



**AGENDA
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, MARCH 25, 2015
7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

6:15 P.M. – Closed Session:

There will be a Closed session Pursuant to §2.2-3711(A) (1) of the Code of Virginia, 1950, as Amended, for Discussion and Consideration of a Personnel Matter Involving a Specific Individual.

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

Invocation

Pledge of Allegiance

Adoption of Agenda:

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

Consent Agenda:

(Tentative Agenda Items for Consent are Tabs: D and H)

Public Hearing:

1. Fiscal Year 2015-2016 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. Regular Meeting, February 25, 2015.

**AGENDA
REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, MARCH 25, 2015
PAGE 2**

2. Budget Work Session, March 4, 2015.

County Officials:

1. Employee of the Month Awards. **(See Attached)**----- C
2. Proclamation – National Telecommunicators’ Week in Frederick County, Virginia, April 12-18, 2015. **(See Attached)**----- D
3. Committee Appointments. **(See Attached)**----- E
4. A Resolution of the Board of Supervisors of the County of Frederick, Virginia Approving the Lease Financing of Public Facilities and Authorizing the Leasing of Certain Property in Connection Therewith, the Execution and Delivery of a Prime Lease and a Local Lease Acquisition Agreement and Financing Lease, and Other Related Actions. **(See Attached)** ----- F
5. Request from Commissioner of the Revenue for Refunds. **(See Attached)** ----- G

Committee Reports:

1. Parks and Recreation Commission. **(See Attached)**----- H
2. Human Resources Committee. **(See Attached)**----- I

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, 2016. Verbal comments may be presented at the Public Hearing scheduled at:

7:00 p.m., Wednesday, March 25, 2015 at County Administration Office Building

For the purpose of the public hearing on March 25, 2015, 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 25, 2015, 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 2015-2016 BUDGET

	ADOPTED 2014-2015	PROPOSED 2015-2016	DIFFERENCE
GENERAL OPERATING FUND:			
Revenue	138,087,562	147,513,644	9,426,082
Non-Revenue	4,300,000	7,300,000	3,000,000
	<u>142,387,562</u>	<u>154,813,644</u>	<u>12,426,082</u>
TOTAL REVENUE - GENERAL OPERATING FUND			
GENERAL OPERATING FUND:			
Expenditures	57,371,558	62,372,184	5,000,626
Transfer to Adult Detention Center	4,991,484	5,103,298	111,814
Transfer to Airport Operating	50,629	62,995	12,366
Transfer to EDA Fund	0	572,948	572,948
Transfer to School Operating	65,347,740	72,076,068	6,728,328
Transfer to School Debt	14,626,151	14,626,151	0
	<u>142,387,562</u>	<u>154,813,644</u>	<u>12,426,082</u>
TOTAL EXPENDITURES - GENERAL OPERATING FUND			
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Revenue	13,885,686	14,235,516	349,830
Non-Revenue	510,200	725,046	214,846
Transfer from General Operating Fund	4,991,484	5,103,298	111,814
	<u>19,387,370</u>	<u>20,063,860</u>	<u>676,490</u>
TOTAL REVENUE - NRADC FUND			
NORTHWESTERN REGIONAL ADULT DETENTION CENTER FUND:			
Expenditures	<u>19,387,370</u>	<u>20,063,860</u>	<u>676,490</u>
FREDERICK-WINCHESTER LANDFILL FUND:			
Revenue	5,411,187	6,011,382	600,195
Non-Revenue	1,705,018	75,138	-1,629,880
	<u>7,116,205</u>	<u>6,086,520</u>	<u>-1,029,685</u>
TOTAL REVENUE - LANDFILL FUND			
FREDERICK-WINCHESTER LANDFILL FUND:			
Expenditures	<u>7,116,205</u>	<u>6,086,520</u>	<u>-1,029,685</u>
DIVISION OF COURT SERVICES FUND:			
Revenue	579,572	608,182	28,610
Non-Revenue	0	12,457	12,457
	<u>579,572</u>	<u>620,639</u>	<u>41,067</u>
TOTAL REVENUE - DIVISION OF COURT SERVICES FUND			
DIVISION OF COURT SERVICES FUND:			
Expenditures	<u>579,572</u>	<u>620,639</u>	<u>41,067</u>

<hr/>			
SHAWNEELAND SANITARY DISTRICT FUND:			
Revenue	664,470	708,900	44,430
Non-Revenue	435,277	102,126	-333,151
	<hr/>		
TOTAL REVENUE-SHAWNEELAND SANITARY DISTRICT FUND	1,099,747	811,026	-288,721
<hr/>			
SHAWNEELAND SANITARY DISTRICT FUND:			
Expenditures	1,099,747	811,026	-288,721
<hr/>			
AIRPORT OPERATING FUND:			
Revenue	2,178,365	2,220,233	41,868
Transfer from General Operating Fund	50,629	62,995	12,366
	<hr/>		
TOTAL REVENUE - AIRPORT OPERATING FUND	2,228,994	2,283,228	54,234
<hr/>			
AIRPORT AUTHORITY OPERATING FUND:			
Expenditures	2,228,994	2,283,228	54,234
<hr/>			
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Revenue	525,256	0	-525,256
<hr/>			
COMMUNITY DEVELOPMENT AUTHORITY FUND:			
Expenditures	525,256	0	-525,256
<hr/>			
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Revenue	800,570	800,570	0
<hr/>			
LAKE HOLIDAY SANITARY DISTRICT FUND:			
Expenditures	800,570	800,570	0
<hr/>			
EMS REVENUE RECOVERY FUND:			
Revenue	2,028,000	1,501,000	-527,000
<hr/>			
EMS REVENUE RECOVERY FUND:			
Expenditures	2,028,000	1,501,000	-527,000
<hr/>			
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Revenue	0	250	250
Transfer from General Operating Fund	0	572,948	572,948
	<hr/>		
TOTAL REVENUE - ECONOMIC DEVELOPMENT AUTHORITY FUND	0	573,198	573,198
<hr/>			
ECONOMIC DEVELOPMENT AUTHORITY FUND:			
Expenditures	0	573,198	573,198
<hr/>			
SCHOOL OPERATING FUND:			
Revenue	75,156,739	75,952,859	796,120
Transfer from General Operating Fund	65,347,740	72,076,068	6,728,328
	<hr/>		
TOTAL REVENUE - SCHOOL OPERATING FUND	140,504,479	148,028,927	7,524,448
<hr/>			
SCHOOL OPERATING FUND:			
Expenditures	140,028,310	147,559,188	7,530,878
Transfer to Textbook Fund	476,169	469,739	-6,430
	<hr/>		
TOTAL EXPENDITURES - SCHOOL OPERATING FUND	140,504,479	148,028,927	7,524,448
<hr/>			

SCHOOL CAPITAL PROJECTS FUND:			
Non-Revenue	600,000	500,000	-100,000
Transfer from School Debt Service Fund	1,566,316	0	-1,566,316
TOTAL REVENUE - SCHOOL CAPITAL PROJECTS FUND	<u>2,166,316</u>	<u>500,000</u>	<u>-1,666,316</u>
SCHOOL CAPITAL PROJECTS FUND:			
Expenditures	<u>2,166,316</u>	<u>500,000</u>	<u>-1,666,316</u>
SCHOOL NUTRITION SERVICES FUND:			
Revenue	4,966,615	5,118,835	152,220
Non-Revenue	1,233,680	1,508,099	274,419
TOTAL REVENUE - SCHOOL NUTRITION SERVICES FUND	<u>6,200,295</u>	<u>6,626,934</u>	<u>426,639</u>
SCHOOL NUTRITION SERVICES FUND:			
Expenditures	<u>6,200,295</u>	<u>6,626,934</u>	<u>426,639</u>
SCHOOL DEBT SERVICE FUND:			
Revenue	271,500	337,043	65,543
Non-Revenue	857,000	273,291	-583,709
Transfer from General Operating Fund	14,626,151	14,626,151	0
TOTAL REVENUE - SCHOOL DEBT SERVICE FUND	<u>15,754,651</u>	<u>15,236,485</u>	<u>-518,166</u>
SCHOOL DEBT SERVICE FUND:			
Expenditures	14,188,335	15,236,485	1,048,150
Transfer to School Capital Projects Fund	1,566,316	0	-1,566,316
TOTAL EXPENDITURES - SCHOOL DEBT SERVICE FUND	<u>15,754,651</u>	<u>15,236,485</u>	<u>-518,166</u>
SCHOOL PRIVATE PURPOSE FUNDS:			
Revenue	<u>50,000</u>	<u>75,000</u>	<u>25,000</u>
SCHOOL PRIVATE PURPOSE FUNDS:			
Expenditures	49,850	74,850	25,000
Transfer to Textbook Fund	150	150	0
TOTAL EXPENDITURES - SCHOOL PRIVATE PURPOSE FUNDS	<u>50,000</u>	<u>75,000</u>	<u>25,000</u>
SCHOOL TEXTBOOK FUND:			
Revenue	815,698	804,840	-10,858
Non-Revenue	1,281,116	625,815	-655,301
Transfer from School Operating Fund	476,169	469,739	-6,430
Transfer from School Trust Funds	150	150	0
TOTAL REVENUE - SCHOOL TEXTBOOK FUND	<u>2,573,133</u>	<u>1,900,544</u>	<u>-672,589</u>
SCHOOL TEXTBOOK FUND:			
Expenditures	<u>2,573,133</u>	<u>1,900,544</u>	<u>-672,589</u>
NREP OPERATING FUND:			
Revenue	4,630,989	4,917,908	286,919
Non-Revenue	462,661	341,330	-121,331
TOTAL REVENUE - NREP OPERATING FUND	<u>5,093,650</u>	<u>5,259,238</u>	<u>165,588</u>
NREP OPERATING FUND:			
Expenditures	5,068,650	5,234,238	165,588
Transfer to NREP Textbook Fund	25,000	25,000	0

TOTAL EXPENDITURES - NREP OPERATING FUND	5,093,650	5,259,238	165,588
NREP TEXTBOOK FUND:			
Non-Revenue	10,000	15,000	5,000
Transfer from NREP Operating Fund	25,000	25,000	0
TOTAL REVENUE - NREP TEXTBOOK FUND	35,000	40,000	5,000
NREP TEXTBOOK FUND:			
Expenditures	35,000	40,000	5,000
CONSOLIDATED SERVICES FUND:			
Revenue	3,100,000	3,600,000	500,000
CONSOLIDATED SERVICES FUND:			
Expenditures	3,100,000	3,600,000	500,000
TOTAL REVENUE - ALL FUNDS	351,630,800	368,820,813	17,190,013
Less Transfers Between Funds	87,083,639	92,936,349	5,852,710
NET REVENUE - ALL FUNDS	264,547,161	275,884,464	11,337,303
TOTAL EXPENDITURES - ALL FUNDS	351,630,800	368,820,813	17,190,013
Less Transfers Between Funds	87,083,639	92,936,349	5,852,710
NET EXPENDITURES - ALL FUNDS	264,547,161	275,884,464	11,337,303

TAX RATES

Property Taxes - Rates per \$100 of assessed value

	<u>Current</u>	<u>Proposed</u>
Real Estate	\$0.585	\$0.56
Personal Property	\$4.86	\$4.86
Qualifying Personal Property for Volunteer Firefighters	\$2.25	\$2.25
Antique Vehicles	\$0.00	\$0.00
Mopeds	\$0.00	\$0.00
Mobile Homes	\$0.585	\$0.56
Aircraft	\$0.01	\$0.01
Business Equipment	\$4.86	\$4.86
Machinery and Tools	\$2.00	\$2.00
Contract Carrier Classified Vehicles	\$2.00	\$2.00

The total value of real estate in Frederick County that is exempt from real estate taxes is \$877,362,200. Based on the proposed tax rate of \$0.56/\$100, this would result in a reduction in revenues of \$4,913,228.32.

