




COUNTY of FREDERICK

Finance Department
Cheryl B. Shiffler
Director

540/665-5610

Fax: 540/667-0370

E-mail: cshiffle@co.frederick.va.us

TO: Finance Committee
FROM: Cheryl B. Shiffler, Finance Director 
DATE: April 11, 2008
SUBJECT: Finance Committee Agenda

The Finance Committee will meet in the First Floor Conference Room at 107 North Kent Street on Wednesday, April 16, 2008 at 8:00 a.m.

1. The Lord Fairfax Health Council requests a General Fund supplemental appropriation in the amount of \$3,878. This amount represents funds to support the process of citizen review of proposals for expansion of health facilities. Local funds required. See attached letter, p. 1.
2. The Victim Witness Director requests a General Fund budget transfer in the amount of \$4,177 to purchase IT equipment. No local funds required. See attached memo, p. 2 – 8.
3. The Registrar requests a General Fund supplemental appropriation in the amount of \$22,410. This amount represents cost associated with the June 2008 Democratic & Republican primary elections. Local funds required. See attached memo, p. 9 – 10.
4. The Sheriff requests a General Fund supplemental appropriation in the amount of \$1,860. This amount represents DARE donations and proceeds from the Bowl-A-Thon. No local funds required. See attached memo, p. 11.

5. The Director of Public Works provides the proposed revisions of development review fees for your consideration. See attached information, p. 12 – 25.
6. The Conservation Easement Authority requests a General Fund supplemental appropriation in the amount of \$265,000. This amount represents funds to qualify for matching State PDR grant funds. Local funds required. See attached information, p. 26 – 46.
7. The Finance Director seeks direction on the scheduling of the upcoming Fiscal Year 2008 financial audit and the roles and responsibilities of the Audit Committee. See attached Audit Committee Charter, p. 47 – 48.

Information Only

1. The Finance Director provides a fund balance report. See attached, p. 49.
2. The County Administrator provides a status report on cost saving initiatives previously presented. See attached memo, p. 50 – 51.

505 Marion Street
Winchester, VA 22601
March 21, 2008



John R. Riley, Jr, Administrator
Frederick County Board of Supervisors
107 North Kent Street
Winchester, VA 22601

Dear Mr. Riley;


I am a volunteer member of the Lord Fairfax Health Council (LFHC), one of the regional councils in the Northwestern Virginia Health Systems Agency (NVHSA). Recently the agency director, Stuart Mills, submitted a request for \$3,878 to your office to support the process of citizen review of proposals for expansion of health facilities in our planning district. However, staff members in the office did not forward Mr. Mills' request to the Frederick County Board of Supervisors for budget discussions. Please reconsider that request for funds to help support the COPN process in the upcoming fiscal year.

The review process for a Certification of Public Need (COPN) is in danger of being eliminated because of reduced state funding. What would the elimination of the COPN citizen review mean to Frederick County? The public hearings and citizen input into expansion of facilities under Valley Health System and the Winchester Medical Center would stop. There would be no opportunities for public input and systematic review of proposals. In the past year alone, public input and criteria-based review by volunteer members of the LFHC led to modifications of Winchester Medical Center proposals, modifications in favor of patients' access to quality and affordable care in a timely manner. The health systems review process serves the public good even more now than when it began over 30 years ago. Today the COPN process helps to balance competing factors in our region such as health care entrepreneurism, the allure and costs of expensive high-technology, client-centered care, cost effectiveness, conflicts of interest and other ethical concerns. I believe these important elements must be considered through citizen input into the process of review of health facility proposals.

Thank you for your consideration. Please feel free to contact me or the NWVHSA office (434.977.6010 stumills@nwvhsa.org) if you should have any questions or require further information.

540.722.3699 voice
yteskel@verizon.net

Sincerely


Yvonne Russell Teske PhD
Occupational Therapist, Registered
Licensed in Virginia



Frederick County Victim Witness Program

Office of the Commonwealth's Attorney

Melissa D. Rice, Director
mrice@co.frederick.va.us
Fax: (540) 667-3454

107 North Kent Street, 4th Floor
Winchester, Virginia 22601
(540) 665-6369

February 21, 2008

Cheryl Shiffler, Finance Director
107 North Kent Street, 3rd Floor
Winchester, VA 22601

RE: Transfer of Funds for Computers

Dear Ms. Shiffler:

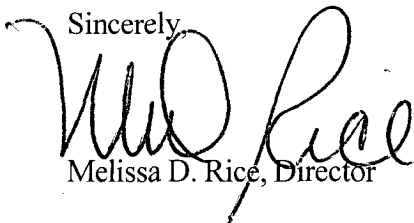
Please find enclosed the print out from DCJS, which shows the amounts allocated for each item under personnel.

You will notice that DCJS only allocated for \$5,718.12 – for health insurance this is due to us preparing our grant submissions for two years in advance. I have enclosed the amount of money for each computer which was prepared by Mike Phillips in the IT Department. The total amount being requested is \$4,176.51, subtracted from the amount provided by DCJS will leave an amount of \$1,541.61.

We are requesting two new CPU's and one laptop – all prices are attached. This will upgrade all of our computers in our department so no additional request should be submitted. I have discussed this request with Glenn Williamson, and he approves the transfer.

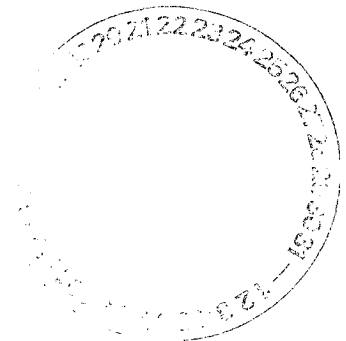
I appreciate you working with me on this, if you have any questions please contact me directly at 722-8200.

Sincerely,



Melissa D. Rice, Director

Cc: File



Current Approved Budget Data

Grant Number: 08-L9261VW07 Subgrantee: Frederick

Status: Approved

Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	72,612.00	18,154.00	0.00	0.00	90,766.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	800.00	200.00	0.00	0.00	1,000.00
Equipment	960.00	240.00	0.00	0.00	1,200.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Other	4,234.00	1,058.00	0.00	0.00	5,292.00
Total	78,606.00	19,652.00	0.00	0.00	98,258.00

To go back to the previous screen, click "Return".

[Return](#)

Victims Witness Director:

Melissa D. Rice Director Step 1

Salary: \$34,024

Fringe Benefits:

FICA (Gross Salary x 7.65%)	=	\$2,602.84
Hospital/Medical Insurance (\$476.51/month)	=	\$5,718.12
Retirement (Gross Salary x .14)	=	\$4,763.36
Workers' Compensation (Gross Salary /100 x .12)	=	\$40.83
Total Fringe Benefits	=	\$13,125.15

Victim Witness Assistant Director:

Kristy Ritter Assistant Director Step 1

Salary: \$31,123

Fringe Benefits:

FICA (Gross Salary x 7.65%)	=	\$2,380.91
Hospital/Medical Insurance (\$476.51/month)	=	\$5,718.12
Retirement (Gross Salary x .14)	=	\$4,357.22
Workers' Compensation (Gross Salary /100 x .12)	=	\$37.35
Total Fringe Benefits	=	\$12,493.60



Commonwealth of Virginia - Contract # VA-030801-DELL

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- [E-Quotes](#)

Dell recommends Windows Vista® Business.

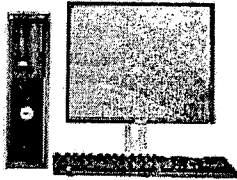
You are here: Premier Home

Review Summary

1. COMPONENTS

2. SERVICES & SUPPORT

3. REVIEW SUMMARY



~~OptiPlex 755 Desktop - New!~~
~~Price: \$2,599.00~~

Price
 Preliminary Ship Date: 2/23/2008¹
 Print Summary

Please Take a Moment to Review

Review Your OptiPlex 755 Desktop - New!

Date & Time: 2/19/2008

OptiPlex 755 Desktop - New!

