A. Kibler on property qualifying for land use taxation but not recorded as such. Property and owners have met all regulations and adjustments have been made.

Please also approve a supplemental appropriation for the Finance Director on this request.

Documentation for this refund has been reviewed by the Commissioner's staff and meets all requirements. It is retained in the Commissioner of the Revenue office and contains secure data.

Exoneration is \$3620.00.

Date: 3/18/14 Cash Register: COUNTY OF FREDERICK Time: 15:26:06

Cashier: \_\_\_\_\_ Total Transactions: 487  
Customer Name: KIBLER MATTHEW P JR Customer Transactions: 2

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	RE2013	1	00198010001	\$1,810.00-	\$ .00	\$1,810.00-
-	RE2013	2	00198010002	\$1,810.00-	\$ .00	\$1,810.00-

Total Paid : \$3,620.00

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

G





**County of Frederick**

**Paula A. Nofsinger**  
Director of Human Resources

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

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

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, March 7, 2014, at 8:00am. Committee members present were: Supervisor Robert Hess, Supervisor Robert Wells, Citizen Member Dorrie Greene, and Citizen Member Beth Lewin. Supervisor Chris Collins was absent. Also present were: Assistant County Administrator Kris Tierney, County Attorney Rod Williams, NRADC Superintendent Jim Whitley, Director of Social Services Tamara Green, Assistant Director of DSS Linda Gibson, and DSS Representative Delsie Butts. There were also three members of the Department of Social Services Board present.

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

**1. Approval of the Employee of the Month Award.**

The Committee recommends approval of Correctional Officer Andrew Baker as the Employee of the Month for March 2014.

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

**1. Presentation by the Director of Social Services, Tamara Green.**

At the request of the Committee, Ms. Green presented an overview of the objectives and responsibilities of the Department of Social Services. The presentation also provided the Committee an understanding of her department's role, authority, and programs offered to the citizens, and topics of importance within her department. Presentation Attached.

**2. Presentation from the HR Director on the migration of the County's 457(b) plan.**

Presentation attached.

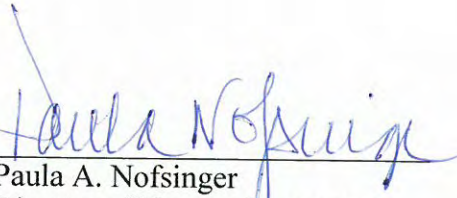
**There being no further business, the meeting was adjourned.**

The next HR Committee meeting is scheduled for Friday, April 4, 2014.

Respectfully Submitted,

**Human Resources Committee**

Robert Hess, Chairman  
Robert Wells  
Chris Collins  
Dorrie Greene  
Beth Lewin

By:   
Paula A. Nofsinger  
Director of Human Resources

# Your Local Department of Social Services – An Introduction

March 7, 2014

Frederick County Human Resources Committee



# Introduction

- ▶ The Virginia Department of Social Services (VDSS) is designated as the single state agency for administering federal welfare programs and is held accountable for such programs.
- ▶ Virginia is one of the few states that allow localities like Frederick County to administer federally assisted programs under the state's supervision.
- ▶ There are 119 local departments, 5 regional offices and the VDSS Home office is in Richmond.



# Introduction cont.

- ▶ Frederick County DSS has 57 full time employees and 3 part time employees.
- ▶ There is an Administrative Board in Frederick County, appointed by the Board of Supervisors (BOS) representing 6 Districts, 1 member at large and a representative from the BOS, which meets monthly at our offices.




# Role of the Local Board

- ▶ COV 63.2–300 “There shall be a local board in each county and city.....”
- ▶ COV 63.2–313 “The local boards shall...administer the applicable provisions of this title...”
- ▶ COV 63.2–316 “The local board shall submit annually to the Boards of Supervisors...a budget containing an estimate and supporting data setting forth the amount of money needed to carry out provisions of this title.”



# Federal and State Authority

- ▶ Federal government authorized Virginia to provide an array of mandated and non-mandated social service programs.
  - ▶ COV 63.2-400 “The governing body...each year shall appropriate sums of money sufficient to provide social services, including costs of administration.”
  - ▶ COV Title 63.2 spells out the general provisions, scope of services and structure:
    - State Supervised, locally administered – policies are developed at the state level, implementation occurs at the local level. Monitoring of compliance is a state responsibility imposed by the federal government.
- 

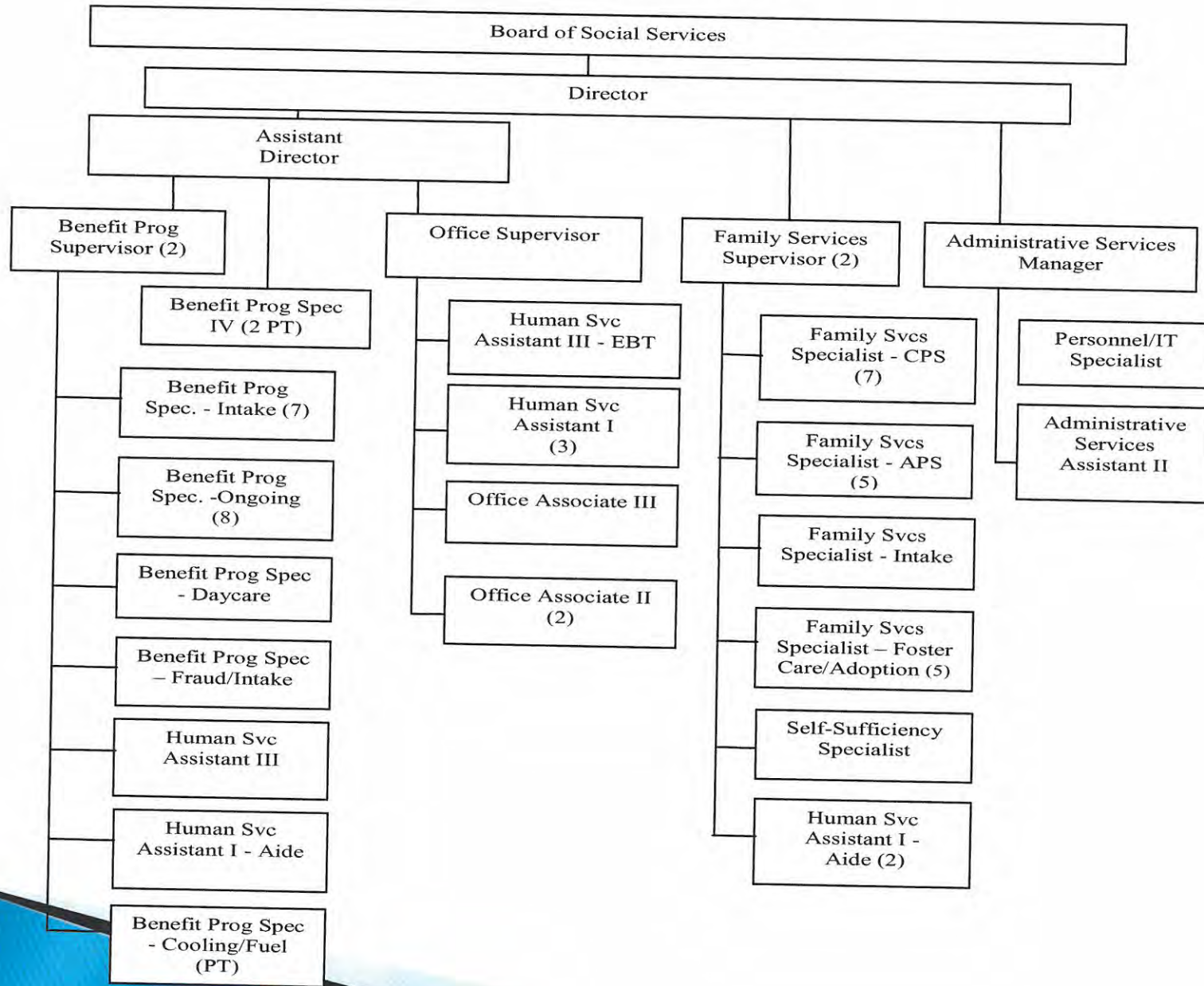
# What Does That Mean?

- ▶ Social Services employees are employees of the locality who administer Federal programs that are supervised by the State.
- ▶ At times this presents challenges for our agency because we are often perceived as state employees when in fact we are employees of the county.





# Social Services Department Organizational Chart



# Programs Administered

- ▶ The Frederick County Department of Social Services administers a wide variety of two types of programs – Financial Assistance Programs and Social Service Programs.
- ▶ The programs administered for the most part are complex and require attention to detail and a great deal of training.
- ▶ These programs are financed through Federal, State and local funds.
- ▶ Most of the programs are mandated through Federal and State law.



# Financial Assistance Programs

- ▶ Supplemental Nutrition Assistance Program (SNAP)
- ▶ Medical Assistance (Medicaid)
- ▶ Temporary Assistance for Needy Families (TANF)
- ▶ Child Care Assistance
- ▶ Energy Assistance (EA)
- ▶ Auxiliary Grants (AG)



# What is the Financial Impact?

Program	2013 – Total	Federal Funds	States Funds	Local Funds
SNAP	\$11,127,212	\$11,127,212 (100%)	\$0	\$0
Medicaid	\$45,949,716	\$23,358,500 (51%)*	\$22,591,216 (49%)*	\$0
TANF	\$454,358	\$217,691 (48%)	\$236,667 (52%)	\$0
Child Care	\$527,159	\$379,436 (72%)	\$147,724 (28%)	\$0
Energy	\$334,756	\$334,756 (100%)	\$0	\$0
Aux Grant	\$143,637	\$0	\$114,910 (80%)	\$28,727 (20%)
Total	\$58,536,838	\$34,417,594	\$23,090,517	\$28,727

\* Medicaid number includes Medicaid and FAMIS programs. Federal and State split is 50%/50% on Medicaid. Split is 65%/35% on FAMIS.



# Service Programs

- ▶ Child Protective Services (CPS)
- ▶ Foster Care Services for Children
- ▶ Adoption Services
- ▶ Adult Protective Services (APS)
- ▶ Adult Services
- ▶ Virginia Initiative for Employment (VIEW)
- ▶ Family Services



# Challenges FCDSS Faces

## Eligibility

Programs (SNAP, Medicaid, TANF)	2003	2013	% Increase
Ongoing – Monthly Ave Cases	327 per worker (8.5 workers)	937 per worker (8.5 workers)	186%
Intake – Ave New Applications per month	257 per month (6 workers)	453 per month (7 workers)	76%



# Challenges – Eligibility

- ▶ New applications continue to rise with start of Affordable Care Act in October 2013.
- ▶ New rules/policy in place for families and children cases, adult medicaid cases must follow old rules for now.
- ▶ New software and new, untrained workers causing delay and timeliness in working cases under mandated deadlines.
- ▶ Should Virginia elect to expand Medicaid, an estimated additional 400,000 applications will be added to the already stressed workload.



# Challenges – Eligibility

- ▶ As of March, 2014 all FAMIS cases that were maintained in the Richmond office are being sent back to localities to manage.
- ▶ Frederick County will be receiving an additional 750–800 cases in 2014. All new FAMIS applications will remain with locality in ongoing unit.
- ▶ The public is confused. They don't know where to apply or who to apply with. DSS believes we are receiving applications meant to go to the Federal Hub. People are applying with paper apps and using CommonHelp creating a gridlock with duplicate applications.