Machinery and Tools 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

	<u>Current</u>	<u>Proposed</u>
Unimproved Lots	\$180 per lot	\$190 per lot
Improved Lots	\$530 per lot	\$560 per lot
Unimproved - External Users	\$180 per lot	\$190 per lot
Improved - External Users	\$530 per lot	\$560 per lot

Lake Holiday Sanitary District Taxes

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

Star Fort Subdivision Taxes/Fees

	\$60 per lot	\$60 per lot
--	--------------	--------------

Street Light Fees

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

Sanitary Landfill Fees

	<u>Current</u>	<u>Proposed</u>
Commercial/Industrial	\$45 per ton	\$47 per ton
Construction Demolition Debris	\$42 per ton	\$42 per ton
Municipal Solid Waste	\$12 per ton	\$14 per ton
Municipal Sludge	\$32 per ton	\$32 per ton
Miscellaneous Rubble Debris	\$12 per ton	\$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**

REGULAR MEETING

FEBRUARY 25, 2015

A Regular Meeting of the Frederick County Board of Supervisors was held on Wednesday, February 25, 2015 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

Bobby Alger, Crossroads Community Church, delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice-Chairman DeHaven led the Pledge of Allegiance.

ADOPTION OF AGENDA – APPROVED AS AMENDED

Interim County Administrator Roderick B. Williams advised that he had one addition to the agenda. He added a resolution of appreciation for Brenda Lloyd Vance, Clerk of the Winchester-Frederick County General District Court, in honor of her retirement.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the agenda as amended.

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

CONSENT AGENDA - APPROVED

Interim Administrator Williams offered the following items for the Board's consideration

under the consent agenda:

- Proclamation Re: April 1-7, 2015 as Local Government Education Week – **Tab C**;
- Approval to sign engagement letter for FY 2015 annual audit for Frederick County, Virginia, Regional Jail, and Economic Development Authority – **Tab D**;
- Resolution of Appreciation for Brenda Lloyd Vance, Clerk of the Winchester-Frederick County General District Court;
- Public Safety Committee Report – **Tab G**;
- Joint Finance Committee Report – **Tab H**;
- Human Resources Committee Report – **Tab I**; and
- Road Resolution - Rutherford Crossing – Milton Ray Drive Extension – **Tab O**.

Upon a motion by Supervisor Wells, 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

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors comments.

MINUTES - APPROVED

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Collins, the Board approved the minutes from the January 28, 2015 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 Hess, seconded by Supervisor Fisher, the Board approved the minutes from the February 4, 2015 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 Lofton, seconded by Supervisor Hess, the Board approved the minutes from the February 11, 2015 special 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 Hess, the Board approved the minutes from the February 11, 2015 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

COUNTY OFFICIALS

EMPLOYEE OF THE MONTH AWARD – ALISA SCOTT APPROVED

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved Alisa Scott as Employee of the Month for February 2015.

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 their merits of outstanding performance and productivity, positive job attitude and other noteworthy contributions to their department and to the County; and

WHEREAS, Alisa Scott who serves the Frederick County Information Technology Department was nominated for Employee of the Month; and

WHEREAS, Alisa Scott has worked with the County's best interests in mind to develop necessary relationships which allow the purchasing process to operate as efficiently as possible. Alisa has worked long hours and put in much hard work for IT operations as they continue to increase in efficiency as a direct result of all her involvement. IT projects continue to be completed on schedule and within budget constraints. Alisa achieved the highly sought, Project Management Professional (PMP) certification from the Project Management Institute. Alisa therefore is being awarded for her hard work and dedication;

NOW, THEREFORE, BE IT RESOLVED, by the Frederick County Board of Supervisors this 25th day of February, 2015 that Alisa Scott is hereby recognized as the Frederick County Employee of the Month for February 2015; and

BE IT FURTHER RESOLVED that the Board of Supervisors extends gratitude to Alisa Scott for her outstanding performance and dedicated service and wishes continued success in her future endeavors; and

BE IT FURTHER RESOLVED, that Alisa Scott is hereby entitled to all of the rights and privileges associated with her award.

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

**PROCLAMATION RE: APRIL 1-7, 2015 AS LOCAL GOVERNMENT
EDUCATION WEEK – APPROVED UNDER CONSENT AGENDA**

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

NOW, THEREFORE, BE IT PROCLAIMED, by Board of Supervisors of the County of Frederick, Virginia, that April 1-7, 2015 is hereby designated as Local Government Education Week; and

BE IT FURTHER PROCLAIMED, that the Board of Supervisors of the County of Frederick, Virginia and the Frederick County School Board will partner to promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

ADOPTED this 25th day of February , 2015.

COMMITTEE APPOINTMENTS

**KENDRA SOURS APPOINTED TO LOCAL EMERGENCY PLANNING
COMMITTEE (LEPC) - APPROVED**

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board appointed Kendra Sours to the Local Emergency Planning Committee. 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

JEREMY MCDONALD NOMINATED TO FILL THE UNEXPIRED TERM OF JAMES W. GIVENS AS BACK CREEK DISTRICT REPRESENTATIVE TO THE BOARD OF ZONING APPEALS - APPROVED

Upon a motion by Supervisor Lofton, seconded by Supervisor Wells, the Board nominated Jeremy McDonald to fill the unexpired term of James W. Givens as Back Creek District representative to the Board of Zoning Appeals. Term expires December 31, 2016.

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

REAPPOINTMENT OF BRYAN J. GREEN TO THE CONSERVATION EASEMENT AUTHORITY - APPROVED

Upon a motion by Supervisor Fisher, seconded by Vice-Chairman DeHaven, the Board approved the reappointment of Bryan J. Green to the Conservation Easement Authority. This is a three year appointment. Term expires March 14, 2018.

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

**APPROVAL TO SIGN ENGAGEMENT LETTER FOR FY 2015 ANNUAL
AUDIT FOR FREDERICK COUNTY, VIRGINIA, REGIONAL JAIL AND
ECONOMIC DEVELOPMENT AUTHORITY – APPROVED UNDER CONSENT
AGENDA**

**REIMBURSEMENT RESOLUTION RE: FREDERICK COUNTY MIDDLE
SCHOOL REPLACEMENT - APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board approved the resolution of the Board of Supervisors of the County of Frederick, Virginia declaring its intention to reimburse itself from the proceeds of one or more financings for certain costs of capital improvements for public school purposes.

The County of Frederick, Virginia (the "County") has determined that it may be necessary or desirable (i) to undertake certain capital improvements, including improvements for public school purposes such as the Frederick County Middle School (the "Project"), (ii) to advance money to pay the costs of the Project from various available funds of the County prior to the issuance or incurrence of bonds or other obligations or debt (collectively, the "Bonds") to finance the Project and (iii) to reimburse itself for such original expenditures (the "Expenditures") from the proceeds of the Bonds.

The County's bond counsel has advised that Treasury Regulations Section 1.150-2 requires the County to adopt a resolution in the form set forth below to preserve the County's ability to use portions of the proceeds of the County's upcoming issues of Bonds to reimburse itself for the Expenditures.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA:

1. The Board of Supervisors adopts this resolution as a declaration of official intent under Treasury Regulations Section 1.150-2.

2. The Board of Supervisors reasonably expects to issue one or more series of Bonds to finance the Project and to reimburse from the proceeds of the Bonds the advances made or to be made before the issuance of the Bonds that pay the costs of the Project

3. The maximum principal amount of Bonds expected to be issued for the Project is \$49,500,000.

4. On the date each Expenditure is paid, it will be a capital expenditure (or would be with a proper election) under general federal income tax principles or will otherwise comply with the requirements of Treasury Regulations Section 1.150-2(d)(3).

5. The adoption of this resolution is consistent with the budgetary and financial circumstances of the County and shall take effect immediately upon its adoption.

6. Notwithstanding the foregoing this resolution does not authorize the actual issuance of any Bonds, such issuance being subject to subsequent approval by the Board of Supervisors.

The foregoing resolution was adopted by the Board of Supervisors at its meeting on February 25, 2015, by the following roll call 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 OF APPRECIATION BRENDA LLOYD VANCE, CLERK OF
THE WINCHESTER-FREDERICK COUNTY GENERAL DISTRICT COURT –
APPROVED UNDER CONSENT AGENDA**

WHEREAS, Brenda Lloyd Vance served the citizens of Winchester and Frederick County, Virginia, for 43 years, 14 as deputy clerk and 29 as Clerk of the Court for the Winchester-Frederick County General District Court; and

WHEREAS; over the years Brenda Lloyd Vance has advanced her courts in numerous areas over the years to include automation of the clerk's office; and

WHEREAS, during her tenure she has served on numerous committees to include two terms as a clerk representative to the Commonwealth of Virginia's Committee on District Courts, Supreme Court of Virginia Forms Committee, Joint Chairperson of the Joint Judicial Center Users' Committee, and the District Court Clerks' Association for the Commonwealth of Virginia; and

WHEREAS, she was very involved locally as a longtime member of the Frederick County Public Safety Committee and City of Winchester Courts and Law Enforcement Committee; and

WHEREAS, Brenda Lloyd Vance was a tireless worker for all of the residents of Winchester and Frederick County.

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

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

ADOPTED this 25th day of February, 2015.

COMMITTEE REPORTS

PUBLIC SAFETY COMMITTEE – APPROVED UNDER CONSENT AGENDA

A meeting of the Public Safety Committee was held on Wednesday January 28, 2015 at 9:00 a.m. at the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, VA. Committee members present were: Committee Chairman Gary Lofton, Ron Wilkins, Chuck Torpy, and Gene Fisher. Member Chris Collins was absent. Also in attendance were County Administrator John R. Riley, Fire & Rescue Association President Dan Cunningham, County Attorney Rod Williams, Fire & Rescue Chief Denny Linaburg, Major Lou VanMeter, Communications Director LeeAnna Pyles, Human Resources Director Paula Nofsinger, Sheriff Robert Williamson, Assistant County Administrator Kris Tierney, Gainesboro Supervisor Robert Hess, and Deputy Fire Chief Jay Bauserman. The following items were discussed:

*****Information Only*****

1. Discussion of discontinuing private alarm monitoring by Communications Department:

Public Safety Communications Director LeeAnna Pyles addressed the Committee regarding the department's intent to discontinue providing private alarm monitoring services for businesses and schools. She noted the department has monitored 53 County owned buildings and schools for a number of years; however, the existing equipment and software is now obsolete and out of date. Replacement of these items would cost in excess of \$30,000. Director Pyles reported that she had contacted a number of surrounding jurisdictions regarding their monitoring practices and found that most have stopped providing this service or only monitor 1 or 2 buildings. She noted the schools are installing panic alarms in all the classrooms, which will dramatically increase.