Unit Price

Intel® Core™ 2 Duo Processor E6750 (2.66GHz, 4M, VT, 1333MHz FSB), Genuine Windows® XP Professional, SP2, x32, with Media, English

POWER YOUR OPTIPLEX

OptiPlex 755 Desktop	Intel® Core™ 2 Duo Processor E6750 (2.66GHz, 4M, VT, 1333MHz FSB)
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SYSTEM OPTIONS

Operating System(s)	Genuine Windows® XP Professional, SP2, x32, with Media, English
Dell Energy Smart	Dell Energy Smart Enable
Ship Packaging Options	Shipping Material for System, Desktop
Memory	2GB DDR2 Non-ECC SDRAM,667MHz, (4 DIMM)
Video Card	Integrated Video, Intel® GMA3100
Riser Cards	None
Port Adapter	None
Controller Option	None
Monitors	No Monitor
Second Monitors	None
Keyboard	Dell USB Keyboard, No Hot Keys
Mouse	New Dell USB 2-Button Optical Mouse with Scroll, Black
Operating System Recovery Options	None

STORAGE OPTIONS

4

Boot Hard Drives	160GB High Reliability SATA 3.0Gb/s and 8MB DataBurst Cache™
Establish Hard Drive Partition	None
Floppy Drive and Media Reader	1.44MB 3.5 Inch Floppy Drive
Establish Second Partition Format	None
Removable Media Storage Devices	48X32 CDRW/DVD Combo, Cyberlink Power DVD™

SOFTWARE OPTIONS

Productivity Software	Microsoft® Office 2007 Professional and Adobe Acrobat 8.1 STD
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ENVIRONMENTAL OPTIONS

Basic Systems Management Mode	Intel® vPro™ Secure Advanced Hardware Enabled Systems Management
Quick Reference Guide	None
Resource CD and DVD	Resources CD contains Diagnostics and Driver for Dell OptiPlex Systems

ADVANCED CONFIGURATION SERVICES

Microsoft Component Configuration	None
Client BIOS Configuration	None
Establish First Boot Device	None

OTHER OPTIONS

Speakers	Internal Dell Business Audio Speaker
Wireless	None
Modems	None
Additional Network Card	None
Biometric Finger Reader	None
Security Software	None
Security Hardware	None
External Data Backup	None
Data Backup Software	None

SERVICE OPTIONS

Hardware Support Services	5 Year ProSupport for IT and 5 Year NBD Onsite Service
Keep Your Hard Drive	None
Installation Support Services	No Onsite System Setup
Dell Recycling	None
Dell Online Training	None

Also included in this system

The following options are default selections included with your order

5



Commonwealth of Virginia - Contract # VA-030801-DELL

- [Products](#)
 - [Services](#)
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 - [Purchase Help](#)
 - [Premier](#)
- Systems Software & Peripherals Standard Configurations E-Quotes

Dell recommends Windows Vista® Business.

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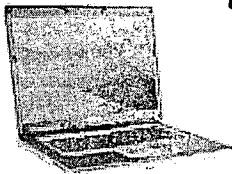
Review Summary

1. COMPONENTS

2. SERVICES & SUPPORT

3. ACCESSORIES

4. REVIEW SUMMARY



Latitude D830

Price

[Redacted Price]

Preliminary Ship Date: 2/25/2008¹

Print Summary

Please Take a Moment to Review

Review Your Latitude D830

Date & Time: 2/19/2008

Latitude D830

Unit Price

Intel® Core™ 2 Duo T7250 (2.00GHz) 2M L2 Cache, 800MHz Dual Core, Genuine Windows® XP Professional, SP2, with media

SYSTEM OPTIONS

Latitude D830	Intel® Core™ 2 Duo T7250 (2.00GHz) 2M L2 Cache, 800MHz Dual Core
Operating Systems	Genuine Windows® XP Professional, SP2, with media
Graphics	Intel® Integrated Graphics Media Accelerator X3100
LCDs	15.4 inch Wide Screen WXGA LCD Panel
Memory	2.0GB, DDR2-667 SDRAM, 2 DIMMS
Batteries	9 Cell Primary Battery
AC Adapter	90W A/C Adapter
Media Bay Devices	24X CD-RW/DVD w/ Cyberlink PowerDVD™
Additional Power Cords / AC Adapters	None
Carrying Cases	Dell Large Nylon Carrying Case

NETWORKING OPTIONS

Wireless LAN (802.11)	Dell Wireless™ 1395 802.11g Mini Card
Bluetooth	None
Mobile Broadband	None

SOFTWARE OPTIONS

6

Productivity Software	Microsoft® Office 2007 Professional and Adobe Acrobat 8.1 STD
Security Software	None
System Documentation	Resource CD - Contains Diagnostics and Drivers

DOCKING/DESKTOP REPLACEMENT

Docking Solutions	None
External Keyboard	None
Mouse	None
Speakers	None

STORAGE OPTIONS

Hard Drives	80GB Hard Drive, 9.5MM, 5400RPM
Establish Hard Drive Partition	None
Establish Second Partition Format	None

ADVANCED CONFIGURATION SERVICES

Microsoft Component Removal	None
Client BIOS Configuration	None
Establish First Boot Device	None

OTHER OPTIONS

D-Bay (External) Optical Drives	None
External Monitors	None
Additional Hard Drive	None
Notebook Security Options	None
Internal Keyboard	Internal English Keyboard
Modem Cable	None

OTHER OPTIONS

Operating System Recovery Options	None
Touchpad Options	Standard Touchpad
Storage Devices and Media	None
Carrying Cases - Shipped Separately	None

SERVICE OPTIONS

Hardware Support Services	3 Year ProSupport for IT and 3 Year NBD Onsite Service
CompleteCare Accidental Damage Service	None
Installation Services	None



Keep Your Hard Drive None
 Dell Recycling None

CUSTOM FACTORY INTEGRATION

Services- Absolute Asset None
 Tracking/Security

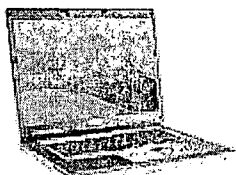
ACCESSORIES OPTIONS

Floppy Drive Floppy Drive
 Mouse Pad None
 Accessories None

Also included in this system

The following options are default selections included with your order

- Windows XP Label
- US - System Documentation, Power Cord



Preliminary Ship Date: 2/25/2008¹

1. COMPONENTS

2. SERVICES & SUPPORT

3. ACCESSORIES

4. REVIEW SYSTEM

Please note that this Microsoft software product may use technological measures for copy protection. In such event, you will not be able to activate the product if you do not comply with the product activation or reactivation procedures, which may be completed by Internet or telephone (toll-free numbers may apply).

Configuration, pricing, and monthly payment information above is estimated and presented for your convenience only. All pricing, shipping, and monthly payment information is subject to change without notice. Final order specifications and amounts, including tax and shipping, will be communicated following receipt of your online order. Dell will not be responsible for typographical or other errors or omissions regarding product information. Products displayed are available to US customers who take delivery in the 50 United States. All sales are subject to Dell's Terms and Conditions of Sale.

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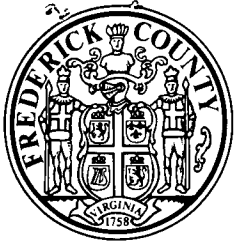
The Preliminary Ship Date represents the estimated time it takes to process your order and custom build your computer based on approved credit card purchase. The Preliminary Ship Date is not intended to provide you with an actual estimated ship date. Your estimated ship date may vary based upon the payment method you choose and other factors. You will receive your estimated ship date in your confirmation after purchase. Your estimated ship date may vary based upon quantity of computers ordered.

You are here: Premier Home

Help

¹ The Preliminary Ship Date represents the estimated time it takes to process your order and custom build your computer based on approved credit card purchase. The Preliminary Ship Date is not intended to provide you with an actual estimated ship date. Your estimated ship date may vary based upon the payment method you choose and other factors. You will receive your Estimated Ship Date in your e-mail confirmation. Customers using E-Check as their method of payment should add 3 days to their Preliminary Ship Date.

8



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

E-mail: fcvotes@co.frederick.va.us

Rick Miller
540/665-5660
Fax 540/665-8976

MEMORANDUM

**Frederick County
RECEIVED**

MAR 25 2008

Finance Department

To: Frederick County Finance Committee

From: Rick Miller, Voter Registrar, Frederick County of Frederick

Subject: Supplemental Budget Request for June 10, 2008
Democratic and Republican Primaries

Date: March 25, 2008

RM

The Voter Registrar requests to be placed on the Fredrick County Finance Committee agenda for the Wednesday, April 16, 2008 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the June 10, 2008 Democratic and Republican Primary Elections (Copies Enclosed). The amount of the Supplemental Budget Request is \$ 22,410.00. This amount will cover all expenses related to the dual Primaries on June 10, 2008.

a



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

E-mail: fcvotes@co.frederick.va.us

Rick Miller
540/665-5660
Fax 540/665-8976

FREDERICK COUNTY FINANCE COMMITTEE
WEDNESDAY, APRIL 16, 2008

FREDERICK COUNTY ELECTORAL BOARD/VOTER REGISTRAR

SUPPLEMENTAL BUDGET REQUEST
JUNE 10, 2008
DEMOCRATIC & REPUBLICAN PRIMARIES

EXPENSES

POLLWORKERS	\$ 12,260.00	CODE 13010-1006-000-002
ELECTORAL BOARD	\$ 500.00	13010-5506-000-000
MACHINE PROGRAMMING & TRAINING	\$ 3,000.00	13010-3010-000-000
VOTING MACHINE ELECTION SUPPLIES	\$ 4,000.00	13010-3010-000-000
PRINTING	\$ 2,000.00	13010-3010-000-000
NEWSPAPER AD	\$ 250.00	13010-3007-000-000
FREIGHT & INSURANCE	\$ 400.00	13010-5204-000-000
<u>TOTAL</u>	<u>\$ 22,410.00</u>	

10

FREDERICK COUNTY SHERIFF'S OFFICE



ROBERT T. WILLIAMSON
Sheriff

MAJOR R.C. ECKMAN
Chief Deputy

1080 COVERSTONE DRIVE
WINCHESTER, VIRGINIA 22602

540/662-6168
FAX 540/722-4001

TO : Finance Department
FROM : Sheriff R. T. Williamson *RTW*
SUBJECT : Donations to DARE Program
DATE : April 1, 2008

*\$ 264 cash
\$ 1596 checks
100J*

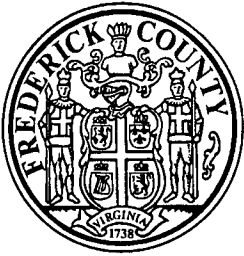
Enclosed please find endorsed checks payable to the DARE Program and cash totaling \$1,860.00.