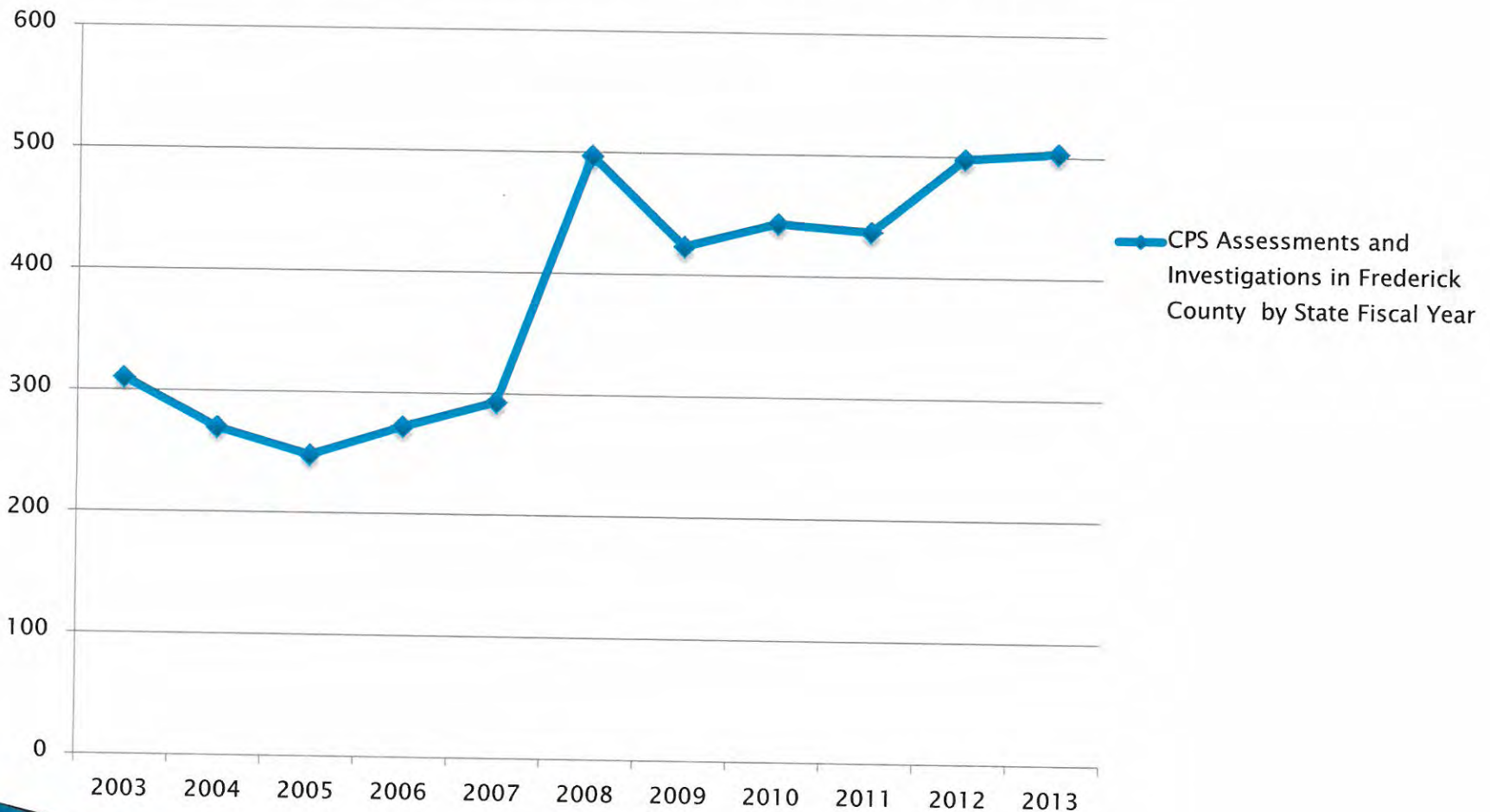
# Challenges – Services

- ▶ Insufficient funding in Family Preservation and Support to adequately address substance use concerns in CPS reports and assist with other immediate needs.
- ▶ Inadequate number of Medicaid providers to service substance abuse and mental health needs of our clients.
- ▶ Increasing number of CPS, APS and AS reports and no increases in size of workforce.
- ▶ Increasing documentation and notification requirements in Child Protective Services and Adult Protective Services and no staff increases to address:
  - Structured Decision Making
  - Non-custodial Parent Interviews
  - Family Partnership Meeting Requirements
  - Adult Protective Services Alleged Perpetrator Notifications
  - Adult Protective Services Appeals Process



# Challenges – Services

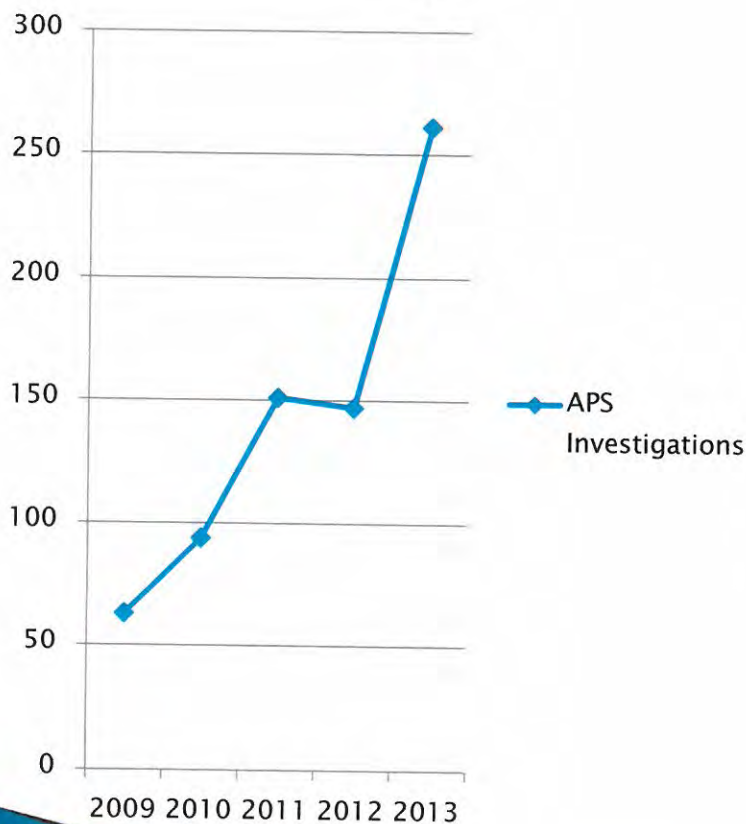
## Increasing CPS Caseloads



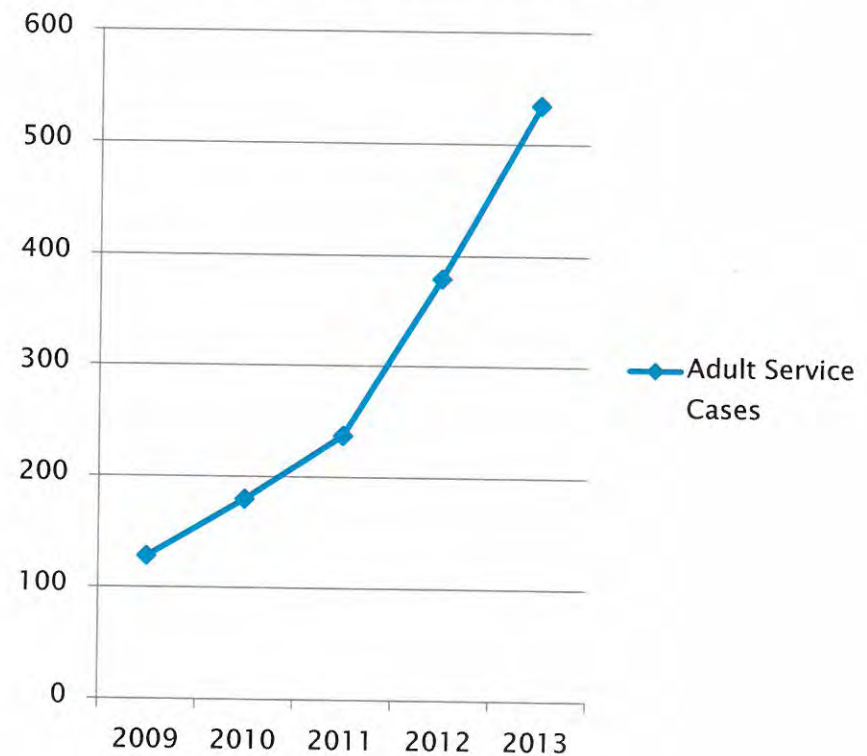
# Challenges – Services

## Increasing APS/Adult Services Caseloads

### APS Investigations

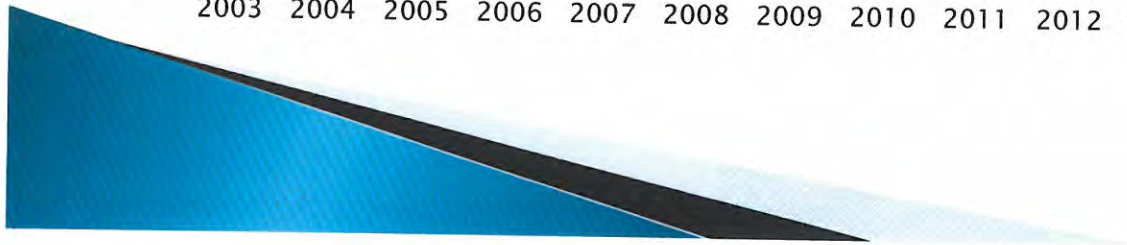
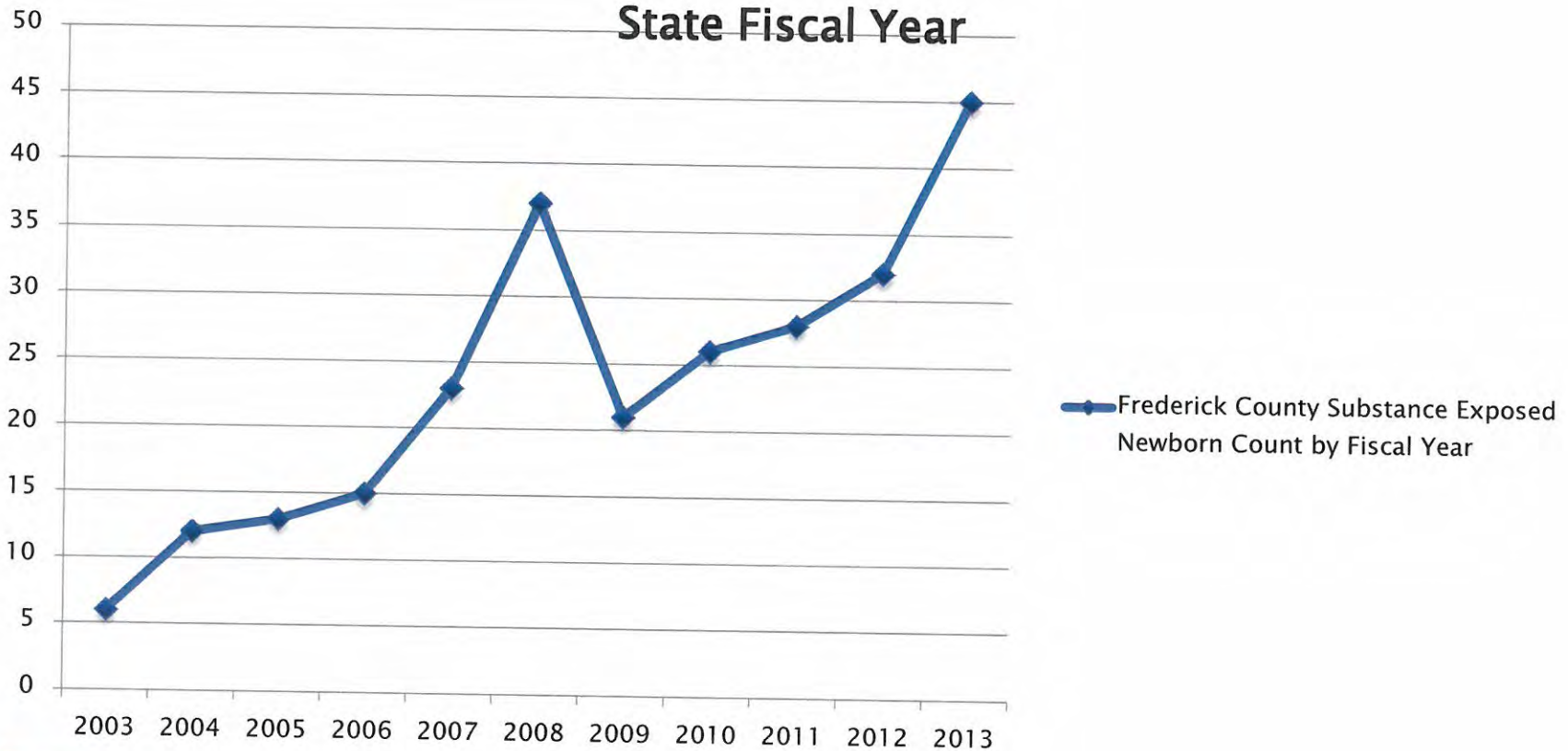