Director Pyles advised that staff would recommend this monitoring service be outsourced to an outside company with the affected entities paying a third party vendor. It was noted that a vendor could provide more detailed alarm monitoring to include the nature or type of alarm and zone or location (i.e. broken window on eastside of building as opposed to our current general

burglary alarm) of the incident. The alarm company would then contact Dispatch, if necessary, to send appropriate personnel. There would be no additional cost to the county. Mr. Fisher stated that this was reasonable request of the Communications Department.

Chairman Lofton requested that Director Pyles check with the Finance Department on procurement policies, contact the affected departments to see if a budget increase would needed and bring her findings back to the next Public Safety Committee meeting. The Committee concurred.

2. Fire & Rescue Service Plan:

Chief Linaburg distributed a draft of the Fire & Rescue Department's Service Plan for information only. This is an all-encompassing comprehensive document which outlines all levels of service, apparatus, staffing, volunteer system, etc. showing how it all works as a cohesive department. Chief Linaburg asked the committee to review the document and provide any feedback and comments.

Chairman Lofton requested that the Committee review the draft document and bring any comments and questions to the next meeting.

3. Proposed FY 16 budgets for Public Safety Departments:

The Sheriff, Communications Director, and Fire Chief presented their proposed FY16 budgets. Each department highlighted needs for increased funding of key line items and staffing requests.

Sheriff Williamson noted his he was seeking 17 additional cars (including 10 patrol, 2 4x4s, 4 unmarked, 1 ACO vehicle) as the existing fleet needs to be replaced due to high mileage and maintenance cost. He was also seeking 17 additional sworn deputies including 6 patrol deputies, 7 civil deputies (to staff the different courts per the new State ordinance), 2 SRO's (fulltime at the 2 schools currently not manned fulltime), 1 ACO and 1 fingerprint examiner.

Communications Director Pyles noted she was seeking \$6,000 (fixed asset) to replace the current a/c unit at the North Mountain tower site, which is over 20 years old with no vendors able to replace parts that are out dated. She noted in the next few years, the department will need to upgrade the current radio system at a cost estimate of approximately \$1.5 million. She concluded by saying she and Chief Linaburg would be requesting funding for a full-time radio technician position to manage the care and maintenance of the radio system.

Chief Linaburg noted he was seeking a number of new positions to help alleviate overtime expenses and to have adequate staffing for the fire stations. He cited the need to replace current aging fleet and equipment. Among the department's other budget requests were a scanner to be used with the Laserfiche system the County has in place. This would allow the department to scan all of the building specs and information into a tablet which during an incident or inspection they would be able to pull up the specific plans and see building layouts and such. Fire &

Rescue's FY16 budget proposal is reflective of increases and items needed for the department to function safely and to continue to provide excellent service to the citizens with emphasis on the need for additional staffing.

Next Meeting: Date to be set for February

Adjourn:

The meeting was adjourned at 11:45 a.m.

JOINT FINANCE COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Joint Finance Committee met on Thursday, January 29, 2014 at 2:00 P.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; Kris C. Tierney, Assistant County Administrator; Eden Freeman, City Manager; Roderick B. Williams, County Attorney; Anthony Williams, City Attorney; Mary Blowe, Finance Director City of Winchester; Cheryl Shiffler, Finance Director, Frederick County; Perry Eisenach, Public Services Director, City of Winchester, Corey MacKnight, Facilities Director, City of Winchester; Tom Hoy, Assistant Public Services Director; Judge Elizabeth Kellas; Kevin Sanzenbacher, Police Chief, City of Winchester; Alex Iden, Winchester Commonwealth's Attorney; Frederick Commonwealth's Attorney Ross P. Spicer; Major Clyde Vanmeter, Frederick County Sheriff's Office; James Whitley, Superintendent of the Northwestern Regional Adult Detention Center; Frederick County Treasurer C. William Orndoff, Jr.; Frederick County Finance Committee member Judith McCann-Slaughter; Attorney Tim Coyne; Chris Rucker, Valley Health System; and Raya Zimmerman, *The Winchester Star*.

Mr. Shickle called the meeting to order.

*****For Board Information Only*****

DISCUSSION OF JOINT JUDICIAL CENTER RENOVATIONS

Winchester Public Services Director Perry Eisenach provided an update on the renovations to the Joint Judicial Center. He noted that Moseley Architects has completed approximately 35% of the design development. It was anticipated 100% design would be completed by the end of February. The proposed timeline is:

- Advertise project for construction bids – May 2015;
- Open bids – June 2015; and
- Start construction – July 2015.

Construction would be completed in phases with the majority of the work being done at night and on weekends. The project will take about one year to complete. The cost estimate remains at \$4,000,000.00.

DISCUSSION OF PROPOSED DRUG COURT

Mr. Tim Coyne appeared before the committee to discuss the possible creation of a drug treatment court. He noted that he did not have a formal job description, but he would like the city and county to come together and fund a position to assist with planning this proposed drug court. He stated that between 70%-80% of all NRADC inmates suffer from some form of addiction. He advised there were currently 37 drug courts in Virginia. He stated that he fully supported the funding and creation of this position.

Winchester Police Chief Kevin Sanzenbacher believed the position could be employed for \$60,000 per year with a second position coming on board in January 2016. He stated if Valley Health would absorb the positions then the costs to the localities would be somewhere between \$60,000 and \$70,000.

Mr. Coyne stated the first position would help plan the court.

Chairman Shickle asked who would serve as fiscal agent for these positions.

Judge Kellas stated the position would be under Valley Health.

Administrator Riley asked if this position would be through Valley Health and, once the costs were known, would the localities pay Valley Health?

Mr. Coyne responded it could work that way.

Chris Rucker, Valley Health, stated there would be a committee to supervise the position, but Valley Health would be responsible for personnel oversight, etc.

Mr. Coyne stated the committee would redefine the position and refine the cost structure, etc. and then come back to the Joint Finance Committee for a recommendation. He believed they could have something for the committee within 30 days.

JUVENILE PROBATION

A. DISCUSSION OF RENT

City Manager Eden Freeman informed the committee that the city was negotiating rent for new office space to accommodate Juvenile Probation. It was estimated the costs would be around \$115,000 per year for with the split being \$57,500 per locality. It was anticipated the lease would be for a 10 year term and then be re-evaluated. She concluded by saying this was for information only today and there would be no current fiscal year impact.

B. DISCUSSION OF NEW POSITION REQUEST

Peter Roussos, 26th District Court Services Unit Director, and Rachelann Mitchell, Secretary for the 26th District Court Service Unit, appeared before the committee regarding a request for a new

part-time position. It was anticipated this position would work 25 hours per week with the cost being shared equally by the county and city.

City Manager Freeman noted funding this position would mean the localities would be doing something different because this would become a city/county position/employee.

Mr. Willingham advised city council had directed a hiring freeze within the city; therefore, he could not support the position right now.

There being no further business, the meeting was adjourned at 1:50 p.m.

HUMAN RESOURCES COMMITTEE – APPROVED UNDER CONSENT
AGENDA

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, February 13, 2015 at 8:00 a.m. All members were present with the exception of Dorrie Greene and Beth Lewin.

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

1. The Committee recommends approval of the Employee of the Month award for February.

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

1. Presentation by the Sheriff, Robert Williamson.
At the request of the Committee, Sheriff Williamson presented an overview of the objectives and responsibilities of the Sheriff's Office. The presentation also provided the Committee an understanding of his department's role, authority, projects, and topics of importance within his department presentation attached.
2. The HR Director presented an update to the Committee on the Certification Bonus Policy.
3. The HR Director presented an overview of the HR Department FY2015-2016 Budget Request.
4. The HR Director was asked by the Committee Chairman, Robert Hess to provide an update on the status of the compensation study project. The Chairman requested the HR Director provide the compensation study report to the committee members and further discuss the project at the next committee meeting.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, March 13, 2015.

PARKS AND RECREATION COMMISSION - APPROVED

The Parks and Recreation Commission met on February 10, 2015. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan, and Charles Sandy, Jr. Members absent were: Marty Cybulski, Greg Brondos, Jr., and Christopher Collins.

Items Requiring Board of Supervisors Action:

1. Proposed Bylaw Revision – Mr. Madagan moved to change Article 5, Section 5 of the bylaws to read: “The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that over fifty percent (50%) of the members may constitute a quorum”, second by Mr. Patrick Anderson, motion carried unanimously (5-0).

Upon a motion by Supervisor Collins, seconded by Supervisor Hess, the Board approved the quorum by-law amendment 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

Proposed Bylaw Revision – Mr. Madagan moved to change Article 3, Section 5 of the bylaws to read: “Commission members are required to attend seventy-five percent (75%) of *held* commission meetings per year. ***Members not meeting this requirement will be notified by written correspondence from the Chairman regarding their lack to attendance***”, second by Mr. Longerbeam, motion carried (4-2). Kevin Anderson and Patrick Anderson opposed.

Upon a motion by Supervisor Collins, seconded by Supervisor Wells, the Board approved the bylaw amendment 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

Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
2. Election of Vice-Chairperson – Mr. Carter moved to nominate Mr. Ronald Madagan as Vice-Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
3. Meeting Date, Time and Place – Tabled until next month's meeting.
4. Youth Sports Partner Memorandum of Understanding – Mr. Patrick Anderson moved to accept the attached Youth Sports Partner's Memorandum of Understanding as submitted, second by Mr. Longerbeam, motion carried (6-0).
5. Finance Committee – Bulk Rental Discount Policy – Mr. Longerbeam moved to accept the Bulk Rental Discount as submitted, second by Mr. Madagan, motion carried unanimously (6-0).
6. Building and Grounds – Closed Session: Mr. Madagan moved to convene into closed session pursuant to Virginia Code 2.2-3711A(3) Discussion of the acquisition and/or disposal of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Kevin Anderson, motion carried unanimously (6-0).
7. Building and Grounds – Closed Session : Mr. Madagan moved to come out of closed session and reconvene in open session and certified that to the best of each member's knowledge they discussed only matters involving acquisition of real property for a public purpose, second by Mr. Carter, motion carried unanimously (6-0).

FINANCE COMMITTEE - APPROVED

A budget work session was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, February 18, 2015 at 8:00 a.m. There was a Finance Committee meeting immediately following. All members were present. Directly after, an Audit Committee meeting was held. All members were present.

BUDGET WORK SESSION

1. See attached information, p. 4-12. The committee and the Board of Supervisors chose scenario A using \$7.3 million funding from General Fund Unassigned fund balance.

Further discussions will be held at the budget work session scheduled for February 25, 2015 at 5:00 p.m.

FINANCE COMMITTEE

1. The Department of Social Services requests a General Fund supplemental appropriation in the amount of \$5,200. This amount represents an insurance claim for the loss of a vehicle. No local funds required. See attached information, p. 13-14. The committee recommends approval. - **APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the above request 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

2. The EDA Executive Director requests EDA and General Fund supplemental appropriation in the amount of \$150,000. This amount represents an incentive to ON MINERALS (CHEMSTONE) COMPANY. Local funds are required. See attached memo, p. 15. The committee recommends approval. - **APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the above request 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

3. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$32,811. This amount represents a 50/50 match grant for the purchase of bariatric equipment. Half (\$16,405.50) requires local funds. See attached information, p. 16-19. The committee recommends approval. - **APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Wells, the Board

approved the above request 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

4. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$6,105.64. This amount represents an insurance claim for damage to a vehicle. No local funds required. See attached information, p. 20-26. The committee recommends approval. - **APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board

approved the above request 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

5. The Fire and Rescue Chief requests a General Fund supplemental appropriation in the amount of \$310,530 to cover overtime expenses through the end of fiscal year 2015. \$300,000 of this request represents local funds and the remainder represents a grant for hazmat training. See attached information, p. 27-29. The committee delays action awaiting further information on current year savings in salaries for vacant positions.
6. The NRADC Superintendent requests an NRADC Fund supplemental appropriation in the amount of \$358,000. This amount represents overtime and inmate medical costs. This item has been approved by the Jail Authority. See attached memo, p. 30. The committee recommends approval. - **APPROVED**

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board

approved the above request 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

7. The Finance Director discusses the FY2014 Comprehensive Annual Financial Report (CAFR). See attached excerpts from the 2014 CAFR, p. 31-49. No action is required.