This amount represents donations and proceeds from the DARE Bowl-a-thon. We are requesting this amount be posted to revenue line 3102-1899-015 and then transferred to expenditure line 3102-5413-01 (DARE Program).

Thank you.

RTW/asw





MEMORANDUM

TO: Cheryl B. Shiffler, Director of Finance
FROM: Harvey E. Strawsnyder, Jr., P.E., Director of Public Works
SUBJECT: Proposed Revision of the Development Review Fees
DATE: April 2, 2008

HES
rls

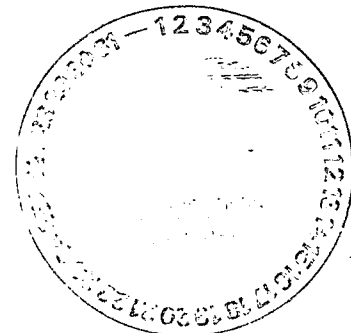
On March 25, 2008, the public works committee endorsed a proposal from the Director of Planning and Development, Eric R. Lawrence, to revise the review fees associated with development applications (i.e., comprehensive policy plan amendments, rezonings, master development plans subdivision and site plans). The attached memorandum from Mr. Lawrence, dated March 18, 2008, provides justification for proposed fee revisions.

The proposed fees are being submitted to the finance committee for their review.

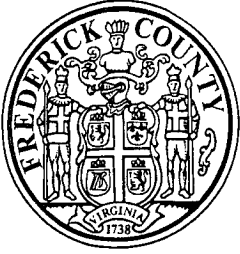
HES/rls

Attachment: as stated

cc: file



12



MEMORANDUM

TO: ✓ Public Works Committee
John R. Riley, Jr., County Administrator

CC: Mike Perry, Top of Virginia Building Association

FROM: Eric R. Lawrence, AICP, Planning Director *ERL*

RE: Proposed Revision of the Development Review Fee Schedule

DATE: March 18, 2008

At the February meeting of the Public Works Committee, staff presented an overview of the Development Review Fee schedule, and proposed revisions. These review fees are generally associated with development applications for: Comprehensive Policy Plan Amendments; Rezoning; Master Development Plans; Subdivision; and, Site Plans. The Committee directed staff to seek input from the Top of Virginia Building Association (TOVBA), and report back to the Committee.

Staff has met with the TOVBA on two occasions over the past few weeks. Through the efforts of the TOVBA and staff, slight revisions to the fee schedule have been suggested. With the incorporation of these changes, the TOVBA did offer their support to the revised Development Review Fee schedule. It was noted that the TOVBA supports the non-refundable fee for the Comprehensive Policy Plan Application (CPPA), but does seek an explanation should the Board of Supervisors deem an application unwarranted for further consideration.

The revised fee schedule, dated Rev 03/17/2008, is presented for your consideration. A recommendation for adoption to be forwarded to the Board of Supervisors is sought.

Background

Staff has completed a comprehensive analysis of the County's current development review fees, the results of which indicate that fees should be revised to more appropriately compensate the County for the time and resources allotted to review development proposals. A proposed revised development fee schedule has been prepared by staff and is attached for your review.

In arriving at the revised fee schedule, staff:

- Surveyed the fees charged by other similar-sized jurisdictions and those with similar development pressures;
- Analyzed the staff time spent on a development review;
- Considered the expense involved with notification of adjoining property owners, as well as the publication of public notices in the local media; and

Public Works Committee
John R. Riley, County Administrator
March 19, 2008
Page 2

- Reviewed and revised the proposed fees during discussions with representatives of the Top of Virginia Building Association (TOVBA).

It is suggested that a review fee be established for various services which presently do not have fees: Guaranty (a.k.a. Bond) management, public hearing item postponement by applicant, and the Comprehensive Policy Plan Amendment process (presently a refunded fee if application is denied). Each of these services entails extensive staff and material preparations for which there are presently limited direct contributions from an applicant.

If the proposed Development Review Fee Schedule revisions are accepted, staff projects FY08/09 fee-related revenue to increase by approximately \$200,000.

Support materials are attached for your review. Please contact staff, should you have questions regarding this proposal.

Attachments: Proposed Development Review Fee Schedule (Rev 03/17/2008)
Current vs. Proposed Fee Schedule (Rev 03/17/2008)
List of considerations when evaluating fee schedule
Comparison scenarios with other jurisdictions

ERL/bhd

Frederick County Development Review Fee Schedule
Proposed
rev 03/17/08

TYPE OF APPLICATION		
COMPREHENSIVE POLICY PLAN		\$ 3,000.00 non-refundable
REZONING		2 acres or less: \$ 5,000.00 base + \$100 per acre More than 2 but less than 150 acres: \$10,000 base + \$100.00 per acre 150 acres or more: \$10,000 base + \$100 per acre for first 150 acres + \$50 per acre for each acre over 150
MASTER DEVELOPMENT PLAN		\$3,000 base + \$100.00 per acre for first 150 acres + \$50.00 per acre for each acre over 150
SUBDIVISION	Non-Residential	\$ 1,000.00 base
	- Design Plan	\$ 200.00 per lot
	- Plat	\$ 100.00 per lot
	Residential (RP, R4, R5)	\$ 2,500.00 base
	- Design Plan	\$ 100.00 per lot
	- Plat	\$ 200.00 per lot (to 50 lots) \$ 100.00 per lot (for each lot over 50)
Rural Areas (RA)	\$ 2,500.00 base	
- Sketch (Design)	\$ 200.00 per acre	
- Plat	\$ 200.00 per lot	

Frederick County Development Review Fee Schedule

Proposed
rev 03/17/08

TYPE OF APPLICATION		
SUBDIVISION (con't)	Rural Areas (RA) Minor - 3 lots or less	\$ 200.00 per lot
	Lot Consolidation	\$ 200.00 per lot
	Boundary Line Adjustment	\$ 200.00 per lot
SITE PLAN	Non Residential	\$ 2,500.00 base \$ 200.00 per acre (to 5 acres) \$ 100.00 per acre (for each acre over 5 acres)
	Residential	\$ 3,500.00 base \$ 300.00 per unit (to 20 units) \$ 100.00 per unit (for each unit over 20)
	Minor Site Plan	\$ 500.00 - for revision that increases the existing structure area by 20% or less and does not exceed 5,000 square feet
CONDITIONAL USE PERMIT	Cottage Occupation	\$75.00
	Telecommunication Tower	\$1,000.00
	Other	\$750.00
VARIANCE		\$400.00
BZA APPEAL		\$250.00
ZONING CERTIFICATION LETTER		\$250.00
ZONING DETERMINATION LETTER		\$100.00
SUBDIVISION ORDINANCE EXCEPTION		\$500.00

Frederick County Development Review Fee Schedule
Proposed
rev 03/17/08

TYPE OF APPLICATION	
POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to TABLE an agenda item.	\$ 500.00 per occurrence
3 rd and Subsequent Plan Reviews for a single development application	\$ 500.00 per review

BOND MANAGEMENT	Establishment of Bond	\$500.00
	Reduction / Release Request	\$300.00
	Replacement	\$500.00

Frederick County Development Review Fee Schedule

Current Vs. Proposed

rev 03/17/08

TYPE OF APPLICATION	Current Fees	Proposed Fees	Proposed Changes per TOVBA Discussions
COMPREHENSIVE POLICY PLAN AMENDMENT	\$ 3,000.00 - refundable	\$ 3,000.00 non-refundable	agreeable with proposed changes. Seek thoughts for denial of application
REZONING	\$ 3,000.00 base \$ 100.00 per acre	\$ 10,000.00 base \$ 100.00 per acre	2 acres or less: \$ 5,000.00 base + \$100 per acre more than 2 but less than 150 acres: \$ 10,000 base + \$100.00 per acre 150 acres or more: \$10,000 base + \$100 per acre for first 150 acres + \$50 per acre for each acre over 150
MASTER DEVELOPMENT PLAN	\$ 2,000.00 base \$ 100.00 per acre	\$ 3,000.00 base \$ 100.00 per acre	\$3,000 base + \$100.00 per acre (to 150 acre) + \$50.00 per acre (for each acre over 150)
SUBDIVISION	Non-Residential - Design Plan - Plat	\$ 1,000.00 base \$ 100.00 per lot \$ 100.00 per lot	\$ 1,000.00 base \$ 200.00 per lot \$ 100.00 per lot

Frederick County Development Review Fee Schedule
Current Vs. Proposed
 rev 03/17/08