### Adult Service Cases



# Challenges - Services

## Frederick County Substance Exposed Newborn Count by State Fiscal Year



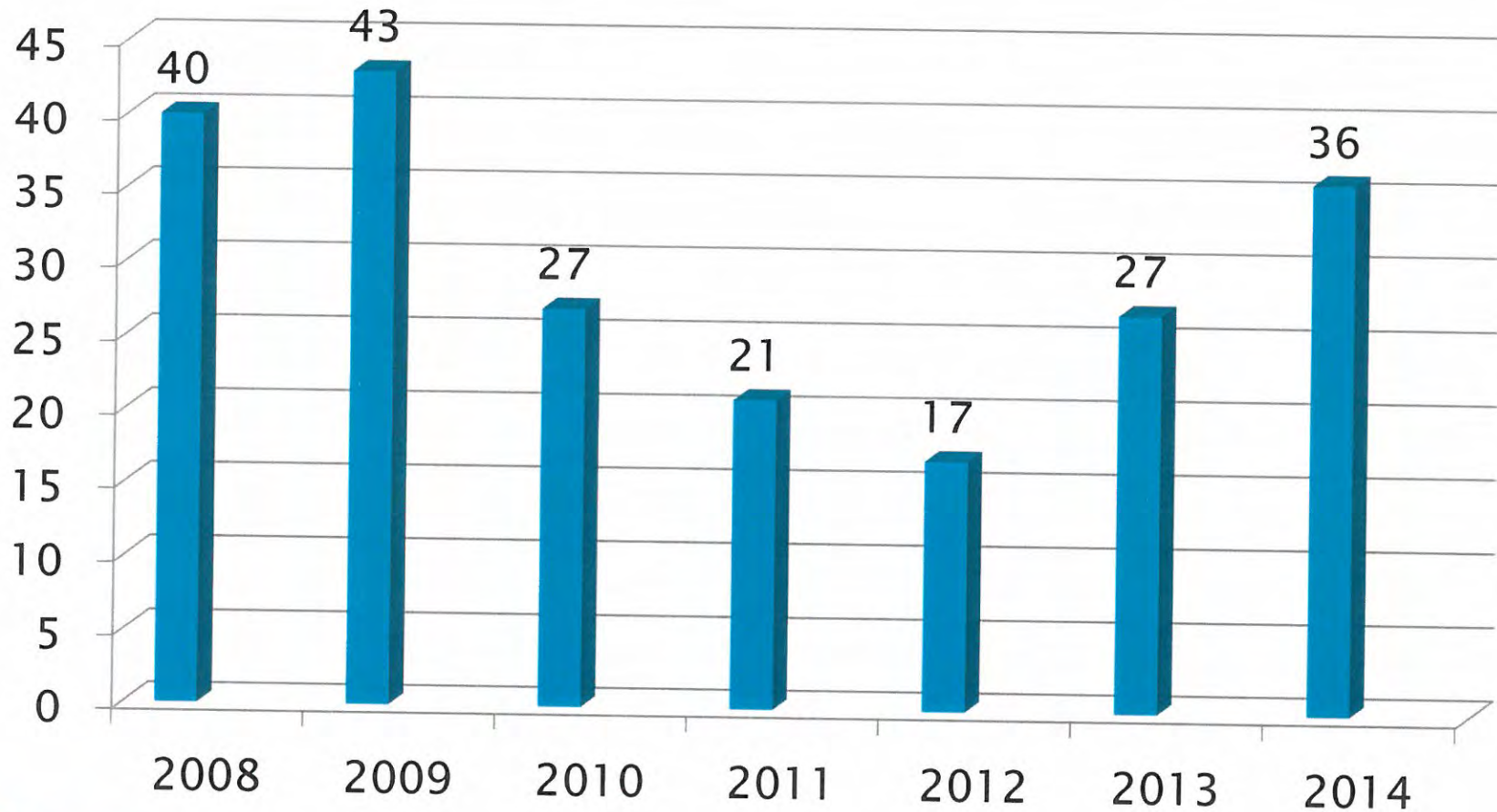
# Challenges – Services

- ▶ Increases in the number of substance exposed infant reports has significantly contributed to the overall increase in the number of children in foster care and the number of on-going child protective services cases in the past year.
- ▶ Substance exposed infants are at an increased risk for Sudden Unexpected Infant Death Syndrome and other physical and behavioral health concerns.
- ▶ The most common illegal drugs that infants in Frederick County are exposed to in utero are heroin, cocaine, and marijuana.
- ▶ Insufficient substance abuse treatment services in Frederick County for pregnant women and new mothers who are receiving Medicaid is a challenge to providing adequate treatment for these women.



# Challenges - Services

## Number of Children in Foster Care



# Challenges – Services

- ▶ 2014– 22 of the 36 children in care were removed for substance related issues including exposure and use
- ▶ Lack of affordable housing
- ▶ Lack of access to transportation for clients therefore one full time and ½ of a full time positions transport children and families to appointments
- ▶ Increase in teens placed in care
- ▶ With the increased number of children in care and the decrease in personnel (2 case managers) providing quality case management has become more difficult



# Challenges – Agency

- ▶ Increase in caseloads in all departments is going to require us to increase staff in order to keep up with the demand and meet mandates
- ▶ Increase in staff will lead to space issues
- ▶ Need to continue to improve communication and education so that the community can better understand who we are, what we do and where we fit.
- ▶ Record retention requirements and increased caseloads equals an increase in files and storage of these files continues to be a challenge







# 457(b) Migration

HR Committee

March 7, 2014



# Agenda

- Overview of Retirement Plans
  - Current Voluntary Retirement Plans
  - Professional Observations
  - Migration Plan
  - Timeframe
-

# Overview of Retirement

- Virginia Retirement System- offers three plans, depending on hire date, which is either a defined benefit or a hybrid plan
  - Hybrid plan is comprised of both defined benefit and defined contribution
  - Defined contribution piece is managed by ICMA-RC
- Frederick County also offers two other voluntary 457(b) retirement plans with ICMA-RC and ING

# Current 457(b) Plans

## ICMA-RC

- 32 Participants
- \$1.9 million
- Mutual Fund Platform

## ING (Reliastar)

- 64 Participants
- \$1.8 million
- Annuity Platform

- Only 96 of 630 employees are participating (15%)
- VRS alone will not be enough
- With the VRS changes and current structures, we saw an opportunity to possibly provide to our employees better options for retirement plans
- Requested Bolton Partners, to review plans and provide observations



# Summary of Observations

- Poor participation
- No on-site support, education or communication for employees
- Poor diversification of assets
- High program fees
- Poor performing options
- Lack of fee transparency
- Presence of annuity based program
- Lack of a disciplined process to fulfill fiduciary responsibility

# Plan of Migration

- Continue to work with Bolton Partners, specifically their Investment Consulting Group in order to:
  - Raise awareness about retirement to employees
  - Offer more competitive investment options for employees
  - Provide on-site, educational and planning services to employees
  - Provide direct communication and support to employees
  - Reduce participant fees
  - Migrate to a single vendor that both Frederick County and VRS currently uses, ICMA-RC
  - Fulfill fiduciary responsibility with a disciplined process



# Timeframe

- Bolton is currently negotiating with ICMA-RC on our behalf
- Will use the open enrollment process and meetings, beginning in April, to communicate to our employees the transition
- ICMA-RC will have on-site support at our open enrollment meetings
- New options for employees will be effective July 1, 2014



# Conclusion

- Questions & Discussion



H



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:** March 19, 2014  
**SUBJECT:** Finance Committee Report and Recommendations

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The Finance Committee met in the First Floor Conference Room at 107 North Kent Street on Wednesday, March 19, 2014 at 8:00 a.m. All members were present. (b) Item 3 was approved under consent agenda.

1. The Deputy County Administrator requests a General Fund supplemental appropriation in the amount of \$9,000 to purchase portable field equipment to create cable channel programming. Funds are available through the Comcast Public Education and Government (PEG) grant and are reserved and designated for use for PEG access equipment. No local funds required. See attached memo, p. 3. The committee recommends approval.
2. The Winchester Regional Airport Director requests an Airport Fund supplemental appropriation in the amount of \$106,088 and a General Fund supplemental appropriation in the amount of \$75,853 (71.5%) to cover anticipated expenses through year end (FY14). See attached information, p. 4 -11. The committee recommends approval.
3. (b) The Sheriff requests a General Fund supplemental appropriation in the amount of \$125. This amount represents restitution funds received for cruiser damage. See attached memo, p. 12.

4. The Fire & Rescue Chief requests a General Fund supplemental appropriation in the amount of \$280,000 to cover overtime expenses through year end. See attached memo, p. 13. The committee recommends approval.

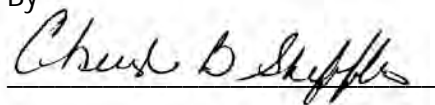
**INFORMATION ONLY**

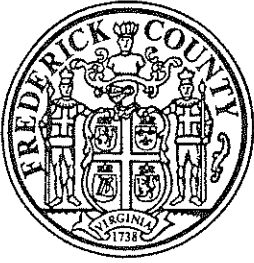
1. The Finance Director provides a Fund 10 Transfer Report for FY 2014. See attached, p. 14.
2. The Finance Director provides FY 2014 financial statements for the period ending February 28, 2014. See attached, p. 15 – 25.
3. The Finance Director provides the FY 2014 Fund Balance Report for the period ending March 14, 2014. See attached, p. 26.
4. The Finance Director provides the FY 2015 budget advertisement. See attached, p. 27 – 31.

Respectfully submitted,

FINANCE COMMITTEE  
Charles DeHaven, Chairman  
Richard Shickle  
Gary Lofton  
Judy McCann-Slaughter  
Angela Rudolph

By

  
\_\_\_\_\_



COUNTY of FREDERICK

**John R. Riley, Jr.**  
County Administrator

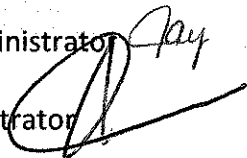
540/665-5666

Fax 540/667-0370

E-mail:

[jriley@co.frederick.va.us](mailto:jriley@co.frederick.va.us)

TO: Finance Committee

FROM: Jay E. Tibbs, Deputy County Administrator 

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

DATE: March 10, 2014

RE: Broadcast Equipment Upgrade

This is a request for a supplemental appropriation in the amount of \$9,000 .00 from the Comcast Public Education and Government (PEG) Grant to purchase portable field equipment, to include a camcorder, microphones, lighting, and battery packs. The field equipment will enable departments to create cable channel programming such as public service announcements and advertisements for county services and special events.

As background, the PEG Grant is a recurring financial contribution from Comcast to Frederick County based on the number of subscribers and is designated for use for PEG access equipment, including, but not limited to, studio and portable production equipment, editing equipment and program playback equipment.

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



## WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD  
WINCHESTER, VIRGINIA 22602  
(540) 662-5786

### Memo

**To:** Cheryl Shiffler, Finance Director, Frederick County

**CC:** John R. Riley, Administrator, Frederick County  
Gene Fisher, Frederick County Board of Supervisors  
Mary Blowe, Finance Director, City of Winchester

**From:** Renny Manuel, Director, Winchester Regional Airport

**Date:** March 12, 2014

**Re:** Supplemental Revenue Request – Operating Fund Contribution

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On behalf of the Winchester Regional Airport Authority I respectfully request a revenue supplemental appropriation from the County of Frederick and the City of Winchester for the Airport Operating Fund in the amount of \$106,088 to cover anticipated expenses through current year ending June 30, 2014 to cover anticipated cash deficit in the general fund.

Sale of aviation fuel at the airport generates approximately 75% of the budget revenues. Revenue from the sale of fuel is based on estimated number of gallons to be sold. For fiscal year FY 2014 the budget number was estimated at 210,000 gallons unfortunately fuel sales have declined and we anticipate a revenue shortfall creating a cash deficit at year end.

Estimated expenses and revenues through June 30, 2014 are depicted on the attached sheets. Purchase and sale of fuel is based on one load of Jet-A fuel a month equaling 30,000 gallons and one load of AVGAS equaling 8,500 gallons. We have dropped the minimum levels of fuel inventory to maintain on hand in an effort to reduce costs. Based on the figures in this supplemental request for projected gallons of fuel to be sold over the next four months, I projected only selling what we purchase which would be 7,500 gallons of Jet-A per month and 2,125 gallons of AVGAS per month. I have included a chart showing the history of fuel gallons sold over the past several years.

The airport generates a higher profit margin on Jet-A fuel than AVGAS and with the loss of two based jets and a decline in the economy we are selling less than what was projected in the FY 2014 budget. We have attempted to hold down operating costs and decrease the amount of operating contributions needed from both localities over the past ten years but have now reached the point of depleting the cash reserves.

The continued support and financial assistance provided by the County of Frederick and the City of Winchester is critical and invaluable in helping to maintain and operate the airport.

Thank you for your continued support and assistance. If you require additional information or have any questions, please do not hesitate to contact me.