AUDIT COMMITTEE

1. David Foley from Robinson, Farmer, Cox Associates will present the FY 2014 final audit and be available for discussion of the upcoming FY 2015 audit. The FY 2014 audit was presented and accepted by the committee. The committee recommends the Board of Supervisors grant the Finance Committee Chairman the authority to sign the engagement letter for the upcoming FY 2015 audit. This item has been placed on the February 25, 2015 Board of Supervisors meeting agenda.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for January 2015. See attached, p. 50.
2. The Finance Director provides financial statements for the month ending January 31, 2015. See attached, p. 51-61.
3. The Finance Director provides an FY 2015 Fund Balance Report ending February 12, 2015. See attached, p. 62.

PUBLIC HEARING

PROPOSED DECLARATION AS SURPLUS AND DISPOSAL OF THE REAL PROPERTY KNOWN AS THE ROBINSON SCHOOL LOCATED AT 2400 ROOSEVELT BOULEVARD AND 2479 PAPERMILL ROAD, WINCHESTER, VIRGINIA, AND IDENTIFIED BY CITY OF WINCHESTER PROPERTY IDENTIFICATION NUMBERS 291-1-21A AND 291-1-3A. THE HEARING IS PURSUANT TO VIRGINIA CODE SECTION 15.2-1800 AND THE PURPOSE OF THE HEARING IS TO RECEIVE PUBLIC COMMENT ON THE DECLARATION OF THE PROPERTY AS SURPLUS AND APPROVAL OF THE TRANSFER OF THE PROPERTY TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA. - APPROVED

Interim Administrator Williams advised the Frederick County School Board previously declared the property known as the Robinson School located at 2400 Roosevelt Boulevard and

2479 Papermill Road within the city limits of the City of Winchester as surplus. The School Board requested the Board of Supervisors authorize them to sell the property and allow the proceeds to be applied to existing construction debt. The Board of Supervisors, at its November 12, 2014 meeting, considered the School Board's request, but ultimately voted to transfer the property to the Board of Supervisors for disposition by the Frederick County Economic Development Authority (EDA). Before the Board can transfer the property to the EDA a public hearing on the disposition is required. At the conclusion of this hearing, staff would be seeking Board action to approve the transfer of the Robinson School to the EDA.

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 Lofton, the Board declared the Robinson School property surplus and approved transfer to the EDA for disposal.

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

**2015-2016 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
COMPONENT OF THE 2030 COMPREHENSIVE PLAN. - APPROVED**

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item. He advised this was the proposed 2015-2016 Capital Improvements Plan, which is a prioritized list of capital projects. There are 88 projects in the proposed plan. He concluded by saying staff was looking for the Board to endorse the 2015-2016 Capital Improvements Plan following the public hearing.

Chairman Shickle convened the public hearing.

Tag Grove, Winchester resident and head coach of the Winchester swim team, spoke in favor of the indoor aquatics center. He cited the health, physical, and social benefits of swimming. He cited potential revenue generation from this facility and concluded by saying this project represented a fantastic opportunity for the community.

Conor Babington, student at James Wood High School and a member of the Winchester swim team, spoke of the need for an aquatics facility. He cited practice scheduling conflicts encountered by the high school teams.

Alex Morrow, Millbrook High School student and member of the Winchester swim team, spoke in favor of the indoor aquatics center. He cited practice conflicts and how the non-uniform practice times take time away from other activities. He noted a better facility was needed and that a facility in the county could help reduce travel costs.

Grace Lee and Kimberly Garris, Stonewall District and Gainesboro District respectively, stated they were members of the Winchester swim team and spoke in favor of an indoor aquatics center. They spoke about the benefits of swimming. They cited a need for this facility due to crowded practice lanes and times. They concluded by saying a new aquatics facility would benefit all swimmers.

Melanie Marrow, Red Bud District, spoke in favor of an indoor aquatics facility. She cited scheduling conflicts and having to pay the City of Winchester in order to swim. She stated she would prefer to keep her money in Frederick County. She noted a 600 swimmer event could bring approximately \$300,000 into the county over the course of a weekend.

Kathleen Lauer, member of the Sherando High School swim team, stated a new aquatics facility would be great and would provide another venue to teach swim lessons, year round, which would be good for children. She concluded by saying swimming was an activity that could be done at any age.

Will Sigler, Shawnee District, spoke about the benefits of an aquatics facility for the public and for the high school swim teams. He cited the limited practice times available to the current swimmers, which totaled about 5 hours per week. He noted this reduced practice time was about half of what any other high school sports teams get. He concluded by saying an aquatics facility could enable Frederick County to host a state swim meet.

Kaitlyn Knott, swim coach for James Wood High School, spoke how aquatics could be integrated into school physical education programs. She went on to say an aquatics facility in the county would be a great benefit because trying to schedule practice times is currently bad.

Greg Jones, Opequon District, spoke in favor of an aquatics facility. He noted his kids currently travel to Strasburg to swim. He cited Warrenton as an example of a community which has an aquatics facility.

Tia Shultz advised that she drives her daughter to Warrenton every day at 4:00 a.m. She noted that she spends about \$400 on food and hotels attending swim meets and traveling. She cited the benefits of swimming and noted she attended college on a swimming scholarship. She urged the Board to build the facility.

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board adopted the 2015-2016 Capital Improvements Plan.

WHEREAS, the Frederick County Planning Commission held a public hearing on the proposed 2015-2016 Capital Improvements Plan (CIP) for Frederick County on February 18, 2015; and,

WHEREAS, the Frederick County Planning Commission recommended approval of this plan at their regular meeting on February 18, 2015 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 February 25, 2015; and,

WHEREAS, the Frederick County Board of Supervisors supports the priorities for capital expenditures contained in the Capital Improvement 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 Policy Plan;

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

The Frederick County Board of Supervisors hereby approves the 2015-2016 Capital Improvements Plan (CIP) for Frederick County, Virginia as an element of the Comprehensive Policy Plan.

Passed this 25th day of February, 2015 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

CPPA #01-14, BLAIN PROPERTIES SEWER AND WATER SERVICE AREA (SWSA) INCLUSION. A CHANGE TO THE SWSA BOUNDARY TO AFFECT THE FOLLOWING PARCELS, TOTALING APPROXIMATELY 140 ACRES, 33-A-78A, 33-A-113, 33-A-114C, 33-A-123A, 33-A-123B, 33-A-124, 33-A-77B, AND 33-A-72. THESE PROPERTIES ARE CURRENTLY DESIGNATED IN THE 2030 COMPREHENSIVE PLAN FOR FUTURE COMMERCIAL AND INDUSTRIAL LAND USES. THE PROPERTIES ARE GENERALLY LOCATED SOUTH OF

CEDAR HILL ROAD, (ROUTE 671), NORTH OF HOPEWELL ROAD (ROUTE 672), AND WEST OF INTERSTATE 81, AND ARE LOCATED IN THE STONEWALL MAGISTERIAL DISTRICT. - APPROVED

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item. He advised this was a proposed expansion of the sewer and water service area. The properties are located in the Stonewall Magisterial District and have been designated as commercial/industrial land uses. Deputy Director Ruddy noted this application also provided an opportunity to look at additional properties in that area. He noted the proposal tried to follow distinct property lines. The Comprehensive Plans and Programs Committee recommended approval and suggested additional language recognizing land uses, the north/south collector road, etc. He concluded by saying the Planning Commission recommended approval.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Supervisor Lofton asked for clarification that the property could not be rezoned to residential.

Deputy Director responded that was correct.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Wells, the Board approved CPPA #01-14.

WHEREAS, the 2030 Comprehensive Plan, The Plan, was adopted by the Board of Supervisors on July 14, 2011; and

WHEREAS, this amendment would result in a change to the SWSA boundary to include 140 additional acres in the vicinity of the Blain properties 33-A-113 and 33-A-124, along with additional properties which include parcels 33-A-78A, 33-A-114B, 33-A-114C, 33-A-77B, 33-A-123A, and 33-A-123B; and

WHEREAS, this amendment also include supporting text to be added to the 2030 Comprehensive Plan, Appendix I – Area Plans, The Northeast Frederick Land Use Plan; and

WHEREAS, the Frederick County Planning Commission held a public hearing on this proposed amendment on February 18, 2015 and recommended approval; and

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this proposed amendment on February 25, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this amendment to the 2030 Comprehensive Plan, to be in the best interest of the public health, safety, welfare, and future of Frederick County, and in good planning practice;

NOW, THEREFORE, BE IT RESOLVED by the Frederick County Board of Supervisors that **THE AMENDMENT TO THE 2030 COMPREHENSIVE PLAN**, is adopted.

This amendment expands the Sewer and Water Service Area (SWSA) boundary to include 140 additional acres in the vicinity Blain properties to the SWSA and includes supporting text to be added to the Northeast Land Use Plan.

Passed this 25th day of February, 2015 by the following recorded vote:

Richard C. Shickle	Nay
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

ROAD RESOLUTION – RUTHERFORD CROSSING – MILTON RAY DRIVE EXTENSION – APPROVED UNDER CONSENT AGENDA

WHEREAS, the streets described on the attached Form AM-4.3, fully incorporated herein by reference are shown on the plats recorded in the Clerk’s Office of the Circuit Court of Frederick County; and

WHEREAS, the Resident Engineer of the Virginia Department of Transportation has advised this Board that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, the County and the Virginia Department of Transportation have entered into an agreement on June 9, 1993, for comprehensive stormwater detention which applies to this requirement for addition; and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer for the Virginia Department of Transportation.

BOARD LIAISON REPORTS

Supervisor Lofton advised the Ag. District Committee met and decided to revise the minimum lot size for inclusion in a district to five acres. He noted this would come to the Board in either April or May.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Collins advised that this would be his last meeting as a member of the board of supervisors. He stated that his family had an opportunity to move into his son's school district. He went on to say this was a tough decision for both his wife and him. He thanked the Board for the opportunity to serve. He stated he had learned a lot and it had been his pleasure to serve.

Chairman Shickle thanked Supervisor Collins for his service and dedication. He noted it had been a pleasure to serve with him and he would be missed.

Supervisors Lofton, Fisher, and Wells thanked Supervisor Collins for his service to the county.

Supervisor Hess thanked Supervisor Collins for speaking his mind on issues and he respected the positions he took and appreciated his service.

Vice-Chairman DeHaven stated it had been an honor and privilege to serve with Supervisor Collins and that the citizens had been well served.

ADJOURN

UPON A MOTION BY VICE-CHAIRMAN DEHAVEN, SECONDED BY SUPERVISOR FISHER, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (8:05 P.M.)

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

BUDGET WORK SESSION

MARCH 4, 2015

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, March 4, 2015 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.; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells.