TYPE OF APPLICATION	Current Fees	Proposed Fees	Proposed Changes per TOVBA Discussions
Residential (RP, R4, R5) - Design Plan - Plat	\$ 2,500.00 base \$ 100.00 per lot \$ 100.00 per lot	\$ 2,500.00 base \$ 100.00 per lot \$ 200.00 per lot	\$ 2,500.00 base \$ 100.00 per lot \$200.00 per lot (to 50 lots) \$100.00 per lot (for each lot over 50)
SUBDIVISION	Rural Areas (RA) - Sketch (Design) Plan - Plat	\$ 1,000.00 base \$ 50.00 per acre \$ 000.00 per lot	agreeable with proposed changes
Rural Areas (RA) Minor - 3 lots or less	\$ 100.00 per lot	\$ 200.00 per lot	agreeable with proposed changes
Lot Consolidation	\$ 150.00 per lot	\$ 175.00 per lot	\$ 200.00 per lot
Boundary Line Adjustment	\$ 150.00 per lot	\$ 175.00 per lot	\$ 200.00 per lot
SITE PLAN	Non Residential	\$ 1,500.00 base \$ 200.00 per acre (to 5 acres) \$ 100.00 per acre (over 5 acres)	\$ 2,500.00 base \$ 200.00 per acre (up to 5 acres) \$ 100.00 per acre (for each acre over 5 acres)

Frederick County Development Review Fee Schedule

Current Vs. Proposed
rev 03/17/08

TYPE OF APPLICATION	Current Fees	Proposed Fees	Proposed Changes per TOVBA Discussions
SITE PLAN (con't)	Residential \$ 2,500.00 base \$ 200.00 per unit (to 20 units) \$ 100.00 per unit (over 20 units)	\$ 3,500.00 base \$ 300.00 per unit (to 20 units) \$ 200.00 per unit (over 20 units)	\$ 3,500.00 base \$ 300.00 per unit (to 20 units) \$ 100.00 per unit (over 20 units)
MINOR SITE PLAN	\$ 500.00 - for revision that increases the existing structure area by 20% or less and does not exceed 5,000 square feet		
CONDITIONAL USE PERMIT	Cottage Occupation	\$75.00	agreeable
	Telecommunication Tower	\$1,000.00	agreeable
	Other	\$75.00	agreeable
VARIANCE		\$400.00	agreeable
BZA APPEAL		\$250.00	agreeable
ZONING CERTIFICATION LETTER		\$100.00	agreeable
ZONING DETERMINATION LETTER		\$50.00	agreeable
SUBDIVISION ORDINANCE EXCEPTION		\$500.00	agreeable

Frederick County Development Review Fee Schedule

Current Vs. Proposed
rev 03/17/08

TYPE OF APPLICATION	Current Fees	Proposed Fees	Proposed Changes per TOVBA Discussions
POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to TABLE an agenda item.	NA	\$ 500.00 per occurrence	agreeable
3 rd and Subsequent Plan Reviews for a single development application	\$ 500.00 per review	\$ 500.00 per review	agreeable
BOND MANAGEMENT	Establishment of Bond	\$0.00	agreeable
	Reduction / Release Request	\$0.00	agreeable
	Replacement	\$0.00	agreeable

Considerations:
Agency staff time
(Planning, Public Works, Inspections, VDOT, FCSA, Attorney, Fire Marshal, Health Department, Parks and Recreation)
: Plan review
: Site Review and follow-ups
: Final Site Inspections, bond estimate, reductions, and release (Site Plans and Subdivision Plat)
: Road dedication

Office Suj : reviewing documentation, filing, postage

Advertisement : media charges

Office suj : copy, collation, hole punch, postage

Fees are structured to encourage C/I Commercial and Industrial development

Fees reflect an intent to more appropriately cover legal fees, and transportation impact analysis (TIA) by county staff

Possible Development Scenarios
Review Fee Comparison
 rev 03/17/08

	Current Frederick County	Proposed Frederick County	City of Winchester	Clarke County	Stafford County	Loudoun County
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Scenarios 1: A request to rezone 50 acres to RP, enabling a 100-lot single family development.

Rezoning Application Fee	\$8,000	\$15,000	\$11,000	\$175,000	\$18,750	\$25,730
MDP Application Fee	\$7,000	\$8,000	N/A	N/A	N/A	
Subdivision Application Fee <i>Includes: concept plan, design plan, road plan, record plat review, and bond management</i>	\$12,500	\$37,500	\$27,000	\$350,000	\$26,875*	\$40,168*
Total	\$27,500	\$60,500	\$38,000	\$525,000	\$45,625	\$65,898

Scenario 2: A request to rezone 10 acres to RP, enabling a 50 townhouse lots.

Rezoning Application Fee	\$4,000	\$11,000	\$2,000	\$35,000	\$13,750	\$17,730
MDP Application Fee	\$3,000	\$4,000	N/A	0	0	0
Subdivision Application Fee	\$7,500	\$17,500	\$14,500	\$175,000	\$14,375*	\$29,107*

<i>Includes: concept plan, design plan, road plan, record plat review, and bond management</i>									
Total	\$14,500	\$32,500	\$16,500	\$210,000	\$28,125	\$46,837			

Scenario 3: A request to rezone 2.5 acres to B2 to enable an automobile service station with 20 parking spaces.

Rezoning Application Fee	\$3,250	\$10,250	\$1,500	\$8,700	\$3,500	\$16,230
MDP Application Fee	N/A	N/A	N/A	N/A	N/A	N/A
Subdivision Application Fee	N/A	N/A	N/A	N/A	N/A	N/A
Site Plan Application Fee	\$2,000	\$3,000	\$1,700	\$7,300	\$8,750	\$5,038
Total	\$5,250	\$13,250	\$3,200	\$16,000	\$12,250	\$21,267

Scenario 4: A request to rezone 35 acres to M1 to enable a 100,000 square foot distribution center with 60 parking spaces on a 10 acre parcel.

Rezoning Application Fee	\$6,500	\$13,500	\$8,000	\$122,500	\$16,875	\$15,930
MDP Application Fee	\$5,500	\$6,500	N/A	N/A	N/A	N/A
Subdivision Application Fee	\$1,200	\$1,600*	\$2,500	\$7,000	\$2,375*	\$5,868*
<i>Includes: concept plan, design plan, road plan, record plat review, and bond management</i>						
Site Plan Application Fee	\$3,000	\$4,000	\$2,700	\$13,900	\$11,625	\$5,750
Total	\$16,200	\$25,600	\$13,200	\$143,400	\$30,875	\$27,348

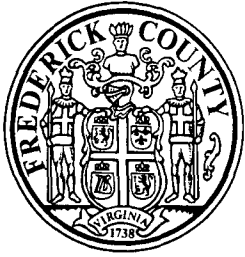
Scenario 5: Subdivision of a RA Zoned, 100 acre parcel, into 20 Rural Preservation Lots.

Subdivision Application Fee <i>Includes: concept plan, design plan, road plan, record plat review, and bond management</i>	\$6,000	\$ 10,500*	N/A	\$70,000	\$ 11,000*	\$ 11,172*
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Scenario 6: Subdivision of a RA Zoned, 20 acre parcel, into 3 traditional lots

Subdivision Application Fee <i>Includes: concept plan, design plan, road plan, record plat review, and bond management</i>	\$300	\$600	N/A	\$10,500	\$ 3,100*	\$ 2,688*
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**Note: fee comparisons reflect a tiered subdivision review process involving: environmental features review, preliminary and final/record plat subdivision applications, road construction design reviews, and bond management. The fees for these applications have been combined to yield the total review fee for the given scenario.*



MEMORANDUM

TO: Finance Committee

FROM: Amber Powers, Planning Technician
On Behalf of the Conservation Easement Authority (CEA) *AP*

RE: **Appropriation of Funds to Qualify for State Matching Funds PDR Grant**

DATE: April 8, 2008

On June 27, 2007, The Board of Supervisors unanimously agreed with the Finance Committee's recommendation to earmark \$265,000 to assure that the County would be considered for the State's Office of Farmland Preservation PDR matching-funds grant opportunity.

Following the Board's action, the County applied for these matching funds and was awarded this grant offer of \$265,000 on February 26, 2008. These state matching funds are to be used by the County to preserve the area's agricultural land through the purchase of development rights (PDR).

In addition to 50% of the purchase price of the development rights, it is worth noting that the state grant also covers half of the costs associated with establishing an easement, including the public hearing's advertisement costs, attorney fees, title insurance, and land appraisal and survey costs. The state's contribution towards an easement purchase can also be made available immediately rather than by reimbursement. (Please see Attachment 1 which includes the state award letter and intergovernmental agreement.)

In order to participate in the State grant program, the County must sign the intergovernmental agreement by the deadline on April 25, 2008. The County must also appropriate its portion of the matching funds in a separate account by May 23, 2008. (The appropriation of funds should not to be confused with a request to spend these funds, as the County is being asked only to restrict \$265,000 from being spent elsewhere.)

Once the agreement is affirmed, the County will have two years to actually use this state funding. Please note that the CEA will return to the Finance Committee and Board of Supervisors to seek approval for any expenditure related to the purchase of development rights through this program and that the County is not obligated to spend *any* of the money it allocates to this program.

26

Re: Allocation of Funds for State PDR Grant
April 8, 2008
Page 2

In fact, the CEA expects to secure most, if not all of the County's matching funds requirement from *outside sources*, including federal grant money and local donations. The CEA is actively pursuing these opportunities and has already identified some likely federal grant programs. Likewise, the CEA is very optimistic about its ability to generate local support for the PDR program through various donation campaigns.