**FY 2014 - OPERATING REVENUES - SUPPLEMENTAL REQUEST**

**WINCHESTER REGIONAL AIRPORT**

**DEPARTMENT CODE 017**

FUNDING SOURCES	SOURCE OF FUNDS				TOTAL
	SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	
SALE JET-A FUEL	172,279				172,279
SALE AVGAS FUEL	49,300				49,300
CREDIT CARD HANDLING FEE	-1,925				-1,925
SALE OIL	1,250				1,250
SALE MERCHANDISE	625				625
SALE CATERING	0				0
SALE DEICING CHEMICALS	0				0
RENT - MONTHLY TIEDOWN	9,000				9,000
RENT - METAL T-HANGARS	80,610				80,610
RENT - CLEARSPAN HANGAR	16,000				16,000
RENT - FBO OFFICES	6,956				6,956
RENT - FBO HANGAR SECOND FLOOR	8,000				8,000
RENT - FBO HANGAR SPACE	12,600				12,600
LAND LEASES	19,964				19,964
FUEL FLOW FEE	6,000				6,000
OVERNIGHT PARKING FEE	500				500
FLIGHT LINE LABOR	400				400
CONFERENCE ROOM FEES	0				0
CARGO/PART 135 TRANSIENT FEE	1,500				1,500
FORKLIFT FEES	200				200
GPU/LAV CART SERVICES	1,200				1,200
MISC REVENUE (FET)	800				800
UTILITIES REIMBURSEMENT	2,000				2,000
AFTER HOURS FEE	0				0
A/R LATE CHARGES	500				500
STATE SALES TAX	200				200
STATE PROMO		750			750
STATE REIMBURSABLE REPAIRS		1,100			1,100
STATE REIMBURSABLE SECURITY		2,250			2,250
LOCALITY SHARE CURRENTLY APPROP				21,345	21,345
LOCALITY SHARE NEW APPROPRIATION				106,088	106,088
<b>TOTAL</b>	<b>387,960</b>	<b>4,100</b>		<b>127,433</b>	<b>519,492</b>

Prior Years Contributions

FY 1999	174,164
FY 2000	161,105
FY 2001	161,105
FY 2002	161,105
FY 2003	160,013
FY 2004	153,000
FY 2005	147,000
FY 2006	96,800
FY 2007	82,682
FY 2008	23,600
FY 2009	23,600
FY 2010	23,600
FY 2011	23,600
FY 2012	23,600
FY 2013	23,600
FY 2014	64,035
FY 2015	70,810

**PROJECTED FY 2014 EXPENSES - MARCH THROUGH JUNE 2014**

**FUND #-017 AIRPORT GENERAL OPERATING FUND - REVENUE SUPPLEMENTAL REQUEST**

		Budget FY 2014	Current Budget	Expenses 02/28/14	Budget Balance	Dept Request
081090	AIRPORT AUTHORITY					
	PERSONAL SERVICES					
081090-1001-000-001	EXECUTIVE DIRECTOR/MANAGER	82,555	84,970	(56,379)	28,591	28,592
081090-1001-000-036	ADMINISTRATIVE ASSISTANT	0				0
081090-1001-000-037	CUSTOMER SERV.REP.I	31,366	32,143	(21,347)	10,795	10,803
081090-1001-000-038	FACILITY MAINT.TECH.	31,429	32,160	(21,361)	10,799	10,802
081090-1001-000-039	FACILITY MAINTENANCE TECH.	27,851	28,498	(18,921)	9,577	9,568
081090-1001-000-040	FLIGHT LINE TECH	32,656	33,464	(22,222)	11,243	11,246
081090-1001-000-041	FLIGHT LINE TECH.	28,579	29,286	(19,447)	9,840	9,841
081090-1001-000-042	AIRPORT LABORER	0				0
081090-1001-000-071	OPERATIONS SUPV.	49,774	51,230	(33,985)	17,245	17,235
081090-1001-000-072	CUSTOMER SERV. REP I	22,235	22,623	(15,878)	6,744	8,004
081090-1001-000-073	FLIGHT LINE TECH	39,686	40,638	(26,981)	13,657	13,649
081090-1001-000-074	ACCOUNT CLERK II	28,413	29,180	(19,369)	9,811	9,812
081090-1001-000-075	FLIGHT LINE TECH.	30,202	32,142	(21,338)	10,804	10,804
081090-1003-000-000	PART-TIME SALARIES AND WAGES					
081090-1005-000-000	OVERTIME	22,158	20,601	(9,449)	11,152	4,500
	HOLIDAY PAY	14,478	14,478	(5,219)	9,259	4,000
081090-1009-000-000	MERIT RESERVE	14,167	14,167		14,167	
	PERSONAL SERVICES	455,550	465,579	(291,897)	173,683	148,857
081090-2001-000-000	F.I.C.A.	33,766	34,533	(21,026)	13,507	10,969
081090-2002-000-000	V.R.S.	46,101	47,244	(31,576)	15,667	15,987
081090-2005-000-000	HOSPITAL/MEDICAL PLANS	87,120	87,120	(54,466)	32,654	27,233
081090-2006-000-000	GROUP INSURANCE	4,816	4,936	(3,299)	1,636	1,670
081090-2011-000-000	WORKER'S COMPENSATION	14,522	14,885	(10,386)	4,499	5,329
081090-2015-000-000	UNEMPLOYMENT BENEFITS					
	EMPLOYEE BENEFITS	186,325	188,718	(120,754)	67,964	61,188
081090-3002-000-000	PROFESSIONAL SERVICES	21,000	21,000	(17,496)	3,504	4,500
081090-3004-000-001	REPAIR & MAINTENANCE EQUIP.	11,400	11,400	(1,360)	10,040	5,000
081090-3004-000-002	STATE F&E REPAIRS	0	0	0	0	1,100
081090-3004-000-003	REPAIR & MAINTENANCE BLDG.&G	1,000	8,370	(1,381)	6,989	8,000
081090-3005-000-000	MAINTENANCE SERVICE CONTRACT	12,200	12,200	(5,822)	6,378	570
081090-3007-000-000	ADVERTISING	500	500	(129)	371	500
081090-3010-000-000	OTHER CONTRACTUAL SERVICES	30,750	27,750	(17,876)	9,874	9,495
	PURCHASED SERVICES	76,850	81,220	(44,062)	37,158	29,165

**FUND #-017 AIRPORT GENERAL OPERATING FUND - REVENUE SUPPLEMENTAL REQUEST**

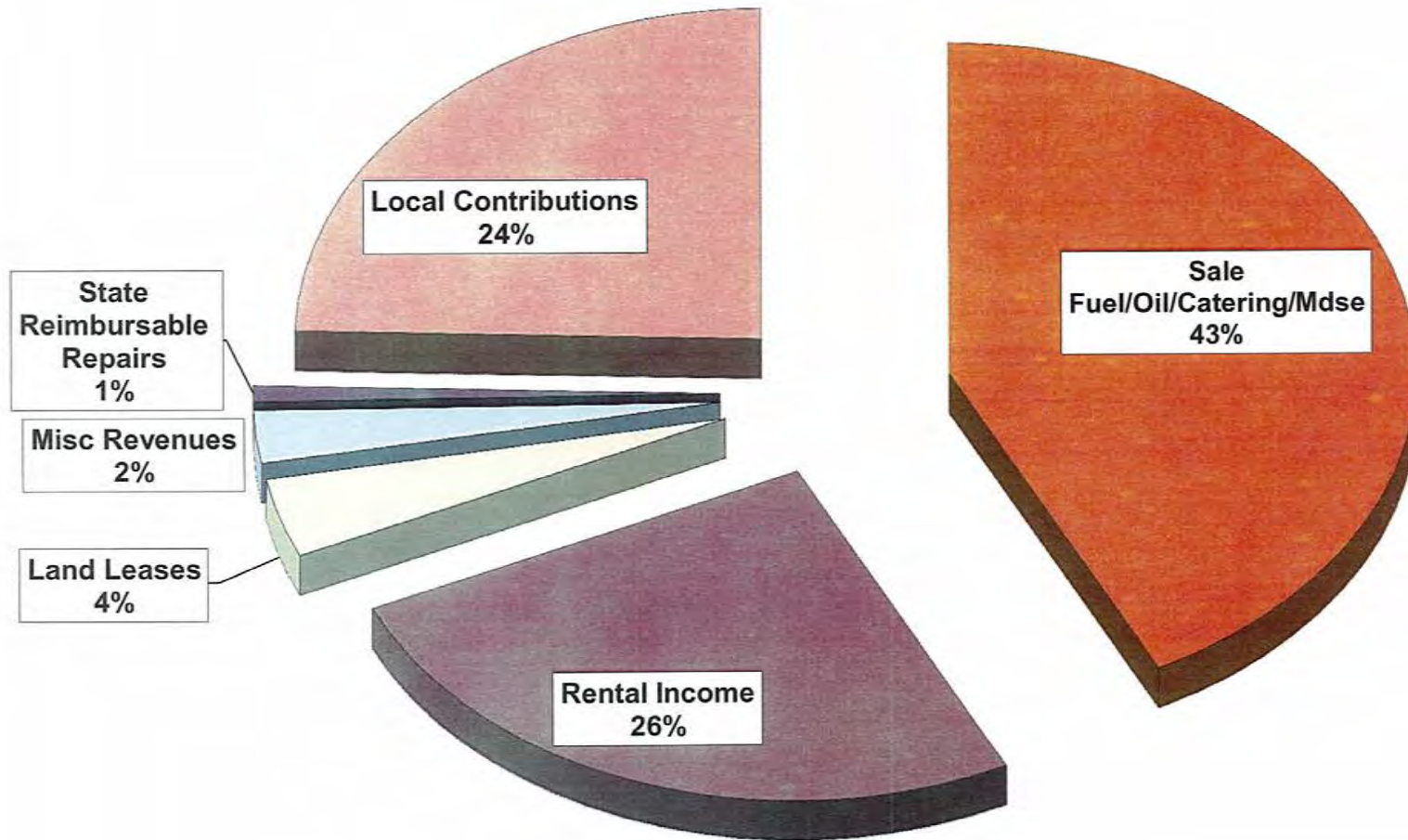
		Budget	Current	Expenses	Budget	Dept
		FY 2014	Budget	02/28/14	Balance	Request
081090-4003-000-001	CENTRAL STORES-COPIES	0	0	0	0	0
	INTERNAL SERVICES	0	0	0	0	0
081090-5101-000-000	ELECTRICAL SERVICES	57,850	57,850	(33,732)	24,118	20,000
081090-5102-000-000	HEATING SERVICES	5,100	10,100	(6,925)	3,175	3,000
081090-5103-000-000	WATER & SEWAGE SERVICES	4,100	4,100	(2,282)	1,818	1,300
081090-5204-000-001	POSTAGE	500	500	(287)	213	0
081090-5204-000-002	TELEPHONE	5,300	8,300	(4,062)	4,238	2,400
081090-5302-000-000	FIRE INSURANCE	12,801	12,801	(8,294)	4,507	0
081090-5305-000-000	MOTOR VEHICLE INSURANCE	8,413	8,413	(5,355)	3,058	0
081090-5307-000-000	PUBLIC OFFICIALS LIABILITY I	600	600	(516)	84	0
081090-5308-000-000	GENERAL LIABILITY INSURANCE	18,000	18,000	(14,250)	3,750	4,750
081090-5401-000-000	OFFICE SUPPLIES	4,850	4,850	(2,369)	2,481	1,500
081090-5405-000-000	JANITORIAL SUPPLIES	2,000	2,000	(977)	1,023	800
081090-5407-000-000	REPAIR AND MAINTENANCE SUPPL	16,750	11,750	(4,169)	7,581	10,000
081090-5407-000-001	STATE - PARTS AND SUPPLIES	6,800	6,800	(5,266)	1,534	2,500
081090-5408-000-000	VEHICLE AND POWERED EQUIP SU	14,550	14,550	(7,891)	6,659	6,000
081090-5408-000-001	VEHICLE GAS-AIRPORT USE	20,000	20,000	(12,169)	7,831	6,000
081090-5410-000-000	UNIFORMS	3,000	3,000	(1,016)	1,984	1,000
081090-5413-000-000	OTHER OPERATING SUPPLIES	5,000	5,000	(130)	4,870	2,000
081090-5413-000-001	LINE SERVICE EQUIPMENT	5,000	5,000	(981)	4,019	2,000
081090-5413-000-002	SECURITY MATERIALS & SUPPLIE	6,000	6,000	(740)	5,260	2,500
081090-5414-000-000	MERCHANDISE FOR RESALE	1,160,200	1,153,500	(453,745)	699,755	150,954
081090-5506-000-000	TRAVEL	2,000	2,000	(1,755)	245	1,000
081090-5715-000-000	PROMOTIONAL FUND	15,000	12,000	(8,596)	3,404	1,500
081090-5801-000-000	DUES & MEMBERSHIP	2,000	2,000	(831)	1,169	200
081090-5804-000-000	TAXES-FED.EXCISE & STATE	1,000	1,000	(48)	952	75
081090-5806-000-000	SNOW REMOVAL CONTINGENCY	15,000	20,000	(18,052)	1,948	4,000
	OTHER CHARGES	1,391,814	1,390,114	(594,440)	795,675	223,479