ABSENT

Christopher E. Collins

OTHERS PRESENT

Finance Committee members Bill M. Ewing, Angela Rudolph, and Judith McCann-Slaughter; Roderick B. Williams, Interim-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 Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Fire Chief Dennis Linaburg; Planning Director Eric Lawrence; Superintendent of Schools Dr. David Sovine; Executive Director of Finance for Frederick County Public Schools Lisa Frye; and Frederick County School Board Vice-Chairman Dr. John Lamanna.

CALL TO ORDER

Chairman Shickle called the work session to order.

The board and committee reviewed the memo regarding FY 2016 committed costs and the breakdown of possible funding for public safety positions.

Finance Director Shiffler stated that staff needed to know what to advertise as part of the budget public hearing ad, particularly whether to include \$7.3 million in fund balance funding or only \$4.3 million.

Vice-Chairman DeHaven stated he could go either way regarding the \$3 million.

Chairman Shickle stated he did not know if the extra \$3 million gives the board a lot.

Mr. Ewing stated that in order to eliminate confusion, he suggested going ahead and including the \$3 million.

Supervisor Fisher stated he could go either way, but agreed with Mr. Ewing.

Supervisor Lofton stated there were advantages to having the extra \$3 million.

Chairman Shickle stated there was consensus of the body to include the \$3 million as part of the budget advertisement.

The next question had to do with how the allocation of the additional funds would be split. Would it remain the same 57%-43% schools and general fund?

Vice-Chairman DeHaven responded yes.

Supervisor Fisher advised with the state providing additional funds for a pay increase for schools we needed to do likewise for our staff. He noted there were needs, especially public safety, that needed to be addressed; therefore, the split should be different this year, possibly 75%-25% general fund and schools.

Finance Director Shiffler stated funds have not currently been identified for salary increases. She noted staff would try to identify them through savings.

Dr. Sovine stated the school administration recognizes the county's recently completed salary survey; however, there exist gaps between school and county employees in comparable positions.

Mrs. McCann-Slaughter suggested taking \$400,000 out of the \$3 million for a salary increase for county employees, before doing the split with the school system.

Dr. Sovine stated the schools have used the salary survey to compare like positions (i.e. custodians, maintenance, secretaries, etc.); however, they are trying to close the gaps in those areas. He noted the school board was looking at a one step increase, which would equate to about \$2.5 million in order to close that gap.

Commissioner Murphy stated she favored a salary increase for county staff because of the need to keep experienced people.

Mr. Ewing stated he thought there was some rationale for a different split of the reserve versus the normal distribution.

Vice-Chairman DeHaven stated he wanted to try to accomplish that, but he would prefer to stick with the normal split. He suggested continuing to look for a way to address the situation.

Supervisor Hess echoed Vice-Chairman DeHaven's comments. He went on to say the increase needed to be on a more comprehensive basis.

Supervisor Wells agreed with Supervisor Hess and Vice-Chairman DeHaven.

Treasurer Orndoff noted the budget would hit approximately 75% of the schools' requests, based on need. He noted that when the economy declined the County laid off people, but funded buy-outs for the schools. He concluded by saying the salary survey that was undertaken touched only half of the County's employees.

Supervisor Lofton noted the County had taken steps forward with the salary survey, but he did not want to slip. He went on to say he would like to see some type of salary adjustment that would be comparable to Frederick County Public Schools. He concluded by saying he had no preferred method on how to get there.

Dr. Sovine noted that last year the schools did a 2.5% salary adjustment while the County got a 3%. He went on to say there were significant gaps in identical positions between the schools and the County. He concluded by saying the proposed salary initiative would not close that gap.

Supervisor Hess stated that he would like to examine fund balance and how it is handled. He went on to say that it appears to currently be handled on an ad hoc basis; therefore, we need to look at the Board's goals and objectives for fund balance.

Supervisor Fisher reiterated there were currently two departments that were important to the County's operations and if we do not do something with staff, we are kidding ourselves by continuing down this path. He believed the spilt should be reversed, but he would go along with the Board's and committee's decision.

Chief Linaburg advised that his department had slowed down employee loss. He went onto say that anything we could do to give employees encouragement that there is something on the horizon would be good.

Chairman Shickle polled the board and committee regarding their desire to maintain the 57%-43% split between schools and general fund.

Vice-Chairman DeHaven – Yes

Supervisor Fisher – No

Supervisor Lofton – No

Supervisor Wells – No

Supervisor Hess – Yes

Mr. Ewing – No

Mrs. McCann-Slaughter – No

Mrs. Rudolph – No

Commissioner Murphy – No

Treasurer Orndoff – No

Chairman Shickle stated he would poll the board and committee to see if anyone wanted to see the distribution reversed so the split would be 57% general fund and 43% schools.

Vice-Chairman DeHaven advised the he supported doing something for staff, but did not think this was the right way to do it.

Mrs. McCann-Slaughter recognized there were some morale issues for county staff regarding an increase.

Supervisor Wells suggested staying with the current distribution but then trying to come up with a plan to provide a 2% increase for county employees.

Finance Director Shiffler stated, if board and committee did not want to change the split then staff would advertise the budget to reflect the current split. She went on to say that staff would review revenues and expenditures at the end of April to see how things were and to see if the county would be able to provide an increase. Staff would then come back to this group in May with a strategy.

Supervisor Fisher stated he would go along with that proposal. He reminded the board and committee that there were major challenges in the areas of public safety and public works.

Finance Director Shiffler advised that the proposed increase would be a merit increase.

Supervisor Lofton advised that he struggles with the issue if the county can have a salary adjustment based on a competitive market, but the schools cannot do that then that was a problem.

Supervisor Ewing asked what would happen if the money was not available. Where would we go to ensure the proposed pay increase?

Chairman Shickle stated he would challenge the HR Committee to prepare an update to the compensation study to include what was done, where we are going, and what we would like to do. He suggested the results and a recommendation be presented to the Board. He urged the HR Committee to pay attention to comparables within Frederick County Public Schools, where applicable.

Finance Director Shiffler summarized what would be included in the budget advertisement and actions going forward:

- \$7.3 million in Fund Balance funding would be part of the advertisement. The additional \$3 million would be split in the normal 57% schools and 43% general fund.
- Staff would prepare the budget presentation to include no tax increase.
- Staff would review General Fund numbers and come back to the Finance Committee in May regarding a salary increase.
- The public safety positions would be taken through the HR Committee.

There being no further business, the work session adjourned at 8:55 a.m.

C



County of Frederick Employee of the Month Nomination Form

MARCH ~~to~~ APRIL

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Anthony Riley and Ricky McKee Department: Maintenance

Nomination Submitted By: Steve Richman/Linda Gibson, DSS Department: Maintenance

Nominator's Signature: *Steve Richman* Date: 01/28/2015

Reason for Nomination (please be specific, precise, and definite):

The nomination of Tony and Ricky is for their dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of their maintenance position.

Due to the addition of seven new positions within the Department of Social Services, additional office space was required to house the new positions. In order to accommodate the additional employees, offices had to be built, as well as the relocation of existing personnel.

Tony and Ricky removed over 80 filing cabinets from the Department of Social Services area in preparation for a new filing system. The filing cabinets were all removed from the department and taken to the Impound Lot for the annual Sheriff's sale.

Tony and Ricky also moved all of the office furniture and files to relocate 15 people on top of completing their regular daily maintenance duties. Even though this was hard, physical work, throughout the construction and movement of office personnel, Tony and Ricky managed to keep a positive attitude and were courteous and helpful to the Department of Social Services Staff.

HR Section: Received: 2/2/15 Emailed to HR Committee: _____

Employee of the Month Resolution

for:

Anthony Riley

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, Anthony Riley who is employed by the Frederick County Maintenance Department was nominated for Employee of the Month; and,

WHEREAS, Anthony Riley is a Maintenance Specialist who has the dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of his position. In addition to his daily duties, Anthony recently put in much physical labor by removing over 80 filing cabinets and relocating office furniture for the Frederick County Department of Social Services who recently added seven new positions. Anthony maintains a positive attitude as well as courtesy for other employees and his hard work never goes unrecognized; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25th day of March, 2015, that Anthony Riley is hereby recognized as the Frederick County Employee of the Month for March 2015; and,

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

BE IT FURTHER RESOLVED, that Anthony Riley 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 2015

Anthony Riley

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

Employee of the Month Resolution

for:

Ricky McKee

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, Ricky McKee who is employed by the Frederick County Maintenance Department was nominated for Employee of the Month; and,

WHEREAS, Ricky McKee is a Maintenance Custodian who has the dedication and willingness to go above and beyond the "norm" to accommodate all the requirements of his position. In addition to his daily duties, Ricky recently put in much physical labor by removing over 80 filing cabinets and relocating office furniture for the Frederick County Department of Social Services who recently added seven new positions. Ricky maintains a positive attitude as well as courtesy for other employees and his hard work never goes unrecognized; and,

NOW, THEREFORE BE IT RESOLVED, by the Frederick County Board of Supervisors this 25th day of March, 2015, that Ricky McKee is hereby recognized as the Frederick County Employee of the Month for April 2015; and,

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

BE IT FURTHER RESOLVED, that Ricky McKee 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

April 2015

Ricky McKee

Hardworking

Excellence

Professional

Richard C. Shickle
Chairman, Board of Supervisors

D



BOARD OF SUPERVISORS

**PROCLAMATION
NATIONAL TELECOMMUNICATOR'S WEEK
FREDERICK COUNTY, VIRGINIA
APRIL 12-18, 2015**

WHEREAS, emergencies can occur at any time 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, THEREFORE BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia does hereby proclaim the week of April 12-18, 2015 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 25th day of March, 2015.

Richard C. Shickle
Chairman, Board of Supervisors
County of Frederick, Virginia

E



Roderick B. Williams
Interim County Administrator

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

MEMORANDUM

TO: Board of Supervisors
FROM: Roderick B. Williams, Interim County Administrator *RBW*
DATE: March 19, 2015
RE: Committee Appointments

Listed below are the vacancies/appointments due through April, 2015. 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

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

Parks and Recreation Commission

Greg Brondos, Jr. – Gainesboro District Representative
167 Brass Kettle Court
Winchester, VA 22603
Term Expires: 02/13/16
Four year term

(Staff has been advised that Mr. Brondos has resigned.)

APRIL 2015

Historic Resources Advisory Board

Stacey Yost – Stonewall District Representative
1031 Payne Road
Winchester, VA 22603
Home: (540)662-8418
Term Expires: 04/13/15
Four year term

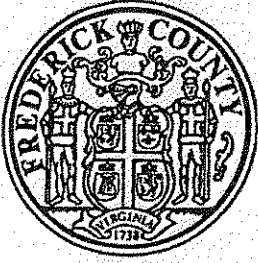
Sanitation Authority

John V. Stevens – County Representative
324 Round Hill Road
Winchester, VA 22602
Home: (540)667-4527
Term Expires: 04/15/15
Four year term

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

RBW/tjp

F



COUNTY of FREDERICK

Roderick B. Williams
Interim County Administrator

540/665-6382

Fax 540/667-0370

E-mail:

rwillia@fcva.us

MEMORANDUM

TO:	Board of Supervisors
FROM:	Roderick B. Williams, Interim County Administrator <i>RBW</i>
SUBJECT:	Refinance of the Bonds for the Public Safety Building/Animal Shelter through the Virginia Resources Authority (VRA) Pooled Financing Program
DATE:	March 19, 2015

At the Board's January 28, 2015 meeting, the Board authorized the refinancing of the bonds for the Public Safety Building/Animal Shelter through the Virginia Resources Authority (VRA) Pooled Financing Program. Since that meeting, staff has submitted an application to the Virginia Resources Authority for participation in their Spring bond sale, which will close May 13, 2015. The final step in the application process is for the Board to formally authorize the financing.