While the CEA intends to cover the local matching requirement with outside funding, the County can choose to use proffer money dedicated to open space preservation to help meet the local match for this grant. Currently, the County has received \$110,000 in proffer payments specifically dedicated to historic and open space preservation in the County. These payments, (\$1,000 per building permit issued) were proffered as a part of the Red Bud residential development rezoning. The development of the 300 Red Bud units alone will ultimately provide the County with \$300,000 in historic and open space preservation funds. The CEA has sought the legal opinion of the County's attorney regarding the use of the Red Bud Proffers for the PDR program. Mr. Williams has indicated that the County could, without conflict, use all of the proffer money towards the PDR program if it chooses. (Please see Attachments 2 and 3 for further information.)

If, and when, the CEA does seek approval for the purchase of a property's development rights, a public hearing would be necessary. As a part of this process, the Board of Supervisors will have the opportunity to review specific details of the proposed acquisition including information about the property's history, acreage, assessment, preservation and easement values. The Board of Supervisors will also be provided with information about the funding sources to be used for the acquisition and the plan for managing the easement once it is acquired (such as partnerships with non-profit easement holding organizations).

At this time, the Frederick County Conservation Easement Authority respectfully requests the Finance Committee's endorsement of an appropriation of \$265,000 in order to qualify the County for the State's PDR matching grant program.

Should the CEA receive this endorsement, it will then request that the Board of Supervisors accept the intergovernmental agreement and approve the necessary appropriation at their April 23rd meeting. The County will then have two days to submit the signed agreement, and 30 days in which to actually appropriate these funds.

For your reference, please find the attached background information regarding this effort.

Attachments

ALP/bhd

Attachment 1

Included:

- **Award Letter for \$265,000 in matching funds for the County's PDR program from the Virginia Department of Agriculture and Consumer Services**
(Received February 26, 2008)
- **Intergovernmental Agreement to be signed by April 25, 2008**
(Received February 26, 2008)

Note:

With the Finance Committee's endorsement (received June 20, 2007) and unanimous approval from the Board of Supervisors (received June 27, 2008), the CEA applied for the State's PDR funding program on July 2, 2007.

At the Direction of the Board of Supervisors, the CEA also pursued and was consequently awarded state certification of its PDR program in August of 2007.



COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

Phone: 804/786-3501 • Fax: 804/371-2945 • Hearing Impaired: 800/828-1120

www.vdacs.virginia.gov

February 26, 2008

Todd P. Haymore
Commissioner

Eric R. Lawrence
Director of Planning and Development, Frederick County
107 North Kent Street, Suite 202
Winchester, VA 22601-5000


Dear Eric,

On behalf of the Virginia Department of Agriculture and Consumer Services (VDACS), I am pleased to inform you that Frederick County has been awarded \$265,000 in state matching funds for your local purchase of development rights program. We are excited to finally announce the FY 2008 grant allocations, and we greatly appreciate both your partnership and patience as we implement this new matching funds program at VDACS.

Enclosed please find the proposed Intergovernmental Agreement for your review and consideration. This agreement will serve as the legal document outlining the responsibilities of both VDACS and Frederick County during the grant agreement. If you or your attorney has any concerns or questions related to this agreement, please contact Coordinator for the Office of Farmland Preservation Kevin Schmidt at (804) 786-1346 or kevin.schmidt@vdacs.virginia.gov as soon as possible. Please sign and return the agreement to VDACS by **April 25, 2008**. Matching funds will be distributed upon execution of the agreement. Also, please note that VDACS staff is still reviewing the easement templates submitted as part of the application process. Staff will contact you with any additional questions as a result of that review.

Again, congratulations and I wish you and your program continued success. Both Governor Kaine and I feel strongly about the importance of permanently preserving our working farm and forest land, and we are grateful for the role that you are playing in achieving his goal of preserving an additional 400,000 acres of land during his term in office. I appreciate all of your hard work, and am pleased to be a partner in your efforts to preserve working farm and forest land in Frederick County.

Sincerely,



Todd P. Haymore
Commissioner

c: Kevin Schmidt, Coordinator, Office of Farmland Preservation
Enclosure

FEB 29 2008

29

INTERGOVERNMENTAL AGREEMENT

Between

Virginia Department of Agriculture and Consumer Services

and

Frederick County

This INTERGOVERNMENTAL AGREEMENT is entered into this 26th day of February, 2008, in the City of Richmond, Virginia, between the Virginia Department of Agriculture and Consumer Services ("VDACS") and Frederick County (collectively, "the parties") to provide mutually advantageous terms for cooperation between VDACS and Frederick County to implement VDACS' contribution of funds during the fiscal year ending June 30, 2008 in support of Frederick County's purchase of agricultural conservation easements.

WHEREAS, the General Assembly, by Chapter 847 of the 2007 Acts of Assembly, has appropriated \$4.25 million to VDACS for the establishment of a state fund to match local government purchase of development rights program funds for the preservation of working farms and forest lands; and,

WHEREAS, § 3.1-18.10 of the Code of Virginia authorizes VDACS' Office of Farmland Preservation to develop methods and sources of revenue for allocating funds to localities to purchase agricultural conservation easements; and,

WHEREAS, for all purposes of this INTERGOVERNMENTAL AGREEMENT, the term "agricultural conservation easement" shall mean a negative easement that has the primary conservation purpose of preserving working farm and/or forest land; and,

WHEREAS, the Frederick County Board of Supervisors has enacted an ordinance or passed a resolution that: authorizes, in accordance with Title 10.1, Chapter 17 of the Code of Virginia ("the Open-Space Land Act") and other applicable law, Frederick County to purchase agricultural conservation easements from landowners (each hereinafter called "Grantor"); sets forth a clear, consistent, and equitable administrative process governing such purchases; and outlines the goals and purposes of Frederick County's farmland preservation program; and,

WHEREAS, Frederick County has agreed to maintain a public outreach program designed to educate various stakeholders in Frederick County—including farmers, landowners, public officials, and the non-farming public—about Frederick County's initiatives to preserve working farms and forest lands; and,

WHEREAS, Frederick County has agreed to establish a transparent and replicable process for valuation of agricultural conservation easements; and,

WHEREAS, the purchase of agricultural conservation easements is one component of Frederick County's broader farmland preservation program; and,

WHEREAS, Frederick County has agreed to use a deed of easement that is sufficiently flexible to allow for future agricultural production in purchases of agricultural conservation easements for which Frederick County uses funds contributed to it by VDACS; and,

WHEREAS, Frederick County has agreed to establish a clear strategy for monitoring and enforcing the terms of the agricultural conservation easements that Frederick County purchases; and,

WHEREAS, Frederick County has agreed to establish a process that Frederick County will use to evaluate the effectiveness of its farmland preservation program, including a protocol for making changes to Frederick County's agricultural conservation efforts based on such evaluations; and,

WHEREAS, VDACS, in reliance on the veracity of the foregoing recitals, certifies Frederick County is eligible to receive contributions of funds from VDACS in reimbursement for certain costs Frederick County incurs in the course of purchasing agricultural conservation easements; and,

WHEREAS, Frederick County, and the agents and employees of Frederick County, in the performance of this INTERGOVERNMENTAL AGREEMENT, are acting on behalf of Frederick County, and not as officers or employees or agents of the Commonwealth of Virginia;

NOW, THEREFORE, VDACS and Frederick County agree their respective responsibilities, pursuant to this INTERGOVERNMENTAL AGREEMENT, shall be defined as follows:

1. VDACS Responsibilities

- a. VDACS shall, within thirty (30) days of the date of execution of this INTERGOVERNMENTAL AGREEMENT, restrict \$265,000 (hereinafter "the allocation amount") in an account, from which VDACS shall withdraw funds only to pay contributions of funds that Frederick County is eligible to receive pursuant to this INTERGOVERNMENTAL AGREEMENT, except that upon the expiration of two (2) years from the date of this INTERGOVERNMENTAL AGREEMENT, or immediately upon Frederick County's failure to perform any of its obligations under the terms of this INTERGOVERNMENTAL AGREEMENT, VDACS shall have the right to withdraw any funds then remaining in such account and the right to redirect those funds to other localities that VDACS certifies as being eligible to receive matching funds and that enter into an intergovernmental agreement with VDACS to govern the distribution of matching funds for the purchase of agricultural conservation easements.
- b. Upon Frederick County's recordation of a deed evidencing Frederick County's purchase of an agricultural conservation easement in the circuit court of the city or county where the Grantor's land is located and Frederick County's submission to VDACS of a completed claim for reimbursement, on a form prescribed by VDACS, together with the supporting documentation required under paragraph 2(e) of this INTERGOVERNMENTAL AGREEMENT, VDACS shall reimburse Frederick County fifty percent (50%) of the reimbursable costs that Frederick County actually incurred in the course of purchasing that agricultural conservation easement, limited to that portion of the allocation amount remaining in the account maintained by VDACS pursuant to paragraph 1(a) of this INTERGOVERNMENTAL AGREEMENT. VDACS may make alternative arrangements for the distribution of funds pursuant to this INTERGOVERNMENTAL AGREEMENT, provided Frederick County presents a written request for such alternative arrangement to the Commissioner of VDACS or the Commissioner's designated agent (referred collectively hereinafter as "the Grant Manager") prior to incurring any expense for which Frederick County seeks a distribution of funds under the proposed alternative arrangement.