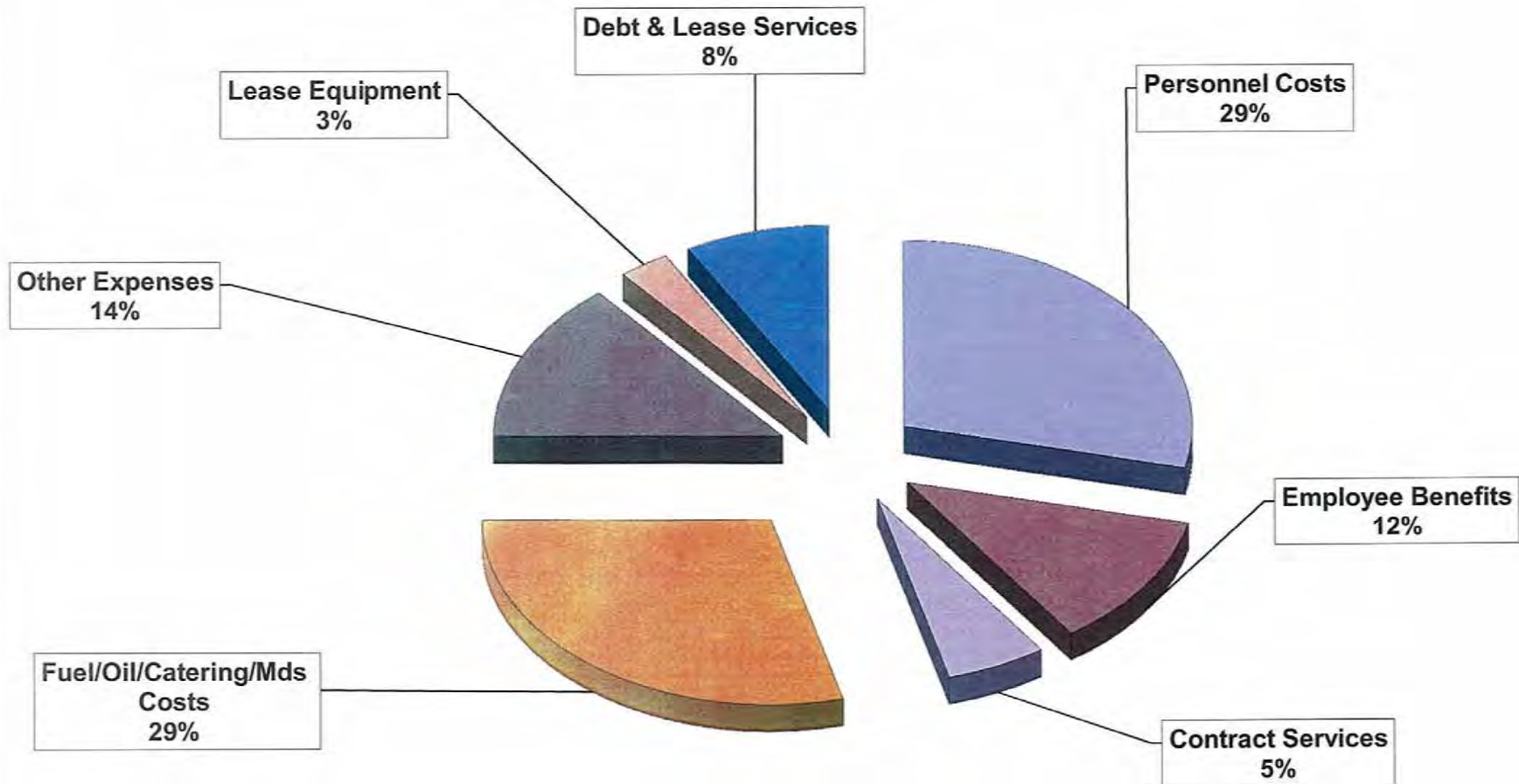
**FUND #-017 AIRPORT GENERAL OPERATING FUND - REVENUE SUPPLEMENTAL REQUEST**

		Budget FY 2014	Current Budget	Expenses 02/28/14	Budget Balance	Dept Request
081090-8001-000-000	MACHINERY AND EQUIPMENT					
081090-8002-000-000	FURNITURE AND FIXTURES					
081090-8002-000-001	LEASE BUILDING/CITY					
081090-8002-000-002	PRINCIPAL/INTEREST-HANGER					
081090-8002-000-003	LEASE - GOODMAN HANGER					
081090-8003-000-000	COMMUNICATIONS EQUIPMENT					
081090-8007-000-000	INTEGRATED TECHNOLOGY EQUIPM					
	CAPITAL OUTLAY	0	0	0	0	0
081090-9001-000-000	LEASE/RENT OF EQUIPMENT	61,900	61,900	(34,982)	26,918	14,670
081090-9101-000-000	VRA LOAN	126,400	126,400	(84,267)	42,133	42,133
	OTHER USES OF FUNDS-	188,300	188,300	(119,249)	69,051	56,803
	SUB TOTAL	2,298,839	2,313,931	(1,170,401)	1,143,530	519,492
093010-5807-000-001	MERIT RESERVE		(10,031)	0	(10,031)	
093010-5807-000-002	MERIT RESERVE FRINGES		(2,393)	0	(2,393)	
	SUB TOTAL	0	(12,423)	0	(12,423)	0
<b>TOTAL FOR FUND</b>		<b>2,298,839</b>	<b>2,301,508</b>	<b>(1,170,401)</b>	<b>1,131,107</b>	<b>519,492</b>

# FY 2014 - OPERATING REVENUES - SUPPLEMENTAL REQUEST



# 2013 - 2014 BUDGET INFORMATION - OPERATING EXPENDITURES



**Winchester Regional  
Airport  
Fuel Gallons Sold**

GALLONS OF TOTAL PRODUCT SOLD															Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	Over/ (Short)
July	22,131	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	1,105
August	24,807	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	(1,856)
September	22,804	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	959
October	24,327	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	2,439
November	22,480	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	(12,166)
December	19,261	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	(5,661)
January	12,601	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	(10,765)
February	14,724	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	(2,329)
March	21,563	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238		
April	16,011	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214		
May	19,589	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282		
June	20,628	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214		
Total	240,926	282,657	344,297	322,055	447,894	482,738	542,931	468,336	467,661	368,366	329,063	321,378	217,142	218,618	122,396	(28,274)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																				
Fiscal Year	FY 2007		FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		Increase/(Decrease)		AVGAS	
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	TRUCK	SARA
July	34,543	9,863	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	984	121	2,358	3,209
August	32,075	12,223	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	(747)	(1,109)	1,920	2,808
September	31,692	8,723	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	(1,004)	1,963	3,849	3,762
October	37,923	10,549	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	2,003	436	3,449	3,031
November	30,433	10,473	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	(9,793)	(2,373)	2,689	1,671
December	27,491	7,325	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	(5,522)	(139)	1,579	1,375
January	30,017	6,352	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	(9,528)	(1,237)	1,119	976
February	26,333	4,231	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	(3,278)	949	1,566	1,359
March	21,496	8,573	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945						
April	25,713	7,047	27,810	6,586	23,724	5,463	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393						
May	33,423	11,619	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055						
June	29,435	10,784	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969						
Total	360,574	107,762	370,761	96,900	292,526	75,840	255,555	73,507	244,479	76,899	169,841	47,301	161,148	57,470	85,677	36,719	(26,885)	(1,389)	18,528	18,190

# FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON  
Sheriff

MAJOR R.C. ECKMAN  
Chief Deputy

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/722-4001

TO : Angela Whitacre, Treasurer's Office  
FROM : Sheriff R. T. Williamson *RTW*  
SUBJECT : Restitution  
DATE : March 7, 2014

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**COPY**

Attached please find a check in the amount of \$125.00 payable to Frederick County. This amount represents court ordered restitution for damage sustained to Deputy Darlington's cruiser during an arrest/transport on October 21, 2013.

We are requesting this amount be posted to 3010-019040-0010 (10CZ). A separate memo will be sent to Finance requesting appropriation.

Thank you.

RTW/asw

Attachment

Cc: Finance

S/A  
3102-3004-002


C.S. 3/11/14



William R. Bowmaster, Sr.  
Deputy Chief  
Operations Division

**M E M O R A N D U M**

**TO:** Cheryl Shiffler, Director  
Finance Department

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

**SUBJECT:** Request for Supplemental Appropriation

**DATE:** March 11, 2014

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Our Department has had an increase in Overtime due to numerous employees being out on injury leave and several employees resigning, leaving vacancies within the Department that require coverage. With four (4) pay periods anticipated to be remaining in FY14, the Fire and Rescue Department would need an additional \$280,000 to cover the increase in overtime through the end of this fiscal year.

**Total Request:     \$280,000**

I request these funds be placed into line item 4-010-035050-1005-000 *Overtime*. 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.

DDL:mhn  
Cc: file

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
2/1/2014	SHERIFF	SALARY ADJUSTMENT 2/14	3102	1002	000	005	2,746.09
	SHERIFF		3102	1002	000	011	(2,746.09)
2/1/2014	FIRE AND RESCUE	SALARY ADJUSTMENT 2/14	3505	1001	000	096	750.00
	FIRE AND RESCUE		3505	1001	000	036	(750.00)
2/14/2014	COUNTY OFFICE BUILDINGS/COURTHOUSE	GENERATOR REPAIR AT PUBLIC SAFETY BUILDING	4304	3004	000	006	(1,080.00)
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	1,080.00
2/14/2014	CLEARBROOK PARK	TO COVER COST OF HEATING OIL	7109	5101	000	000	(146.11)
	CLEARBROOK PARK		7109	5102	000	000	146.11
2/14/2014	FIRE AND RESCUE	TO COVER FUEL EXPENSES	3505	4003	000	002	(2,000.00)
	FIRE AND RESCUE		3505	5408	000	000	2,000.00
2/19/2014	HUMAN RESOURCES	EOM-FEBRUARY	1203	1003	000	000	(200.00)
	HUMAN RESOURCES		1203	1007	000	003	200.00
2/24/2014	TREASURER	VGFOA DUES	1213	5401	000	000	(100.00)
	TREASURER		1213	5801	000	000	100.00
2/28/2014	ANIMAL SHELTER	PURCHASE NEW COPIER	4305	3002	000	001	(1,340.00)
	ANIMAL SHELTER		4305	5401	000	000	1,340.00
3/4/2014	INFORMATION TECHNOLOGY	BALANCE LINE ITEM	1220	5413	000	003	(634.18)
	INFORMATION TECHNOLOGY		1220	5401	000	000	634.18
3/4/2014	COMMONWEALTH'S ATTORNEY	PAY FOR VEHICLE PARTS AND REPAIR	2201	5408	000	001	(600.00)
	COMMONWEALTH'S ATTORNEY		2201	3004	000	002	600.00
3/5/2014	INFORMATION TECHNOLOGY	LEASE/RENT DELL FINAL INVOICE	1220	8007	000	003	(84,392.24)
	INFORMATION TECHNOLOGY		1220	9001	000	000	84,392.24
3/5/2014	AGRICULTURE	PROGRAM SUPPLIES	8301	5506	000	000	(1,500.00)
	AGRICULTURE		8301	5401	000	000	1,500.00
3/7/2014	COMMISSIONER OF THE REVENUE	COVER PART-TIME	1209	1003	000	000	6,400.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	1001	000	042	(6,400.00)
3/7/2014	SHERIFF	EXPENDITURES FOR APPLICANT TESTS	3102	9001	000	000	(3,084.00)
	SHERIFF		3102	3001	000	000	3,084.00