You will find attached A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA APPROVING THE LEASE FINANCING OF PUBLIC FACILITIES AND AUTHORIZING THE LEASING OF CERTAIN PROPERTY IN CONNECTION THEREWITH, THE EXECUTION AND DELIVERY OF A PRIME LEASE AND A LOCAL LEASE ACQUISITION AGREEMENT AND FINANCING LEASE, AND OTHER RELATED ACTIONS. The resolution approves a financing in an amount not to exceed \$19,000,000 and a true interest cost not to exceed 6.0%.

Staff is seeking Board approval of this resolution.

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

RBW/jet

CERTIFICATE OF CLERK

The undersigned Clerk of the Board of Supervisors of the County of Frederick, Virginia, hereby certifies that:

1. A regular meeting (the "Meeting") of the Board of Supervisors of the County of Frederick, Virginia (the "Board"), was held on March 25, 2015, at which the following members were present and absent:

PRESENT:

ABSENT:

2. A Resolution entitled "A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA APPROVING THE LEASE FINANCING OF PUBLIC FACILITIES AND AUTHORIZING THE LEASING OF CERTAIN PROPERTY IN CONNECTION THEREWITH, THE EXECUTION AND DELIVERY OF A PRIME LEASE AND A LOCAL LEASE ACQUISITION AGREEMENT AND FINANCING LEASE, AND OTHER RELATED ACTIONS" was duly adopted at the Meeting by the recorded affirmative vote of a majority of all of the members elected to the Board, the ayes and nays being recorded in the minutes of the Meeting as shown below:

MEMBER

VOTE

3. Attached hereto is a true and correct copy of the foregoing resolution as recorded in full in the minutes of the Meeting.

Clerk of the Board of Supervisors
of the County of Frederick, Virginia

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA APPROVING THE LEASE FINANCING OF PUBLIC FACILITIES AND AUTHORIZING THE LEASING OF CERTAIN PROPERTY IN CONNECTION THEREWITH, THE EXECUTION AND DELIVERY OF A PRIME LEASE AND A LOCAL LEASE ACQUISITION AGREEMENT AND FINANCING LEASE, AND OTHER RELATED ACTIONS

WHEREAS, on April 19, 2006, the Economic Development Authority of the County of Frederick, Virginia (formerly known as the Industrial Development Authority of the County of Frederick, Virginia) (the "EDA") issued its \$21,410,000 Lease Revenue Bonds (Frederick County, Virginia Public Safety Capital Projects) Series 2006 (the "2006 EDA Bonds") in order to provide funds for the construction and equipping of new public safety facilities, an animal control facility and other public safety facility projects (the "2006 Project");

WHEREAS, the Board of Supervisors (the "Board") of the County of Frederick, Virginia (the "County") intends to refinance the costs of the 2006 Project (the "2015 Project") by refunding all or a portion of the 2006 EDA Bonds;

WHEREAS, the Board has determined that it is in the best interest of the County to enter into a lease arrangement in order to obtain funds to finance the 2015 Project;

WHEREAS, the Board is authorized, pursuant to Section 15.2-1800 of the Code of Virginia of 1950, as amended, to lease any improved or unimproved real estate held by the County;

WHEREAS, Virginia Resources Authority ("VRA") intends to issue its Infrastructure and State Moral Obligation Revenue Bonds (Virginia Pooled Financing Program), Series 2015A or such other series of bonds as VRA and the County may determined (the "VRA Bonds") and, subject to VRA credit approval, to provide a portion of the proceeds to the County to finance the 2015 Project pursuant to the terms of a Local Lease Acquisition Agreement and Financing Lease (the "Financing Lease"), between the County and VRA;

WHEREAS, the County will enter into a Prime Lease (the "Prime Lease") with VRA whereby the County will lease all or a portion of the 2006 Project and the real estate on which such leased portion is located (the "Real Estate") to VRA;

WHEREAS, the County will enter into the Financing Lease with VRA pursuant to which VRA will lease back to the County the portions of the 2006 Project and the Real Estate leased by the County pursuant to the Prime Lease (collectively, the "Leased Premises"), and the County will make rental payments corresponding in amount and timing to the debt service on the portion of the VRA Bonds issued to finance the 2015 Project (the "Rental Payments");

WHEREAS, the County intends to pay the Rental Payments out of appropriations from the County's General Fund;

WHEREAS, the Financing Lease shall indicate that the County requests an amount sufficient to refund the 2006 EDA Bonds selected for refunding plus an amount sufficient to pay

local costs of issuance (or such other amount as requested by the County and approved by VRA prior to the pricing of the VRA Bonds) is the amount of proceeds requested (the "Proceeds Requested") from VRA;

WHEREAS, VRA has advised the County that VRA's objective is to pay the County an amount which, in VRA's judgment, reflects the market value of the Rental Payments under the Financing Lease (the "VRA Purchase Price Objective"), taking into consideration the Proceeds Requested and such factors as the purchase price to be received by VRA for the VRA Bonds, the issuance costs of the VRA Bonds (consisting of the underwriters' discount and other costs incurred by VRA (collectively, the "VRA Costs")) and other market conditions relating to the sale of the VRA Bonds;

WHEREAS, such factors may result in the County receiving an amount other than the par amount of the aggregate principal components of the Rental Payments under the Financing Lease and consequently (i) the aggregate principal components of the Rental Payments under the Financing Lease may be greater than the Proceeds Requested in order to receive an amount of proceeds that is substantially equal to the Proceeds Requested, or (ii) if the maximum authorized aggregate amount of the principal components of the Rental Payments under the Financing Lease does not equal or exceed the sum of the Proceeds Requested plus the amount of the VRA Costs and any original issue discount, the amount to be paid to the County, given the VRA Purchase Price Objective and market conditions, will be less than the Proceeds Requested; and

WHEREAS, the Prime Lease and the Financing Lease are referred to herein as the "Documents." Copies of the Documents are on file with the County Administrator.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA:

1. Approval of Lease-Leaseback Arrangement. The lease-leaseback arrangement with VRA to accomplish the financing of the 2015 Project is hereby approved. The leasing of Leased Premises by the County, as lessor, to VRA, as lessee, pursuant to the terms of the Prime Lease is hereby approved. The leasing of the Leased Premises by VRA, as lessor, to the County, as lessee, pursuant to the terms of the Financing Lease is hereby approved. If the County elects to finance other projects with VRA at the same time as the 2015 Project, the County is hereby authorized to combine the financing of such projects into one lease-leaseback financing.

2. Approval of the Terms of the Rental Payments. The Rental Payments set forth in the Financing Lease shall be composed of principal and interest components reflecting an original aggregate principal amount not to exceed \$19,000,000 and a true interest cost not to exceed 6.0% per annum (exclusive of "Supplemental Interest" as provided in the Financing Lease and taking into account any original issue discount or premium); and the final maturity shall be not later than 25 years from the date of the first Rental Payment under the Financing Lease. It is determined to be in the best interest of the County to enter into the Financing Lease with VRA, subject to the terms and conditions set forth in this Resolution. Given the VRA Purchase Price Objective and market conditions, it may become necessary to enter into the Financing Lease with aggregate principal components of the Rental Payments greater than the Proceeds Requested. If the limitation on the maximum aggregate principal components of

Rental Payments on the Financing Lease set forth in this paragraph 2 restricts VRA's ability to generate the Proceeds Requested, taking into account the VRA Costs, the VRA Purchase Price Objective and market conditions, the County Administrator is authorized to accept a purchase price at an amount less than the Proceeds Requested. The County Administrator is authorized to accept the interest component of Rental Payments based on the interest rate or rates established by VRA. The actions of the County Administrator in accepting the final terms of the Financing Lease, including its purchase price and the Rental Payments shall be conclusive, and no further action shall be necessary on the part of the Board.

3. Other Payments under Financing Lease. Subject to paragraphs 7 and 8 below, the County agrees to pay all amounts required by the Financing Lease in addition to Rental Payments, including the "Supplemental Interest," as provided in the Financing Lease.

4. Execution and Recordation of Documents. The Chairman and the County Administrator, either of whom may act, are authorized and directed to execute the Documents and deliver them to the other parties thereto. The Clerk of the Board of Supervisors and any Deputy Clerk, any of whom may act, are authorized to affix the seal of the County to the Documents, if required, and to attest such seal. The Chairman and the County Administrator, either of whom may act, are further authorized to cause the Prime Lease and the Financing Lease, to be recorded in the Clerk's Office of the Circuit Court of Frederick County.

5. Form of Documents. The Documents shall be in substantially the forms on file with the County Administrator, which Documents are hereby approved with such completions, omissions, insertions and changes as may be approved by the Chairman and the County Administrator, either of whom may act. The execution and delivery of the Documents by the Chairman and the County Administrator, or either of them, will constitute conclusive evidence of the approval of any such completions, omissions, insertions, and changes, including acceptance of the final terms of the Financing Lease.

6. Essentiality of the Project and Real Estate. The 2006 Project and the Real Estate are hereby declared to be essential to the efficient operation of the County, and the County anticipates that each will continue to be essential to the operation of the County during the term of the Financing Lease.

7. Annual Budget. While recognizing that it is not empowered to make any binding commitment to make Rental Payments and any other payments required under the Financing Lease beyond the current fiscal year, the Board hereby states its intent to make annual appropriations for future fiscal years in amounts sufficient to make all such payments and hereby recommends that future Boards do likewise during the term of the Financing Lease. The Board directs the County Administrator, or such other officer who may be charged with the responsibility for preparing the County's annual budget, to include in the budget request for each fiscal year during the term of the Financing Lease an amount sufficient to pay the Rental Payments and all other payments coming due under the Financing Lease during such fiscal year. If at any time during any fiscal year of the County throughout the term of the Financing Lease, the amount appropriated in the County's annual budget in any such fiscal year is insufficient to pay when due the Rental Payments and any other payments required under the Financing Lease, the Board directs the County Administrator, or such other officer who may be charged with the

responsibility for preparing the County's annual budget, to submit to the Board at the next scheduled meeting, or as promptly as practicable but in any event within 45 days, a request for a supplemental appropriation sufficient to cover the deficit.

8. Rental Payments Subject to Appropriation. The County's obligation to make the Rental Payments and all other payments pursuant to the Financing Lease is hereby specifically stated to be subject to annual appropriation therefor by the Board, and nothing in this Resolution or the Documents shall constitute a pledge of the full faith and credit or taxing power of the County or compel the Board to make any such appropriation.

9. Disclosure Documents. The County authorizes and consents to the inclusion of information with respect to the County in VRA's Preliminary Official Statement and VRA's Official Statement in final form, both to be prepared in connection with the sale of the VRA Bonds. If appropriate, such disclosure documents shall be distributed in such manner and at such times as VRA shall determine. The County Administrator is authorized and directed to take whatever actions are necessary or appropriate to aid VRA in ensuring compliance with Securities and Exchange Commission Rule 15c2-12.