For purposes of this INTERGOVERNMENTAL AGREEMENT, "reimbursable costs" include:

1. The purchase price of the agricultural conservation easement, at present value, including any portion that Frederick County will pay over time pursuant to an installment purchase agreement;
2. The cost of title insurance;
3. The cost of one appraisal of the land upon which Frederick County purchases an agricultural conservation easement;

4. The cost of one survey of the physical boundaries of the land upon which Frederick County purchases an agricultural conservation easement, but not the cost of producing a baseline report of the conditions existing on the land at the time of the conveyance of the agricultural conservation easement;
 5. Reasonable attorney fees associated with the purchase of an agricultural conservation easement; and
 6. The cost of issuing public hearing notices associated with Frederick County's purchase of an agricultural conservation easement that Frederick County is required by law to issue.
- c. VDACS shall only be responsible for reimbursing Frederick County under paragraph 1(b) of this INTERGOVERNMENTAL AGREEMENT for reimbursable costs that Frederick County actually incurs in the course of purchasing an agricultural conservation easement when Frederick County acquires, by such purchase, a deed of easement that, at a minimum, provides:
1. The primary conservation purpose of the easement conveyed by the deed of easement is the conservation of the land for agricultural and/or forestal uses.
 2. The Grantor and Frederick County agree that the land subject to the agricultural conservation easement shall not be converted or diverted, as the Open-Space Land Act employs those terms, until and unless the Grant Manager, with the concurrence of Frederick County or an assignee of Frederick County's interest in the agricultural conservation easement, certifies that such conversion or diversion satisfies the requirements of the Open-Space Land Act.
 3. The Grantor and Frederick County agree that, in the event of an extinguishment of the restrictions of the agricultural conservation easement that results in the receipt of monetary proceeds by Frederick County or an assignee of Frederick County's interest in an agricultural conservation easement in compensation for the loss of such property interest, VDACS shall be entitled to a share of those proceeds proportional to VDACS's contribution toward the total reimbursable cost of acquiring the agricultural conservation easement.
 4. If the Grantor conveys the agricultural conservation easement for less than its fair market value, the Grantor and Frederick County mutually acknowledge that approval of the terms of this Deed of Easement by VDACS and/or its legal counsel does not constitute a warranty or other representation as to the Grantor's qualification for any exemption, deduction, or credit against the Grantor's liability for the payment of any taxes under any provision of federal or state law.
 5. All mortgagors and other holders of liens on the property subject to the restrictions contained in the deed of easement have subordinated their respective liens to the restrictions of the deed of easement acquired by Frederick County. All such mortgagors and other holders of liens shall manifest their assent to the easement's priority over their respective liens by endorsing the deed of easement.

2. Frederick County Responsibilities

- a. Frederick County shall, within thirty (30) days of the date of execution of this INTERGOVERNMENTAL AGREEMENT, appropriate funds equal to the allocation amount for the purpose of purchasing agricultural conservation easements.
- b. Frederick County shall use matching funds that VDACS contributes to Frederick County, pursuant to this INTERGOVERNMENTAL AGREEMENT, only for the purpose of purchasing agricultural conservation easements that are perpetual and that have the primary conservation purpose of preserving working farm and forest lands.
- c. Within one (1) year from the date of this INTERGOVERNMENTAL AGREEMENT, and for each subsequent year in which the INTERGOVERNMENTAL AGREEMENT or a subsequent agreement is in force, Frederick County shall submit to VDACS a progress report that:
 1. describes any properties that Frederick County has identified as prospects for Frederick County's purchase of agricultural conservation easements and the status of any negotiations for the purchase of such agricultural conservation easements;
 2. estimates the timeframes within which Frederick County will execute contracts for any such purchases, close on such purchases, and request reimbursement of reimbursable costs for those purchases from VDACS;
 3. describes the measures Frederick County has undertaken to develop and/or maintain a public outreach program designed to educate various stakeholders in Frederick County's community—including farmers, landowners, public officials, and the non-farming public—about Frederick County's agricultural conservation easement program and other initiatives to preserve working agricultural land;
 4. describes the measures Frederick County has undertaken to develop and/or maintain a formal plan for stewardship and monitoring of the working agricultural land on which Frederick County acquires agricultural conservation easements; and
 5. describes the measures Frederick County has undertaken to develop and/or maintain a process that Frederick County will use to evaluate the effectiveness of its program, including a protocol for making changes to Frederick County's agricultural conservation efforts based on such evaluations
- d. For any purchase of agricultural conservation easements for which Frederick County requests reimbursement from VDACS pursuant to this INTERGOVERNMENTAL AGREEMENT, Frederick County shall obtain a policy of title insurance on its purchased interest that covers at least an amount equal to the amount for which Frederick County requests reimbursement from VDACS.
- e. Prior to closing on a purchase of an agricultural conservation easement for which Frederick County requests reimbursement from VDACS pursuant to this INTERGOVERNMENTAL AGREEMENT, Frederick County shall submit, for review and approval by VDACS and its legal counsel, the following documentation:
 1. a fully executed contract for the sale of the agricultural conservation easement;
 2. any installment purchase agreement;

3. the deed of easement that the Grantor will deliver to Frederick County at closing;
4. a title insurance commitment for a policy to insure the easement interest under contract indicating an amount of coverage at least equal to the amount of funds for which Frederick County requests reimbursement from VDACS; and
5. an itemized list of all reimbursable costs that Frederick County has or will, up to the time of closing, incur in the course of purchasing the agricultural conservation easement.

Frederick County shall make whatever changes to the proposed deed of easement and/or the installment purchase agreement, where applicable, that VDACS and/or its legal counsel deem necessary to ensure compliance with applicable state law and the requirements and purposes of this INTERGOVERNMENTAL AGREEMENT.

Frederick County may fulfill its obligation under this paragraph by submitting accurate and complete copies of all documents enumerated in this paragraph, provided that Frederick County shall deliver or make available the original documents to VDACS for review at VDACS' request.

- f. Together with any claim for reimbursement pursuant to this INTERGOVERNMENTAL AGREEMENT that Frederick County submits to VDACS, Frederick County shall also submit the following supporting documentation:
 1. a copy of the recorded deed of easement that VDACS and/or its legal counsel approved prior to closing, showing the locality, deed book, page of recordation, and purchase price; and
 2. copies of invoices, bills of sale, and cancelled checks evidencing Frederick County's incursion of reimbursable costs in the course of purchasing the agricultural conservation easement; and
 3. a copy of any executed installment purchase agreement related to the purchase; and
 4. a copy of any deed of trust related to the purchase.
- g. Frederick County shall provide the Grant Manager immediate written notice of Frederick County's receipt of any application or proposal for the conversion or diversion of the use of any land upon which Frederick County or its assignee, where applicable, holds an agricultural conservation easement, for the purchase of which VDACS contributed funds pursuant to this INTERGOVERNMENTAL AGREEMENT.
- h. Frederick County, or any assignee of Frederick County's interest in an agricultural conservation easement for which Frederick County receives a contribution from VDACS pursuant to this INTERGOVERNMENTAL AGREEMENT shall at all times enforce the terms of that easement. Frederick County shall provide the Grant Manager immediate written notice of any actions, whether at law, in equity, or otherwise, taken by locality to enforce the terms of the easement or to abate, prevent, or enjoin any violation thereof by any party. Any failure by Frederick County or such assignee to perform its enforcement responsibility shall constitute a breach of this INTERGOVERNMENTAL AGREEMENT, for which VDACS shall have a remedy by way of a civil action for specific performance of that enforcement responsibility; or, VDACS shall have the right and authority, at its option, to demand and receive from Frederick County a portion of the full market value of the agricultural conservation easement at the time of the breach in proportion to the amount VDACS contributed to Frederick County's

purchase of the agricultural conservation easement relative to the full market value of the agricultural conservation easement at the time of the purchase.

- i. For any purchase of an agricultural conservation easement for which Frederick County requests reimbursement from VDACS pursuant to this INTERGOVERNMENTAL AGREEMENT, Frederick County shall derive its valuation of the agricultural conservation easement according to the valuation methods prescribed by ordinance or resolution.

3. Recertification

This INTERGOVERNMENTAL AGREEMENT pertains exclusively to VDACS's contribution of funds that the General Assembly has appropriated to VDACS for the fiscal years ending June 30, 2007 and June 30, 2008. VDACS shall not contribute other funds in the future to Frederick County except upon VDACS's recertification of Frederick County's eligibility to receive such funds. VDACS may establish and communicate to Frederick County certain benchmarks of program development that VDACS will impose upon Frederick County as preconditions to Frederick County's recertification for future contributions.

4. Governing Law

This INTERGOVERNMENTAL AGREEMENT is governed by and shall be interpreted in accordance with the laws of the Commonwealth of Virginia. In all actions undertaken pursuant to this INTERGOVERNMENTAL AGREEMENT, preferred venue shall be in the City of Richmond, Virginia, at the option of VDACS.

5. Assignment

Frederick County shall not assign this INTERGOVERNMENTAL AGREEMENT, either in whole or in part, or any interest in an agricultural conservation easement for the purchase of which VDACS contributes funds pursuant to this INTERGOVERNMENTAL AGREEMENT, without the prior, written approval of the Grant Manager.

6. Modifications

The parties shall not amend this INTERGOVERNMENTAL AGREEMENT, except by their mutual, written consent.

7. Severability

In the event that any provision of this INTERGOVERNMENTAL AGREEMENT is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this INTERGOVERNMENTAL AGREEMENT have force and effect and shall not be affected thereby.