County of Frederick  
 General Fund  
 February 28, 2014

ASSETS	FY14 <u>2/28/14</u>	FY13 <u>2/28/13</u>	Increase (Decrease)
Cash and Cash Equivalents	40,073,647.95	34,895,949.16	5,177,698.79 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	4,180,306.39	5,314,218.64	(1,133,912.25)
Streetlights	1,659.92	1,302.81	357.11
Commonwealth, Federal, 45 day Taxes	26,811.05	24,565.80	2,245.25
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	2,429.52	6,624.84	(4,195.32)
GL controls (est. rev / est. exp)	<u>(9,973,956.67)</u>	<u>(12,234,683.02)</u>	<u>2,260,726.35</u> (1) Attached
<b>TOTAL ASSETS</b>	<b><u>35,047,392.39</u></b>	<b><u>28,744,472.46</u></b>	<b><u>6,302,919.93</u></b>
<b>LIABILITIES</b>			
Accrued Liabilities	537,584.10	364,027.00	173,557.10 *B
Performance Bonds Payable	420,363.54	1,495,951.17	(1,075,587.63) *C
Taxes Collected in Advance	281,131.52	187,729.54	93,401.98
Deferred Revenue	<u>4,209,076.36</u>	<u>5,340,396.54</u>	<u>(1,131,320.18)</u> *D
<b>TOTAL LIABILITIES</b>	<b>5,448,155.52</b>	<b>7,388,104.25</b>	<b>(1,939,948.73)</b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrance General Fund	1,047,272.37	539,929.43	507,342.94 (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	17,264.37	17,227.91	36.46
Transportation Reserve	0.00	377,396.00	(377,396.00) *E
Animal Shelter	335,530.02	325,780.61	9,749.41
Proffers	2,796,108.30	1,630,662.27	1,165,446.03 (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>23,217,760.98</u>	<u>16,395,518.68</u>	<u>6,822,242.30</u> (4) Attached
<b>TOTAL EQUITY</b>	<b><u>29,599,236.87</u></b>	<b><u>21,356,368.21</u></b>	<b><u>8,242,868.66</u></b>
<b>TOTAL LIAB. &amp; EQUITY</b>	<b><u>35,047,392.39</u></b>	<b><u>28,744,472.46</u></b>	<b><u>6,302,919.93</u></b>

**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	130,206,641	123,211,981	6,994,660
Appropriations	(59,533,243)	(59,762,672)	229,428
Est.Tr.to Other fds	(81,694,626)	(76,223,922)	(5,470,705)
Encumbrances	1,047,272	539,929	507,343
	(9,973,957)	(12,234,683)	2,260,726

**(2) General Fund Outstanding Purchase Orders 2/28/14**

DEPARTMENT	Amount	Description
Fire & Rescue	6,485.56	Lightbars & Misc. Equipment
	29,165.65	2014 Chevy Tahoe
	47,665.41	Uniforms
	3,775.00	Custom Command Cabinet
	20,720.00	Leak Sealing System& Bag Kits for HAZMAT
	33,508.56	2014 Ford F-250
	61,757.03	Chest Compression System
	26,261.42	(6) Motorola Radios
	4,495.00	Fire Management Subscription
	4,511.80	Instructor Resources
	46,546.92	(188) Microsoft 2013 Licenses For Various Departments
	130,817.88	(185) Dell Computers With Accessories For Various Departments
	IT	38,909.02
18,520.83		Rapid Image(Duplicator)
Parks	3,635.00	Chemicals for Pools
	1,870.85	Fall T-Shirts
	4,975.05	Staff Uniforms
	25,509.40	(2) Toro Mowers
	9,162.00	Shade Structure
	24,468.00	Building
Refuse Collection	8,100.00	Infield Mix
	2,790.00	Suits for Lifeguards
	17,800.00	Electrical Line for Gainesboro Citizens Site
Sheriff	5,960.00	Concrete Wall/Slab for 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
	18,000.00	(8) XTL2500 Radios
29,998.32	(44) Portable Radios & (2)Remote Speakers	
<b>Total</b>	<b>1,047,272.37</b>	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @2/28/14	1,307,008.84	224,730.17	378,377.25	885,992.04	2,796,108.30

**Designated Other Projects Detail**

Administration	153,340.04
Bridges	-400.00 Does not include \$1,000 collected FY14
Historic Preservation	80,000.00 12/11/13 Board Action designated \$50,000 for final debt payment.
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
<b>Total</b>	<b>885,992.04</b>

**Other Proffers @2/28/14**

(4) Fund Balance Adjusted	
Beginning Balance 2/14	29,404,193.19
Revenue 2/14	72,516,468.70
Expenditures 2/14	(38,549,658.89)
Transfers 2/14	(40,153,242.02)
<b>2/14 Adjusted Fund Balance</b>	<b>23,217,760.98</b>

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 February 28, 2014

<b>REVENUES:</b>		FY14	FY13	YTD
	<u>Appropriated</u>	<u>2/28/2014</u> <u>Actual</u>	<u>2/28/2013</u> <u>Actual</u>	<u>Actual</u> <u>Variance</u>
General Property Taxes	87,168,379.00	40,443,483.17	39,238,663.36	1,204,819.81 <b>(1)</b>
Other local taxes	28,429,460.00	15,243,958.08	14,681,322.87	562,635.21 <b>(2)</b>
Permits & Privilege fees	971,610.00	795,403.08	790,959.77	4,443.31 <b>(3)</b>
Revenue from use of money and property	168,609.20	122,551.10	200,109.68	(77,558.58) <b>(4)</b>
Charges for Services	2,309,230.00	1,382,163.57	1,412,050.89	(29,887.32)
Miscellaneous	535,413.00	286,692.14	382,387.87	(95,695.73)
Recovered Costs	960,994.71	1,894,715.74	1,578,129.96	316,585.78 <b>(5)</b>
Intergovernmental:				
Commonwealth	9,647,944.80	12,304,596.05	11,885,083.05	419,513.00 <b>(6)</b>
Federal	15,000.00	42,905.77	165,485.13	(122,579.36) <b>(7)</b>
Transfers	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>130,206,640.71</b>	<b>72,516,468.70</b>	<b>70,334,192.58</b>	<b>2,182,276.12</b>
<b>EXPENDITURES:</b>				
General Administration	9,668,524.23	6,222,865.31	5,628,047.23	594,818.08
Judicial Administration	2,291,848.06	1,349,791.97	1,312,574.29	37,217.68
Public Safety	29,074,162.10	18,594,022.46	17,000,167.06	1,593,855.40
Public Works	4,483,871.42	2,743,460.38	2,344,034.33	399,426.05
Health and Welfare	6,985,132.00	3,999,915.75	4,066,761.52	(66,845.77)
Education	56,493.00	42,369.75	42,369.75	0.00
Parks, Recreation, Culture	5,335,377.22	3,336,296.32	3,191,619.14	144,677.18
Community Development	3,381,917.76	2,260,936.95	1,116,424.31	1,144,512.64
<b>TOTAL EXPENDITURES</b>	<b>61,277,325.79</b>	<b>38,549,658.89</b>	<b>34,701,997.63</b>	<b>3,847,661.26 (8)</b>
<b>OTHER FINANCING SOURCES ( USES):</b>				
Operating transfers from / to	79,950,543.96	40,153,242.02	41,617,766.60	(1,464,524.58) <b>(9)</b>
<b>Excess (deficiency)of revenues &amp; other sources over expenditures &amp; other uses</b>	<b>(11,021,229.04)</b>	<b>(6,186,432.21)</b>	<b>(5,985,571.65)</b>	<b>200,860.56</b>
<b>Fund Balance per General Ledger</b>		<b>29,404,193.19</b>	<b>22,381,090.33</b>	<b>7,023,102.86</b>
<b>Fund Balance Adjusted to reflect Income Statement 2/28/14</b>		<b>23,217,760.98</b>	<b>16,395,518.68</b>	<b>6,822,242.30</b>

(1)General Property Taxes	FY14	FY13	Increase/Decrease
Real Estate Taxes	22,444,993	22,103,617	341,376
Public Services	965,025	1,229,704	(264,679)
Personal Property	16,116,419	15,081,463	1,034,956
Penalties and Interest	665,303	610,277	55,026
Credit Card Chgs./Delinq.Advertising	(20,822)	(17,580)	(3,241)
Adm.Fees For Liens&Distress	272,564	231,182	41,382
	40,443,483	39,238,663	1,204,820

**(2) Other Local Taxes**

Local Sales and Use Tax	5,845,906.87	5,657,318.75	188,588.12
Communications Sales Tax	684,032.57	702,767.70	(18,735.13)
Utility Taxes	1,600,448.95	1,731,762.54	(131,313.59)
Business Licenses	3,135,242.60	2,736,126.50	399,116.10
Auto Rental Tax	68,228.46	62,593.47	5,634.99
Motor Vehicle Licenses Fees	457,371.49	452,428.95	4,942.54
Bank Stock Taxes	361.00	-	361.00
Recordation Taxes	785,855.38	837,599.64	(51,744.26)
Meals Tax	2,394,856.81	2,240,406.70	154,450.11
Lodging Tax	251,492.50	237,910.02	13,582.48
Street Lights	16,070.17	18,103.43	(2,033.26)
Star Fort Fees	4,091.28	4,305.17	(213.89)
<b>Total</b>	<b>15,243,958.08</b>	<b>14,681,322.87</b>	<b>562,635.21</b>

**(3)Permits&Privileges**

Dog Licenses	32,667.00	28,160.00	4,507.00
Land Use Application Fees	4,775.00	7,225.00	(2,450.00)
Transfer Fees	1,750.27	1,681.20	69.07
Development Review Fees	190,949.85	233,872.44	(42,922.59)
Building Permits	434,762.69	394,662.68	40,100.01
2% State Fees	2,570.88	2,461.68	109.20
Electrical Permits	44,903.00	43,933.00	970.00
Plumbing Permits	5,625.00	6,675.00	(1,050.00)
Mechanical Permits	32,169.39	31,342.17	827.22
Sign Permits	2,370.00	2,421.60	(51.60)
Permits for Commercial Burning	225.00	350.00	(125.00)
Explosive Storage Permits	200.00	700.00	(500.00)
Blasting Permits	315.00	225.00	90.00
Land Disturbance Permits	38,520.00	36,900.00	1,620.00
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
<b>Total</b>	<b>795,403.08</b>	<b>790,959.77</b>	<b>4,443.31</b>

**(4) Revenue from use of**

Money	70,223.47	68,928.03	1,295.44
Property	52,327.63	131,181.65	(78,854.02) *1
	122,551.10	200,109.68	(77,558.58)

\*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	44,955.25	(373.25)
Worker's Comp	850.00	800.00	50.00
Purchasing Card Rebate	117,213.04	96,305.09	20,907.95
Recovered Costs-IT/GIS	25,421.90	5,000.00	20,421.90
Reimbursement Circuit Court	8,636.79	9,071.41	(434.62)
Clarke County Container Fees	32,382.51	36,363.80	(3,981.29)
City of Winchester Container Fees	24,890.61	11,901.15	12,989.46
Refuse Disposal Fees	45,527.30	41,613.54	3,913.76
Recycling Revenue	61,278.11	75,089.00	(13,810.89)
Sheriff Restitution	9.36	-	9.36
Fire&Rescue Merchandise (Resale)	78.00	193.18	(115.18)
Container Fees Bowman Library	1,128.18	823.21	304.97
Restitution Victim Witness	6,283.13	7,401.63	(1,118.50)
Reimb.of Expenses Gen.District Court	18,217.17	22,904.56	(4,687.39)
Reimb.Public Works Salaries	-	41,682.00	(41,682.00)
Winchester EDC	54,000.00	54,000.00	-
Reimb.Task Force	36,532.70	37,020.77	(488.07)
C&P Jail	-	(60.00)	60.00
EDC/Recovered Costs	1,400.00	480.00	920.00
Sign Deposits Planning	50.00	(150.00)	200.00
Reimbursement Elections	2,640.65	4,043.36	(1,402.71)
Westminster Canterbury Lieu of Taxes	-	12,260.55	(12,260.55)
Reimbursement Street Signs	1,394.40	2,471.89	(1,077.49)
Grounds Maintenance Frederick Co.School	174,265.96	104,677.61	69,588.35
Comcast PEG Grant	47,286.80	46,288.40	998.40
Proffer-Other	55,000.00	345,000.00	(290,000.00) *1
Fire School Programs	17,391.00	14,280.00	3,111.00
Proffer Sovereign Village	36,587.30	18,293.65	18,293.65
Proffer Lynnehaven	-	16,891.55	(16,891.55)
Proffer Redbud Run	109,718.00	103,264.00	6,454.00
Clerks Reimbursement to County	8,104.50	8,407.26	(302.76)
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	407,172.62	313,056.96	94,115.66
Proffer Meadows Edge Racey Tract	402,880.00	50,360.00	352,520.00
Sheriff Reimbursement	110,439.77	44,745.14	65,694.63
Proffer Cedar Meadows Proffer	24,405.00	-	24,405.00
Proffer Westbury Commons	-	1,000.00	(1,000.00)
Total	1,894,715.74	1,578,129.96	316,585.78