10. Tax Documents. The County Administrator and the County's Director of Finance, either of whom may act, are hereby authorized to execute a Nonarbitrage Certificate and Tax Compliance Agreement or any related document (the "Tax Documents") setting forth the expected use and investment of the proceeds of the VRA Bonds to be received pursuant to the Documents and containing such covenants as may be necessary in order for the County and VRA to comply with the provisions of the Internal Revenue Code of 1986, as amended (the "Tax Code"), with respect to the VRA Bonds and the Documents including the provisions of Section 148 of the Tax Code and applicable regulations relating to "arbitrage bonds." The County covenants that the proceeds of the VRA Bonds to be received pursuant to the Documents will be invested and expended as set forth in the Tax Documents, to be delivered simultaneously with the issuance and delivery of the Financing Lease and that the County shall comply with the other covenants and representations contained therein.

11. Other Actions. All other actions of the officers of the County in conformity with the purpose and intent of this Resolution are hereby approved and confirmed. The officers of the County are hereby authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the actions contemplated by this Resolution or the execution and delivery of the Documents, including with limitation the execution and delivery of an escrow agreement or similar arrangement related to the refunding of all or a portion of the 2006 EDA Bonds.

12. SNAP Investment Authorization. The County has heretofore received and reviewed the Information Statement (the "Information Statement") describing the State Non-Arbitrage Program of the Commonwealth of Virginia ("SNAP") and the Contract Creating the State Non-Arbitrage Program Pool I (the "Contract"), and the County has determined to authorize the County Administrator and the Treasurer, or either of them, to utilize SNAP in connection with the investment of any portion of the proceeds of the lease-leaseback transaction if the County Administrator and the Treasurer determine that the utilization of SNAP is in the best interest of the County. The Board acknowledges that the Treasury Board of the

Commonwealth of Virginia is not, and shall not be, in any way liable to the County in connection with SNAP, except as otherwise provided in the contract creating the investment program pool.

13. **Effective Date.** This resolution shall take effect immediately.

G



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

TO: Frederick County Board of Supervisors
CC: County Administration
FROM: Roderick B. Williams, County Attorney
DATE: March 17, 2015
RE: Commissioner of Revenue Refund Requests



Attached, for the Board's review, are requests to authorize the Treasurer to credit the following entities:

1. BMW Financial Services NA LLC – \$2,796.01
2. Mortgage Company – \$60,113.14

Roderick B. Williams
County Attorney

Attachments



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: County Administration

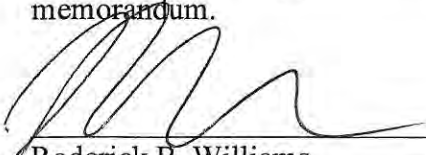
FROM: Roderick B. Williams, County Attorney

DATE: March 17, 2015

RE: Refund – BMW Financial Services NA LLC

I am in receipt of the Commissioner's request, dated March 12, 2015, to authorize the Treasurer to refund BMW Financial Services NA LLC the amount of \$2,796.01, for personal property taxes prorated in 2012, and 2013. This refund was a result of normal proration of vehicular taxes not previously requested by this financial company.

The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.



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



March 12, 2015

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 BMW Financial Services NA LLC

A handwritten signature in cursive script, reading "E. Murphy".

Please approve a refund of \$2,796.01 for personal property prorated taxes in 2012 and 2013 for BMW Financial Services NA LLC. This refund reflects normal proration of vehicular taxes not previously requested by this financing company.

The Commissioner's staff person has verified all required data and the paperwork is in the care of the Commissioner of the Revenue.

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

Exoneration is \$2,796.01.

Date: 3/06/15

Cash Register: COUNTY OF FREDERICK

Time: 16:20:25

Customer Name: BMW FINANCIAL SERVICES NA LLC

Register: OPEN

Drawer: LKH

Soc. Sec. No.: [REDACTED]

Customer Transactions: (F5=Review)

Total Transactions: 650

Dept	Ticket No.	FRQ	BillDate	Charge	Penalty/Int	Amount Paid	Balance
PP2012	00618590005	002	10/31/2012	892.20-			892.20-
PP2013	00046880007	001	4/18/2013	951.91-			951.91-
PP2013	00046880008	002	4/18/2013	951.90-			951.90-

Comment.....: _____
 Old/New Promise Date.: _____ / _____ Total: \$2796.01-
 No. of Transactions: 3 Amount to Pay: _____

F3=Exit F4=Accept Payment F7=Pay Bills Separately F21=Command Line
 F15=Show Penalty/Int

Needs Board Approval



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: County Administration

FROM: Roderick B. Williams, County Attorney

DATE: March 17, 2015

RE: Refund – Mortgage Company

I am in receipt of the Commissioner's request, dated March 12, 2015, to authorize the Treasurer to refund the mortgage company on parcel 750-4-14-558 the amount of \$60,113.14, for real estate taxes billed in error and paid in 2014. This refund was a result of a staff keying error in a wrong field causing the overbilling.

The Commissioner has put a new process in place so this type of incident does not occur again. The Commissioner verified that documentation and details for this refund meet all requirements. Pursuant to the provisions of Section 58.1-3981(A) of the Code of Virginia (1950, as amended), I hereby note my consent to the proposed action. The Board of Supervisors will also need to act on the request for approval of a supplemental appropriation, as indicated in the Commissioner's memorandum.

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

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



March 12, 2015

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 to a Mortgage Company on overpayment

Please approve a refund of \$60,113.14 for real estate tax billed in error for 2014 and paid by the mortgage company on parcel 75O-4-14-558. This refund reflects a staff keying error in a wrong field. The error caused over billing. The invoice was paid by the mortgage company without question. The property owner also did not raise an issue when the bill was received.

A new process has been put in place so this type of incident does not result in an incorrect bill again. The Commissioner's supervisor has verified all required data and the paperwork is in the care of the Commissioner of the Revenue and the Treasurer.

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

Exoneration is \$60,113.14.

2/17/2015

Abatement Register
COUNTY OF FREDERICK

TX306ABP

Page 1

FOR DATE - 2/17/2015

ACCOUNTING PERIOD - 2015/02

Type	Dept	Ticket#	Date	Amt. Charged	Customer
----	----	-----	----	-----	-----
ABA	RE2014	00444960001	2/17/2015	\$60,113.14-	
			Total for Dept.	\$60,113.14-	
			Total for Tran Type	\$60,113.14-	
Abatement count =	1		Total for Company	\$60,113.14-	

Н



MEMO

To: Roderick Williams, Interim County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: March 11, 2015

The Parks and Recreation Commission met on March 10, 2015. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr. Members absent were: Marty Cybulski.

Items Requiring Board of Supervisors Action:

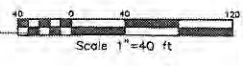
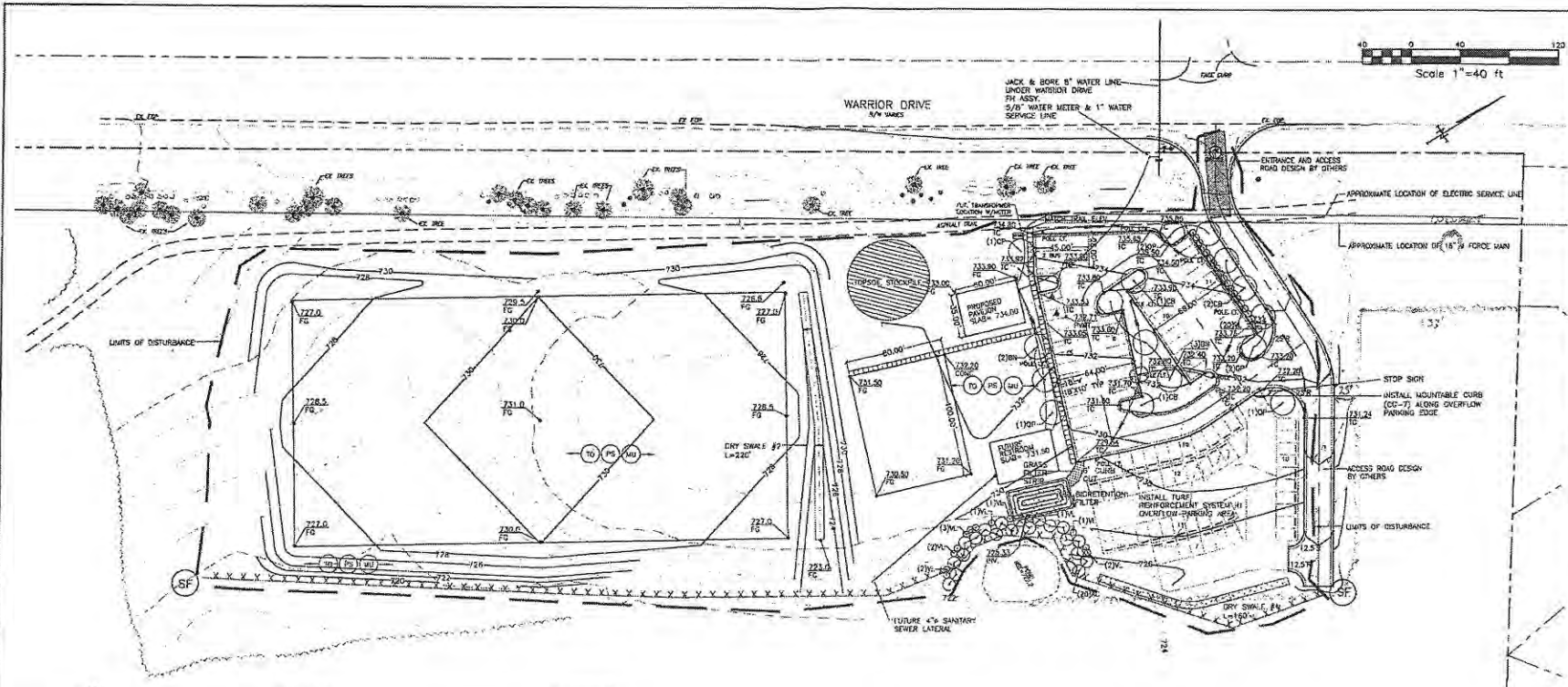
None

Submitted for Board Information Only:

1. Meeting Date, Time and Place – Mr. Sandy recommended continuing meeting on the 2nd Tuesday of each month at 7:00 PM and alternate the meeting place so each magisterial district is used as a meeting place twice a year.
2. Buildings and Grounds – Northwest Sherando Park Site Plan – The Buildings and Grounds Committee recommended to approve the site plan as submitted, second by Mr. Carter, motion carried unanimously (6-0). Please see attached site plan.