In witness, whereof, the parties hereto have executed this INTERGOVERNMENTAL AGREEMENT as of the day and year first written above.



2/26/08

Todd P. Haymore Date
Commissioner
Virginia Department of Agriculture &
Consumer Services

John R. Riley, Jr. Date
County Administrator

APPROVED AS TO FORM ONLY:

APPROVED AS TO FORM ONLY:

Assistant Attorney General Date

County Attorney Date

Attachment 2

Included:

- **Proffer Statement for the 300 unit, Red Bud Run rezoning which establishes a monetary contribution towards open space and historic preservation, per each building permit issued.**
(Approved by the Board of Supervisors on October 9, 2002)

Note:

110 of the eventual 300 building permits have been issued and the County has collected \$110,000 to date. Build-out of the remaining 190 homes is expected within the next five years, and will allow the County to accumulate a total of \$300,000 in unrestricted, open space and historic preservation funds.

AMENDMENT

Action:

PLANNING COMMISSION: July 1, 2002 - Recommended Approval

BOARD OF SUPERVISORS: October 9, 2002 APPROVED DENIED

AN ORDINANCE AMENDING

THE ZONING DISTRICT MAP

REZONING #05-02 OF RED BUD RUN

WHEREAS, Rezoning #05-02 of Red Bud Run, was submitted by G. W. Clifford & Associates, Inc., to rezone 157.01 acres from RA (Rural Areas) to RP (Residential Performance) District. This property is located north and adjacent to Rt. 7, east and adjacent to Woods Mill Road (Rt. 660), directly between Red Bud Road and Rt. 7, and is identified with Property Identification Numbers 55-A-105, 106 and 107 in the Stonewall Magisterial District; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on July 1, 2002; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on October 9, 2002; and

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

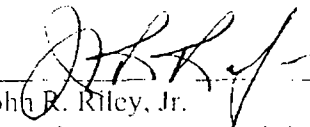
NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to change 157.01 acres from RA (Rural Areas) to RP (Residential Performance) District as described by the application and plat submitted, subject to the attached conditions voluntarily proffered in writing by the applicant and the property owner.

This ordinance shall be in effect on the date of adoption.

Passed this 9th day of October, 2002 by the following recorded vote:

Richard C. Shickle, Chairman	<u>Aye</u>	Sidney A. Reyes	Nay
Gina A. Forrester	<u>Nay</u>	Margaret B. Douglas	<u>Aye</u>
W. Harrington Smith, Jr.	<u>Absent</u>	Robert M. Sager	Aye
Lynda J. Tyler	<u>Aye</u>		

A COPY ATTEST


John R. Riley, Jr.
Frederick County Administrator

REZONING REQUEST PROFFER
Property Identification Number 55-A-105, 106 & 107
Stonewall Magisterial District

RED BUD RUN

Preliminary Matters

Pursuant to Section 15.2-2296 et. Seq., of the code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional rezoning, the undersigned applicant hereby proffers that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application # _____ for the rezoning of 157.01 acres from the Rural Area (RA) to Residential Performance (RP). Development of the subject property shall be done in conformity with the terms and conditions set forth herein; except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and such be approved by the Frederick County Board of Supervisors in accordance with Virginia law. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and of no effect whatsoever. These proffers shall be binding upon the applicant and their legal successor or assigns.

Monetary Contribution

* The undersigned, who owns the above described property, hereby voluntarily proffers that if the Board of Supervisors for the County of Frederick, Virginia approves the rezoning for the 157.01 acres, with frontage along VA Route 7 in the Stonewall Magisterial District of Frederick County, Virginia from RA to RP, the undersigned will pay to Frederick County at the time a building permit is applied for the sum of \$6,454.00 per lot.

This monetary proffer provides for \$3,581.00 for Frederick County Schools; \$598.00 for Frederick County Parks and Recreation; \$707.00 for Frederick County Fire and Rescue; \$210.00 for Public Library; \$117.00 for Sheriff's Office and \$241.00 for Administration Building.

→ A portion of the above-described property exists within the core battlefield area of the Third Battle of Winchester as delineated by the National Park Service. A portion of the site also possesses a sensitive linear environmental area surrounding Red Bud Run. The site is not a government priority for acquisition as a part of the Battlefield Park. There is a priority identified to protect the view shed along Berryville Canyon (Va Rte 7), and this has been acknowledged and mitigated in (8) below. Also, a plan to set aside and protect the sensitive environmental areas along Red Bud Run has been proffered. Frederick County together with the Shenandoah Valley Battlefields Foundation has also reached agreement on funding of historic preservation and for the installation of historic trails and other improvements. The owners have discussed this program with County Supervisors and are moved to voluntarily assist in this continuing capital investment program. For these reasons the Property Owner hereby proffers to pay to Frederick County at the time of building permit the sum of \$1000.00 per lot as an unrestricted gift for Historic and Open Space Preservation. It is specified that these funds may be used for either or both Historic Battlefield Preservation and Open Space Preservation. ←

General Development Plan

Voluntarily proffered is the attached Proffer Plan including the following improvements:

1. On the 157.01 acres to be zoned RP no more than 300 single family dwelling units shall be constructed. These units shall consist of single family home lots. No multi-family units shall be constructed on this property.

REZONING REQUEST PROFFER
Property Identification Number 55-A-105, 106 & 107

Stonewall Magisterial District

Red Bud Run

2. VA Route 7 and Woods Mill Road shall be improved to VDOT standards. This improvement shall include work as necessary to: (See 2 on Proffer Plan)
 - Modify, alter or reconstruct Route 7 east bound lane, left turn lane and taper to the Route 7/Route 660 crossover. Modify, alter or reconstruct the Route 7 east bound lane, acceleration lane from Route 7/Route 660 crossover. Install stoplight control on west bound lane.
 - Modify, alter or reconstruct the Route 7 west bound lane, right turn lane and taper to Route 660. Construct a right turn lane and taper, Route 7 east bound lane, into the Blue Ridge Mobile Home Park.
 - Modify, alter or reconstruct Woods Mill Road between Route 7 and the project entrance to a 3-lane section and provide transitions to pavement north of the project entrance. Enter into a signalization agreement with VDOT regarding the new intersection.
3. A series of interconnecting roads shall be constructed in Phase 1 of project to connect Woods Mill Road with Morgans Mill Road. This will provide a rear access to the Frederick County Public School's site upon approval by the School and VDOT. (See 3 on Proffer Plan). This entrance shall be gated until approved for uncontrolled use by the Board of Supervisors. In the event improvements for sight distance are required for the street connection on Morgans Mill Road this work shall be performed by the property owner.
4. All lot and tertiary road system access to be directly on the internal street system. There will be no new access points on VA Route 7 as the result of this project.
5. A stream preservation parcel of 28.4 acres shall be established along Red Bud Run. This parcel shall be available for public use. This land shall be in addition to open space requirements of the Frederick County Zoning Ordinance. Additionally, all project open space shall have applied a preservation easement to limit future disturbance. (See 5 on Proffer Plan). The 28 acre parcel shall be held and preserved in ownership by the owner until an appropriate open space plan is approved by the Board of Supervisors at which time the land and/or rights shall be transferred to the approved management agency. Prior to transfer, the 28.4 acre parcel shall be available for a public use easement upon resolution of matters involved with property owner liability and easement ownership.
6. Gravity sanitary sewer mains shall transfer wastewater to the Ash Hollow Watershed. An FCSA sewage pumping station shall not be constructed in the Red Bud Run Watershed.
7. Stormwater runoff resulting from improvements constructed within the Red Bud Run and Ash Hollow Run Watersheds shall receive treatment as required by the Virginia Stormwater Management Regulations, First Ed. 1999, Chapter 2, Table 2-3 which results in the highest order of stormwater control existing under Virginia law.
8. A viewshed protection plan for VA Route 7 shall be prepared in concert with the Shenandoah Valley Battlefields Foundation. The findings of this plan shall be incorporated into the buffering plan for Red Bud Run at the time of Master Plan approval. (See 8 on Proffer Plan).

REZONING REQUEST PROFFER
Property Identification Number 55-A-105, 106 & 107

Stonewall Magisterial District

Red Bud Run

9. A viewshed protection plan shall be prepared in concert with the County Planning staff for frontages along Morgans Mill and Woods Mill Road as a part of the Master Plan approval process. Private lot entrances shall not be allowed onto Morgans Mill Road, Woods Mill Road or VA Route 7. (See 9 on Proffer Plan).
10. The property owner shall, if directed by the Board of Supervisors, obscure the median crossovers at the Morgans Mill Road intersection with VA Route 7 and shall construct a right turn lane on westbound Route 7 into Morgans Mill Road. All work shall be in accord with permits issued by VDOT.
11. Phasing of this 300 lot project shall be provided in three (3) phases of approximately 100 lots in each phase. Improvements associated with transportation (No. 2 and No. 3 above) shall be initiated and completed as a part of Phase One of the development and prior to building permit issuance in Phase 2.

The conditions proffered above shall be binding upon the heirs, executors, administrators, assigns and successors in interest of the Applicant and Owner. In the event the Frederick County Board of Supervisors grant said rezoning and accepts these conditions, the proffered conditions shall apply to the land rezoned in addition to other requirements set forth in the Frederick County Code.