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

(6) Commonwealth Revenue	2/28/14	2/28/13	
	FY14	FY13	Increase/Decrease
Motor Vehicle Carriers Tax	37,981.90	34,612.37	3,369.53
Mobile Home Titling Tax	60,343.04	52,974.07	7,368.97
State PP/Reimbursement	6,526,528.18	6,526,528.18	-
State Non-Categorical Funding	95,034.88	-	95,034.88
Recordation Taxes	257,690.12	235,589.00	22,101.12
Shared Expenses Comm.Atty.	234,747.05	257,488.84	(22,741.79)
Shared Expenses Sheriff	1,344,487.16	1,339,897.71	4,589.45
Shared Expenses Comm.of Rev.	122,528.64	116,484.91	6,043.73
Shared Expenses Treasurer	94,503.69	87,556.22	6,947.47
Shared Expenses Clerk	252,515.48	235,898.26	16,617.22
Public Assistance Grants	2,192,516.27	2,096,449.80	96,066.47
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	18,869.14	18,907.66	(38.52)
DCJS & Sheriff State Grants	27,269.40	44,314.79	(17,045.39)
JJC Grant Juvenile Justice	96,269.00	96,269.00	-
Rent/Lease Payments	169,410.49	162,116.73	7,293.76
Spay/Neuter Assistance-State	2,511.25	2,183.76	327.49
State Reimbursement EDC	400,000.00	-	400,000.00
VDEM Grant Sheriff	6,598.33	223,500.00	(216,901.67)
Wireless 911 Grant	36,668.91	36,904.67	(235.76)
State Forfeited Asset Funds	11,643.12	26,446.14	(14,803.02)
Victim Witness Commonwealth Office	50,111.00	50,111.00	-
Social Services VOCA Grant	-	3,325.00	(3,325.00)
F/R OEMS Reimb.	2,142.00	5,102.00	(2,960.00)
IT/GIS Grant	25,000.00	-	25,000.00
Total	12,304,596.05	11,885,083.05	419,513.00

**County of Frederick**

**General Fund**

**February 28, 2014**

<b>(7) Federal Revenue</b>	FY14	FY13	Increase/Decrease
Federal Forfeited Assets	21,693.77	182.80	21,510.97
Housing Illegal Aliens	18,814.00	24,595.00	(5,781.00)
Federal Grants Sheriff	2,398.00	140,707.33	(138,309.33)
<b>Total</b>	<b>42,905.77</b>	<b>165,485.13</b>	<b>(122,579.36)</b>

**(8) Expenditures**

Expenditures increased \$3,847,661.26 in total. General Administration increased \$594,818.08 and reflects the \$273,899.92 telephone system upgrade to Cisco VOIP solutions. **Public Safety** increased \$1,593,855.40 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 \$434,065.26 year to date. The Sheriff's department also purchased (3) 2014 Ford Explorer's for \$74,639 and (4) unmarked police sedans for \$120,963. 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 \$32,771. Contributions to Fire Departments and Rescue Squads increased \$183,318.25. The contribution for the local share for the Jail through the third quarter reflects an increase of \$200,628 over the previous year. **Public Works** increased \$399,426.05 due to the earthwork, concrete wall/slab, and refuse equipment costs of \$410,027.71 for the Gainesboro citizen's site. The **Community Development** increase of \$1,144,512.64 reflects the \$1,150,000 Economic Development Commission incentive for McKesson Medical Surgical, Navy Federal Credit Union, and HP Hood (See previous page (6) on Commonwealth revenue for \$400,000 State Reimbursement EDC). Transfers decreased \$1,464,524.58. See chart below:

<b>(9) Transfers Decreased \$1,464,524.58</b>	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	1,425,149.91	1,404,483.91	20,666.00
School Capital Projects Fund	800,882.79	-	800,882.79 *2
Jail Fund	0.00	972.98	(972.98)
Operational Transfers	(65,430.33)	624,032.51	(689,462.84) *3
<b>Total</b>	<b>40,153,242.02</b>	<b>41,617,766.60</b>	<b>(1,464,524.58)</b>

\*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  
 February 28, 2014

ASSETS	FY2014 <u>2/28/14</u>	FY2013 <u>2/28/13</u>	Increase <u>(Decrease)</u>
Cash	4,868,345.45	4,658,951.04	209,394.41 *1
Accounts Receivable Other	0.00	0.00	0.00
GL controls(est.rev/est.exp)	<u>(342,522.22)</u>	<u>(1,390,561.07)</u>	<u>1,048,038.85</u>
<b>TOTAL ASSETS</b>	<u><b>4,525,823.23</b></u>	<u><b>3,268,389.97</b></u>	<u><b>1,257,433.26</b></u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,077,528.07</u>	<u>2,004,040.97</u>	<u>73,487.10</u>
<b>TOTAL LIABILITIES</b>	<u><b>2,077,528.07</b></u>	<u><b>2,004,040.97</b></u>	<u><b>73,487.10</b></u>
EQUITY			
Fund Balance			
Reserved			
Encumbrances	35,217.51	106,800.00	(71,582.49)
Undesignated			
Fund Balance	<u>2,413,077.65</u>	<u>1,157,549.00</u>	<u>1,255,528.65</u> *2
<b>TOTAL EQUITY</b>	<u><b>2,448,295.16</b></u>	<u><b>1,264,349.00</b></u>	<u><b>1,183,946.16</b></u>
<b>TOTAL LIABILITY &amp; EQUITY</b>	<u><b>4,525,823.23</b></u>	<u><b>3,268,389.97</b></u>	<u><b>1,257,433.26</b></u>

**NOTES:**

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

\*2 Fund balance increased \$1,255,528.65. The beginning balance was \$2,151,080.44 and includes adjusting entries, budget controls for FY2014(\$521,421.00), and the year to date revenue less expenditures of \$783,418.21.

<b>Current Unrecorded Accounts Receivable-</b>	<u><b>FY2014</b></u>
Prisoner Billing:	24,865.36
Compensation Board Reimbursement 2/14	<u>461,230.44</u>
<b>Total</b>	486,095.80

County of Frederick  
 Comparative Statement of Revenues, Expenditures  
 and Changes in Fund Balance  
 2/28/2014

**FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER**

<b>REVENUES:</b>	<u>Appropriated</u>	FY2014 2/28/14 <u>Actual</u>	FY2013 2/28/13 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest	-	5,388.37	4,748.72	639.65
Sale of Salvage&Surplus	-	76.00	-	76.00
Supervision Fees	45,000.00	24,663.30	28,127.50	(3,464.20)
Drug Testing Fees	5,500.00	1,445.00	3,192.46	(1,747.46)
Work Release Fees	384,616.00	212,632.74	230,803.76	(18,171.02)
Federal Bureau Of Prisons	0.00	1,509.32	165.00	1,344.32
Local Contributions	5,888,444.00	4,148,073.75	3,839,041.00	309,032.75
Miscellaneous	26,680.00	15,730.93	30,292.08	(14,561.15)
Phone Commissions	120,000.00	65,914.01	58,793.95	7,120.06
Food & Staff Reimbursement	100,000.00	61,735.95	59,259.41	2,476.54
Elec.Monitoring Part.Fees	83,767.00	65,983.85	33,535.04	32,448.81
Employee Meal Supplements	200.00	42.50	0.00	42.50
Share of Jail Cost Commonwealth	997,975.00	509,680.00	515,569.00	(5,889.00)
Medical & Health Reimb.	57,600.00	39,407.99	34,015.84	5,392.15
Shared Expenses CFW Jail	4,947,976.00	3,058,914.41	3,017,558.33	41,356.08
State Grants	249,551.00	136,612.00	139,178.00	(2,566.00)
Local Offender Probation	242,437.00	125,432.00	125,568.00	(136.00)
DOC Contract Beds	0.00	6,624.00	13,292.00	(6,668.00)
Bond Proceeds	221,000.00	221,000.00	0.00	221,000.00
Transfer From General Fund	4,755,887.00	3,350,251.50	3,150,596.48	199,655.02
<b>TOTAL REVENUES</b>	<b>18,126,633.00</b>	<b>12,051,117.62</b>	<b>11,283,736.57</b>	<b>767,381.05</b>
<b>EXPENDITURES:</b>	<b>18,504,372.73</b>	<b>11,267,699.41</b>	<b>11,322,262.20</b>	<b>(54,562.79)</b>
<b>Excess(Deficiency)of revenues over expenditures</b>		783,418.21	(38,525.63)	821,943.84
<b>FUND BALANCE PER GENERAL LEDGER</b>		<u>1,629,659.44</u>	<u>1,196,074.63</u>	<u>433,584.81</u>
<b>Fund Balance Adjusted To Reflect Income Statement 2/28/14</b>		2,413,077.65	1,157,549.00	1,255,528.65



County of Frederick  
Fund 12 Landfill  
February 28, 2014

ASSETS	FY2014 <u>2/28/14</u>	FY2013 <u>2/28/13</u>	Increase (Decrease)
Cash	30,661,731.12	28,985,052.91	1,676,678.21 *1
Receivables:			
Accounts Receivable			
Fees	508,186.25	503,118.40	5,067.85 *2
Accounts Receivable Other	80.00	104.00	(24.00)
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>(2,300,385.70)</u>	<u>(4,460,738.90)</u>	<u>2,160,353.20</u>
<b>TOTAL ASSETS</b>	<b><u>48,761,630.43</u></b>	<b><u>45,916,204.67</u></b>	<b><u>2,845,425.76</u></b>
<b>LIABILITIES</b>			
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>80.00</u>	<u>104.00</u>	<u>(24.00)</u>
<b>TOTAL LIABILITIES</b>	<b><u>11,951,545.32</u></b>	<b><u>11,835,184.43</u></b>	<b><u>116,360.89</u></b>
<b>EQUITY</b>			
Fund Balance			
Reserved:			
Encumbrances	212,847.30	140,973.27	71,874.03 *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>26,738,795.81</u>	<u>24,081,604.97</u>	<u>2,657,190.84</u> *5
<b>TOTAL EQUITY</b>	<b><u>36,810,085.11</u></b>	<b><u>34,081,020.24</u></b>	<b><u>2,729,064.87</u></b>
<b>TOTAL LIABILITY AND EQUITY</b>	<b><u>48,761,630.43</u></b>	<b><u>45,916,204.67</u></b>	<b><u>2,845,425.76</u></b>

**NOTES:**

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

\*2 Landfill receivables increased \$5,067.85. Landfill fees at 2/14 were \$344,105.07 compared to \$333,590.23 at 2/13 for an increase of \$10,514.84. Delinquent fees at 2/14 were \$165,899.95 compared to \$167,050.76 at 2/13 for a decrease of \$1,150.81.

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

\*4 The encumbrance balance at 2/28/14 was \$212,847.30 and includes \$1,237.95 for (5) Microsoft office 2013 licenses \$3,774.75 for (5) Dell computers w/software & accessories, \$193,956.00 for a 2014 Caterpillar model 963D with track loader, and \$13,878.60 for granular silica gel.

\*5 Fund balance increased \$2,657,190.84. The beginning 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 \$1,733,187.86.

County of Frederick  
 Comparative Statement of Revenue, Expenditures  
 and Changes in Fund Balance  
 February 28, 2014

<b>FUND 12 LANDFILL REVENUES</b>	<u>Appropriated</u>	FY14 2/28/14 <u>Actual</u>	FY13 2/28/13 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge	0.00	2,443.09	3,693.21	(1,250.12)
Interest on Bank Deposits	40,000.00	37,652.04	31,615.67	6,036.37
Salvage and Surplus	0.00	76,629.00	79,159.70	(2,530.70)
Sanitary Landfill Fees	4,632,600.00	2,895,047.02	2,822,233.25	72,813.77
Charges to County	0.00	207,862.12	213,419.63	(5,557.51)
Charges to Winchester	0.00	58,978.64	62,847.12	(3,868.48)
Tire Recycling	70,000.00	79,132.17	67,453.32	11,678.85
Reg. Recycling Electronics	40,000.00	24,620.60	30,307.00	(5,686.40)
Miscellaneous	0.00	7,990.70	4,478.00	3,512.70
Wheel Recycling	120,000.00	0.00	8,637.50	(8,637.50)
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	0.00	81,910.36	0.00	81,910.36
Landfill Gas To Electricity	403,660.00	342,624.43	326,378.87	16,245.56
Waste Oil Recycling	0.00	16,635.05	11,688.89	4,946.16
State Reimbursement Tire Operation	0.00	0.00	6,120.00	(6,120.00)
<b>TOTAL REVENUES</b>	<b>5,306,260.00</b>	<b>3,831,525.22</b>	<b>3,668,032.16</b>	<b>163,493.06</b>
Operating Expenditures	4,928,993.00	1,912,757.36	2,099,902.75	(187,145.39)
Capital Expenditures	2,890,500.00	185,580.00	836,882.99	(651,302.99)
<b>TOTAL Expenditures</b>	<b>7,819,493.00</b>	<b>2,098,337.36</b>	<b>2,936,785.74</b>	<b>(838,448.38)</b>
<b>Excess(deficiency)of revenue over expenditures</b>		<b>1,733,187.86</b>	<b>731,246.42</b>	<b>1,001,941.44</b>
<b>Fund Balance Per General Ledger</b>		<b>25,005,607.95</b>	<b>23,350,358.55</b>	<b>1,655,249.40</b>
<b>FUND BALANCE ADJUSTED</b>		<b>26,738,795.81</b>	<b>24,081,604.97</b>	<b>2,657,190.84</b>