Attachment

cc: Charles R. Sandy, Jr., Chairman



1/13/21 DESIGN: URBAN CONCEPTS
 DATE: 1/13/21
 SHEET: 2 OF 2

**SITE LAYOUT PLAN
 CONSTRUCTION DETAILS**
 PROJECT:
 FREDERICK COUNTY PARKS & REC
 SHERANDO PARK ACTIVE PLAY AREA
 WARRIOR DRIVE
 OPEQUON MAGISTERIAL DISTRICT
 FREDERICK COUNTY, VIRGINIA

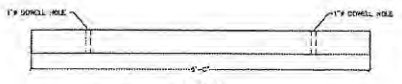
**CG-6
 COMBINATION 6" CURB & GUTTER**
 NOT TO SCALE
 (SEE VEST (CG-4) FOR AND BRIDGE STANDARDS FOR ADDITIONAL INFORMATION)



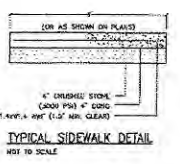
**CG-6R
 COMBINATION 6" CURB & GUTTER REVERSED**
 NOT TO SCALE



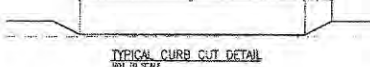
**CG-7
 COMBINATION 4" CURB & GUTTER**
 NOT TO SCALE
 (SEE VEST (CG-7) FOR AND BRIDGE STANDARDS FOR ADDITIONAL INFORMATION)



PT WOOD WHEEL STOP DETAIL
 NOT TO SCALE



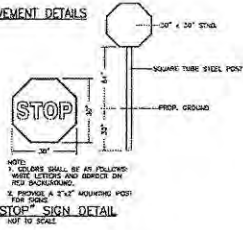
TYPICAL SIDEWALK DETAIL
 NOT TO SCALE



TYPICAL CURB CUT DETAIL
 NOT TO SCALE



ON-SITE PAVEMENT DETAILS
 NOT TO SCALE



STOP SIGN DETAIL
 NOT TO SCALE

LANDSCAPE REQUIREMENTS:
 Planting List Attachment:
 Required Area: (1) Tree per 2,000 sq. ft. of Impervious Area
 Required Trees: 23,040 sq. ft. / 2,000 = 11.52 → 12 trees
 Proposed Trees: 12 trees
 Required Height: Screening 3' high between of parking areas and the adjacent Right-of-Way and the adjacent properties.
 Proposed Height: Screening: Along entrance drive to parking area
 Interior Areas: 30' interior setbacks
 Open-space Required: 23,040 sq. ft. (3) 0.264 = 7,553.76 sq. ft.
 Green-space Provided: 8,400 sq. ft. or 18.1%

PLANT LIST

PLANT SPECIES	SIZE	SPACING	REMARKS
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees
DOGWOOD	2 1/2" DBH	12' x 12'	12 trees

ALL SIZES INDICATE PLANT HEIGHT AT TIME OF PLANTING

EROSION & SEDIMENT CONTROL KEY

3.02 TEMPORARY STONE CONSTRUCTION EROSION CONTROL	(Symbol)
3.03 3x3 FENCE	(Symbol)
3.04 LOGSKIMMING	(Symbol)
3.05 PERMANENT SEEDING	(Symbol)
3.06 MULCHING	(Symbol)



SURVEY: P-1
 SCALE: AS SHOWN
 DATE: 1/13/21
 SHEET: 2 OF 2

I



County of Frederick

Paula A. Nofsinger
Director of Human Resources

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

TO: Board of Supervisors
FROM: HR Committee
DATE: March 18, 2015
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street on Friday, March 13th, 2015, at 8:00a.m. All members were present.

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

1. The Committee recommends approval of the Employee of the Month award for March and April. (See attachment).
2. The Committee recommends approval to create the Research Manager position within the Economic Development Authority.

The EDA Director requested a Research Manager position with his FY2016 budget request. It was determined that this is a newly developed position and therefore, needs approval from the Board of Supervisors to be created and established as a part of the County's list of approved positions. The funding for this position has been included within the budget discussions and is separate from this recommendation.

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

1. The Committee met in closed session pursuant to §2.2-3711(A)(1) of the Code of Virginia, 1950, as amended, for discussion and consideration of a personnel matter involving a specific individual.
2. In the Committee's discussion on the proposed positions that were included in the FY2106 budget cycle, the Committee supports the proposed use of fund balance for the seventeen (17) Public Safety positions as outlined in the Assistant County Administrator's memo dated March 2, 2015; memo attached.
3. Additionally, the Committee discussed their desire to play an active role in subsequent year's budget cycle in regards to proposed positions. It was suggested that at the beginning of next year's budget cycle, Department Heads have the opportunity to present to the Committee their requests for new positions.

4. At the request of the Committee, Ms. Becky Hogan, our Clerk of Courts, presented an overview of the objectives and responsibilities of the Clerk's Office. The presentation also provided the Committee an understanding of her department's role, authority, projects, and topics of importance within her department; handout attached.
5. In the Committee's discussion of the completed Salary Survey study, the Committee will discuss at its next meeting the County's Compensation philosophy and future policy on addressing employees' whose salary has reached the maximum of their salary range.
6. The HR Director was asked to present an outline of a proposed Total Compensation Study project for the Committee's next meeting.

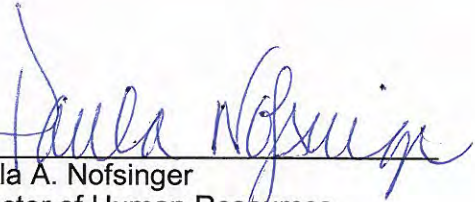
There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, April 10th, 2015.

Respectfully Submitted,

Human Resources Committee

Robert Hess, Chairman
Robert Wells
Don Butler
Dorrie Greene
Beth Lewin

By: 
Paula A. Nofsinger
Director of Human Resources

RESEARCH MANAGER

SUMMARY: The director of market intelligence is responsible for collecting, cataloging, maintaining, and presenting a wide range of information from secondary sources that is critical to the work of the RRP.

DUTIES:

- Research and answer information requests from prospect and partners
- Collect and analyze current and future real estate data and trends
- Maintain current knowledge of data sources
- Prepare site studies and requests for information
- Maintain current information on website
- Provide supporting material for prospect visits including Power Point presentations
- Coordinate and supervise Cost of Living Survey
- Prepare custom prospect presentations
- Provide data support to EDA activities
- Generate market intelligence that impacts EDA strategies
- Identify data that supports EDA mission
- Supervise primary research as necessary
- Supervise annual compilation of market performance indicators in support of RRP goals
- Plan long and short term business objectives for the department
- And other duties as assigned.

REQUIRED SKILLS:

- Proficiency in Microsoft Outlook, Word, Excel, and Power Point. Also skilled with databases
- Excellent writing and presentation skills
- Strong organizational skills and ability to prioritize
- Self-motivator with ability to approach job responsibilities from an entrepreneurial perspective and executive responsibilities on time and budget with minimal supervision
- Proficiency on and understanding of capabilities of the Internet
- Understanding of the mission and goals of the EDA
- Ability to understand, analyze and interpret complicated data at a client-appropriate level
- Knowledge of current market conditions that affect business and industry and EDA strategies
- Commitment to continuous improvement in all job responsibilities
- Familiarity with research methods and sources



COUNTY of FREDERICK

MEMORANDUM

Kris C. Tierney
Assistant County Administrator

TO: Board of Supervisors Members
FROM: Kris C. Tierney, Assistant County Administrator
RE: Proposed Use of Fund Balance for Public Safety Positions
DATE: March 2, 2015

540/665-5666
Fax 540/667-0370
E-mail:
ktierney@co.frederick.va.us

In response to discussion at the February 25, 2015 Budget Work Session, below is a scenario for use of \$1.3 million, allotted to General Fund from the additional three million in Fund Balance, to fund Public Safety positions. This amount assumes the established (43%-57%) division between the General Fund and the School system and essentially distributes the funds evenly between the Sheriff and Fire and Rescue.

Position	Base Salary	Fringe	Total Comp	One time	Total/Position
Deputy	\$36,800	\$18,330	\$55,130	\$37,816	\$92,946
				times 7 Court Security	\$650,622
				Reoccurring	\$339,910
				One time	\$264,712
Fire Fighter	\$36,800	\$19,420	\$56,220	\$6,616	\$62,836
				times 6 fire fighters	\$375,216
				Reoccurring	\$337,320
				One time	\$37,869
				times 4 rebel staff	\$250,434
				Reoccurring	\$224,880
				One time	\$25,264
				Fire and Rescue total	\$625,360
				Total for all positions	\$1,275,982

Also included below is a detailed listing of all position requests and indicated costs for salary and fringe.

FY 2015-2016 NEW POSITION REQUESTS - GENERAL FUND

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
1203	Human Resources	HR Administrator	29,500
		FICA	2,257
		VRS	3,130
		Health/Dental	10,500
		Life	351
		Worker's Compensation	30
		Disability	180
1 Position Total Cost			45,948
1210	Reassessment	Assessor I	43,000
		FICA	3,290
		VRS	4,562
		Health/Dental	10,500
		Life	512
		Worker's Compensation	43
		Disability	265
1 Position Total Cost			62,172
3102	Sheriff	Deputy I - 16 x \$36,800	588,800
		AFIS Examiner	60,000
		FICA	49,633
		VRS	68,838
		Health/Dental	178,500
		Life	7,721
		Worker's Compensation	11,743
17 Positions Total Cost			965,235
3505	Fire and Rescue	Firefighter - 49 x \$34,744	1,702,456
		Training Officer	34,744
		Training Officer	34,744
		Secretary I	27,052
		Health & Safety Officer	34,744
		Resource Management Technician	30,000
		FICA	142,576
		VRS	197,743
		Health/Dental	567,000
		Life	22,179
		Worker's Compensation	86,598
54 Positions Total Cost			2,879,836

<u>Dept Code</u>	<u>Department</u>	<u>New Position Plus Fringes</u>	<u>Amount</u>
4203	Refuse Collection	Laborer II	13,574
		FICA	2,077
		VRS	2,880
		Health/Dental	10,500
		Life	323
		Worker's Compensation	629
		1 Position Total Cost	29,983
4205	Litter Control	Laborer II	13,574
		Position split with Refuse Collection - all fringes included in Refuse Collection	
		Total Cost	13,574
7104	Recreation Centers	Recreation Technician	27,053
		Program Coordinator	34,984
		FICA	4,746
		VRS	6,582
		Health/Dental	21,000
		Life	738
		Worker's Compensation	1,370
		Disability	300
2 Positions Total Cost	95,773		
8101	Planning	Planner I	50,000
		FICA	3,825
		VRS	5,305
		Health/Dental	10,500
		Life	595
		Worker's Compensation	50
		Disability	300
		1 Position Total Cost	70,575
8102	EDA - Fund 31	Research Manager	57,000
		FICA	4,361
		VRS	6,048
		Health/Dental	10,500
		Life	678
		Worker's Compensation	57
		1 Position Total Cost	78,644

78 Positions Total Cost 4,242,740

FREDERICK COUNTY CIRCUIT COURT

2013 Excess Fees: \$ 219,608.41 Frederick County received \$73,202.83
2014 Excess Fees: \$ 150,499.09 Frederick County received \$50,166.37

Also, our locality was reimbursed for copy paper, toner & copier rental in the amount of \$11,719.46 in 2013 & \$10,397.45 for 2014.

In our office, among various other duties, we recorded:

	<u>2013</u>	<u>2014</u>
Land records	14,502	11,173
Law Cases	826	816
Criminal cases	2283	2347
Marriages	435	578
Wills, guardianships	263	285
Judgments	6,002	5,635
Passports	482	375
Concealed weapons	1,745	1,336
Notary Public qualifications	246	201
Fictitious Name filings	291	293
Financing Statements	48	30

Our Frederick County budget includes all expenses of our office. However, the State reimburses Frederick County for many of our expenses (salaries, the copier rentals, toner & copy paper, postage expense are some examples). When the County receives this reimbursement, it is not credited to our line items. It is my understanding that it is deposited in the general fund.

Our computer equipment has been furnished by the State, or purchased mainly with the technology funds that we have collected.