**County of Frederick, VA**  
**Report on Unreserved Fund Balance**  
**March 14, 2014**

**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)	
TW Wallace refund (COR)	(2,537)	
LaSalle Systems refund (COR)	(3,062)	
BB&T Leasing refund (COR)	(2,593)	
Disabled Veteran's Relief refund (COR)	(3,317)	
Comm Atty Case Mgmt software & hardware	(140,000)	
PC refresh - general fund	(166,002)	
Return unspent VJCCCA funds	(6,657)	
Darien LLC refund (COR)	(5,920)	
Charon refund (COR)	(3,781)	
Fire programs	(11,627)	
Pactiv incentive	(50,000)	
Stuart M Perry refund (COR)	(18,742)	
Wheel 2 Wheel Promotions refund (COR)	(4,383)	
Disabled Veteran's Relief refund (COR)	(5,745)	
		(4,043,914)

**Fund Balance, March 14, 2014** **29,367,564**

NOTICE OF PUBLIC HEARING  
FREDERICK COUNTY, VIRGINIA

The Board of Supervisors of Frederick County invite comments on the Proposed Budget for the fiscal year ending June 30, 2015. Verbal comments may be presented at the Public Hearing scheduled at:

7:00 p.m., Wednesday, March 26, 2014 at County Administration Office Building

For the purpose of the public hearing on March 26, 2014, written comments may be mailed to the Office of the County Administrator, 107 North Kent Street, Winchester, Virginia 22601, or may be presented to the Board at its public hearing. Anyone wishing to address the Board on March 26, 2014, is encouraged to call the County Administrator's office (665-5600) and have their name placed on a speaker list. The following synopsis of the budget is published for information and planning purposes only. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an appropriation by the Board of Supervisors.

PROPOSED FY 2014-2015 BUDGET

	ADOPTED 2013-2014	PROPOSED 2014-2015	DIFFERENCE
<b>GENERAL OPERATING FUND:</b>			
Revenue	128,724,407	138,087,562	9,363,155
Non-Revenue	4,300,000	4,300,000	0
	<u>133,024,407</u>	<u>142,387,562</u>	<u>9,363,155</u>
<b>TOTAL REVENUE - GENERAL OPERATING FUND</b>			
<b>GENERAL OPERATING FUND:</b>			
Expenditures	52,869,263	57,371,558	4,502,295
Transfer to Adult Detention Center	4,755,887	4,991,484	235,597
Transfer to Airport Operating	45,785	50,629	4,844
Transfer to School Operating	60,727,321	65,347,740	4,620,419
Transfer to School Debt	14,626,151	14,626,151	0
	<u>133,024,407</u>	<u>142,387,562</u>	<u>9,363,155</u>
<b>TOTAL EXPENDITURES - GENERAL OPERATING FUND</b>			
<b>NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:</b>			
Revenue	13,138,066	13,885,686	747,620
Non-Revenue	521,421	510,200	-11,221
Transfer from General Operating Fund	4,755,887	4,991,484	235,597
	<u>18,415,374</u>	<u>19,387,370</u>	<u>971,996</u>
<b>TOTAL REVENUE - NRADC FUND</b>			
<b>NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:</b>			
Expenditures	<u>18,415,374</u>	<u>19,387,370</u>	<u>971,996</u>
<b>FREDERICK-WINCHESTER LANDFILL FUND:</b>			
Revenue	5,306,260	5,411,187	104,927
Non-Revenue	1,320,360	1,705,018	384,658
	<u>6,626,620</u>	<u>7,116,205</u>	<u>489,585</u>
<b>TOTAL REVENUE - LANDFILL FUND</b>			
<b>FREDERICK-WINCHESTER LANDFILL FUND:</b>			
Expenditures	<u>6,626,620</u>	<u>7,116,205</u>	<u>489,585</u>
<b>DIVISION OF COURT SERVICES FUND:</b>			
Revenue	<u>600,489</u>	<u>579,572</u>	<u>-20,917</u>
<b>DIVISION OF COURT SERVICES FUND:</b>			
Expenditures	<u>600,489</u>	<u>579,572</u>	<u>-20,917</u>
<b>SHAWNEELAND SANITARY DISTRICT FUND:</b>			
Revenue	664,470	664,470	0

Non-Revenue	185,080	435,277	250,197
TOTAL REVENUE-SHAWNEELAND SANITARY DISTRICT FUND	849,550	1,099,747	250,197
SHAWNEELAND SANITARY DISTRICT FUND:			
Expenditures	849,550	1,099,747	250,197
AIRPORT OPERATING FUND:			
Revenue	2,229,694	2,178,365	-51,329
Non-Revenue	23,359	0	-23,359
Transfer from General Operating Fund	45,785	50,629	4,844
TOTAL REVENUE - AIRPORT OPERATING FUND	2,298,838	2,228,994	-69,844
AIRPORT AUTHORITY OPERATING FUND:			
Expenditures	2,298,838	2,228,994	-69,844
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Revenue	0	525,256	525,256
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Expenditures	0	525,256	525,256
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Revenue	773,099	800,570	27,471
Non-Revenue	347,227	0	-347,227
TOTAL REVENUE - LAKE HOLIDAY SANITARY DISTRICT FUND	1,120,326	800,570	-319,756
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Expenditures	1,120,326	800,570	-319,756
EMS REVENUE RECOVERY FUND:			
Revenue	0	2,028,000	2,028,000
EMS REVENUE RECOVERY FUND:			
Expenditures	0	2,028,000	2,028,000
SCHOOL OPERATING FUND:			
Revenue	73,272,722	75,156,739	1,884,017
Transfer from General Operating Fund	60,727,321	65,347,740	4,620,419
TOTAL REVENUE - SCHOOL OPERATING FUND	134,000,043	140,504,479	6,504,436
SCHOOL OPERATING FUND:			
Expenditures	133,578,535	140,028,310	6,449,775
Transfer to Textbook Fund	421,508	476,169	54,661
TOTAL EXPENDITURES - SCHOOL OPERATING FUND	134,000,043	140,504,479	6,504,436
SCHOOL CAPITAL PROJECTS FUND:			
Non-Revenue	100,000	600,000	500,000
Transfer from School Debt Service Fund	1,082,640	1,566,316	483,676
TOTAL REVENUE - SCHOOL CAPITAL PROJECTS FUND	1,182,640	2,166,316	983,676
SCHOOL CAPITAL PROJECTS FUND:			
Expenditures	1,182,640	2,166,316	983,676

SCHOOL NUTRITION SERVICES FUND:			
Revenue	5,008,987	4,966,615	-42,372
Non-Revenue	1,115,940	1,233,680	117,740
TOTAL REVENUE - SCHOOL NUTRITION SERVICES FUND	6,124,927	6,200,295	75,368
SCHOOL NUTRITION SERVICES FUND:			
Expenditures	6,124,927	6,200,295	75,368
SCHOOL DEBT SERVICE FUND:			
Revenue	297,500	271,500	-26,000
Non-Revenue	31,050	857,000	825,950
Transfer from General Operating Fund	14,626,151	14,626,151	0
TOTAL REVENUE - SCHOOL DEBT SERVICE FUND	14,954,701	15,754,651	799,950
SCHOOL DEBT SERVICE FUND:			
Expenditures	13,872,061	14,188,335	316,274
Transfer to School Capital Projects Fund	1,082,640	1,566,316	483,676
TOTAL EXPENDITURES - SCHOOL DEBT SERVICE FUND	14,954,701	15,754,651	799,950
SCHOOL TRUST FUNDS:			
Revenue	16,100	50,000	33,900
SCHOOL TRUST FUNDS:			
Expenditures	15,950	49,850	33,900
Transfer to Textbook Fund	150	150	0
TOTAL EXPENDITURES - SCHOOL TRUST FUNDS	16,100	50,000	33,900
SCHOOL TEXTBOOK FUND:			
Revenue	760,521	815,698	55,177
Non-Revenue	976,250	1,281,116	304,866
Transfer from School Operating Fund	421,508	476,169	54,661
Transfer from School Trust Funds	150	150	0
TOTAL REVENUE - SCHOOL TEXTBOOK FUND	2,158,429	2,573,133	414,704
SCHOOL TEXTBOOK FUND:			
Expenditures	2,158,429	2,573,133	414,704
NREP OPERATING FUND:			
Revenue	4,509,295	4,793,650	284,355
Non-Revenue	310,567	300,000	-10,567
TOTAL REVENUE - NREP OPERATING FUND	4,819,862	5,093,650	273,788
NREP OPERATING FUND:			
Expenditures	4,794,862	5,068,650	273,788
Transfer to NREP Textbook Fund	25,000	25,000	0
TOTAL EXPENDITURES - NREP OPERATING FUND	4,819,862	5,093,650	273,788
NREP TEXTBOOK FUND:			
Non-Revenue	25,000	10,000	-15,000
Transfer from NREP Operating Fund	25,000	25,000	0
TOTAL REVENUE - NREP TEXTBOOK FUND	50,000	35,000	-15,000
NREP TEXTBOOK FUND:			

Expenditures	50,000	35,000	-15,000
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CONSOLIDATED SERVICES FUND: Revenue	3,100,000	3,100,000	0
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CONSOLIDATED SERVICES FUND: Expenditures	3,100,000	3,100,000	0
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TOTAL REVENUE - ALL FUNDS	329,342,306	351,630,800	22,288,494
Less Transfers Between Funds	81,684,442	87,083,639	5,399,197
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NET REVENUE - ALL FUNDS	247,657,864	264,547,161	16,889,297
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TOTAL EXPENDITURES - ALL FUNDS	329,342,306	351,630,800	22,288,494
Less Transfers Between Funds	81,684,442	87,083,639	5,399,197
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NET EXPENDITURES - ALL FUNDS	247,657,864	264,547,161	16,889,297
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PROPOSED TAX RATES

Property Taxes - Rates per \$100 of assessed value

Real Estate	\$0.585
Personal Property	\$4.86
Qualifying Personal Property for Volunteer Firefighters	\$2.25
Antique Vehicles	\$0.00
Mobile Homes	\$0.585
Aircraft	\$0.01
Business Equipment	\$4.86
Machinery and Tools	\$2.00
Contract Carrier Classified Vehicles	\$2.00

Machinery and Tools and Contract Carrier Classified Vehicles are assessed on declining values based on acquisition year, as follows:

<u>Year</u>	<u>Assessment Ratio</u>
1	60%
2	50%
3	40%
4 and all subsequent years	30%

Vehicle License Taxes

Vehicles other than motorcycles	\$25 each
Motorcycles	\$10 each

Business and Professional Occupational License Taxes

Contracting, and persons constructing for their own account for sale    \$0.16 per \$100 of gross receipts

Retail sales	\$0.20 per \$100 of gross receipts
Financial, real estate, and professional services	\$0.58 per \$100 of gross receipts
Repair, personal, and business services	\$0.36 per \$100 of gross receipts
Wholesale merchants	\$0.05 per \$100 of purchases

All other Business and Professional Occupational License Taxes will remain unchanged, all as currently set forth in Article XVI of Chapter 155 of the County Code.

Meals Tax - 4% of gross receipts

Transient Occupancy Tax - 2% of gross receipts

Shawneeland Sanitary District Taxes

Unimproved Lots	\$180 per lot
Improved Lots	\$530 per lot
Unimproved - External Users	\$180 per lot
Improved - External Users	\$530 per lot

Lake Holiday Sanitary District Taxes

Buildable Lots	\$678 per lot
Unbuildable Lots	\$264 per lot

Star Fort Subdivision Taxes/Fees - \$60 per lot

Street Light Fees

Oakdale Crossing, Stephens City - \$60 Annually  
Green Acres - \$25 Annually

Sanitary Landfill Fees

Commercial/Industrial	\$45 per ton
Construction Demolition Debris	\$42 per ton
Municipal Solid Waste	\$12 per ton
Municipal Sludge	\$32 per ton
Miscellaneous Rubble Debris	\$12 per ton

All other taxes and fees imposed by Frederick County will remain unchanged, all as currently set forth in the County Code, otherwise previously adopted by the Board of Supervisors, or authorized pursuant to state law.

CHERYL B. SHIFFLER  
FINANCE DIRECTOR  
FREDERICK COUNTY, VIRGINIA