Respectfully submitted,

PROPERTY OWNER

By: Patrick A. McTiernan By: Thomas M. McTiernan
Patrick A. McTiernan Thomas M. McTiernan

Date: 2 Oct-02 Date: 10-2-02

STATE OF VIRGINIA, AT LARGE
FREDERICK COUNTY, To-wit

The foregoing instrument was acknowledged before me this 2nd day of October, 2002, by Patrick A. + Thomas M. McTiernan

My commission expires April 30, 2003
Notary Public Manuela Meruere



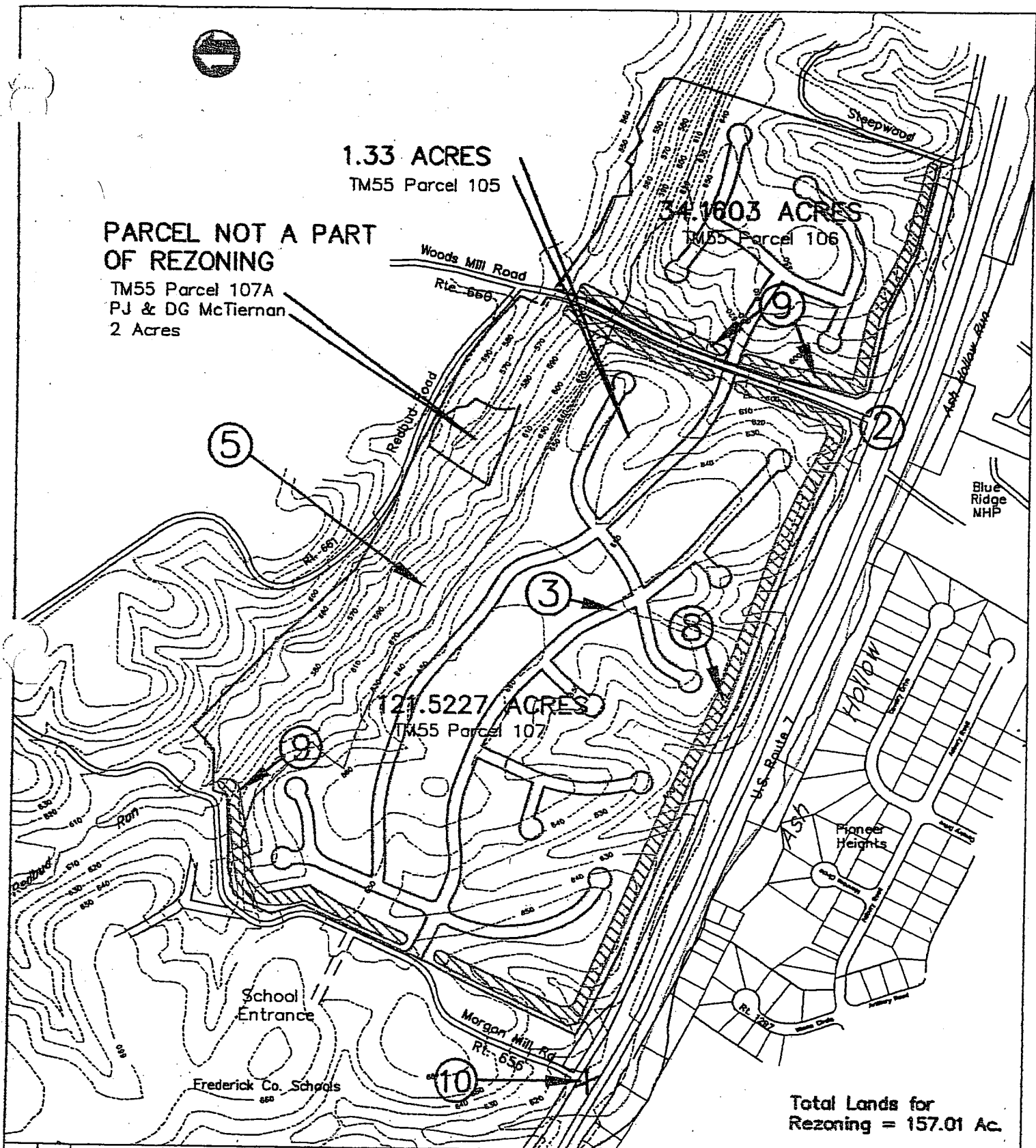
1.33 ACRES
TM55 Parcel 105

PARCEL NOT A PART
OF REZONING
TM55 Parcel 107A
PJ & DG McTiernan
2 Acres

34.1603 ACRES
TM55 Parcel 106

121.5227 ACRES
TM55 Parcel 107

Total Lands for
Rezoning = 157.01 Ac.



9/05/92

Red Bud Run
PROFFERED PLAN

STONEWALL MAGISTERIAL DISTRICT FREDERICK COUNTY, VIRGINIA

gilbert w. clifford & associates, inc.

Engineers Land Planners Water Quality

117 E. Picadilly St. Winchester, Virginia 22601
VOICE: (540) 667-2139 FAX: (540) 665-0493 EMAIL: gwcliff@msinc.com

Attachment 3

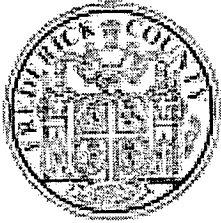
Included:

- **Memorandum from Mr. Roderick B. Williams, County Attorney regarding the use of Red Bud Run Proffers for the PDR program and the possible need to include this spending in the capitol improvement plan (CIP).**

Summary Note:

Mr. Williams is of the opinion that the County may use all of the proffers towards the PDR program if it so chooses. Namely, no restrictions inherent in the proffer statement would restrict the County's decision to do so.

In addition, should the amount of proffer money used towards the purchase of a property's development rights be of a level not normally warranting inclusion in the CIP, it will not be necessary to include it simply because those funds were proffered to the County.



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

MEMORANDUM

TO: Amber Powers
Planning Technician
Department of Planning and Development

FROM: Roderick B. Williams *RBW*
County Attorney

DATE: April 7, 2008

RE: Use of Red Bud Run Proffers for the Purchase of Development Rights Program

You have asked for confirmation that proffer funds are available for projects that are not listed in the capital improvement plan (CIP), as long as the projects are projects that would not normally be included in the CIP. This confirms that proffer funds may be used for projects such as the purchase of development rights (PDR) program, which entail projects that would not normally be included in the CIP.

Virginia Code § 15.2-2298(A) provides, in part:

In the event proffered conditions include the dedication of real property or payment of cash, the property shall not transfer and the payment of cash shall not be made until the facilities for which the property is dedicated or cash is tendered are included in the capital improvement program, provided that nothing herein shall prevent a locality from accepting proffered conditions which are not normally included in a capital improvement program.

Seeing as how many particular open space preservation projects are not necessarily of the size and scope such that the County would ordinarily include them in its CIP, and seeing as how the subject proffers by their terms allow for use for open space preservation, I conclude that the Red Bud Run historic and open space preservation proffer funds may be allocated to the PDR program.

107 North Kent Street • Winchester, Virginia 22601

MEMORANDUM

TO: Roderick B. Williams, County Attorney

FROM: Amber Powers, Planning Technician
On Behalf of the Conservation Easement Authority

RE: **The Use of Red Bud Run Proffers for the PDR Program.**

DATE: April 1, 2008

In preparing to request an allocation of \$265,000 for the State PDR program, the CEA has been trying to identify possible sources of funding by which the County could recoup any costs associated with the state program. One such source is the revenue from the Red Bud Run historic and open space preservation proffer payments of \$1,000 per lot. (Please see the attached proffer statement.)

It would appear that these funds are not restricted to any specific geographic area, and could be used for open space preservation anywhere in the County; however, we are seeking your confirmation of this interpretation. We would also like your confirmation that the CEA could in fact request that *all* of the \$300,000 that will eventually be collected through these proffers could go to open space preservation.

There is also some question as to whether the use of proffers for the PDR program would require that the program spending be included in the annual CIP. Presently, it is understood that proffer money is available for projects even if they are not listed in the CIP as long as those projects would not normally be included in the CIP. Your clarification of this would be greatly appreciated.

The CEA will present its request for the allocation to the Finance Committee on April 13, 2008, and we hope to include any insights you may have about these issues in our presentation.

Thank you for your help.

ALP/bhd
Attachment

Audit Committee Charter

I. PURPOSE

The primary function of the Audit Committee is to assist the Board of Supervisors in fulfilling its oversight responsibilities with respect to:

1. the integrity of the county's financial statements
2. the qualifications and independence of the county's independent auditor

In performing its duties, the Audit Committee will maintain effective working relationships with and open communication between the Board, management, and the independent auditors.

II. ORGANIZATION

A. Membership shall be comprised of the same voting membership of the County's Finance Committee. The Finance Committee is appointed by the Chairman of the Board of Supervisors, on an annual basis. Membership of the Audit Committee shall be independent, with management representing a non-voting member. The Audit Committee shall comprise of members that have a basic financial and accounting proficiency. Membership of the Audit Committee shall not receive any compensatory fees for serving on the Audit Committee.

B. The Audit Committee will have meetings as circumstances require. The Audit Committee will report to the Board of Supervisors any issues that arise regarding the quality or integrity of the County's financial statements.

C. A quorum for any meeting will be a majority.

D. The independent auditors will be required to make presentations to the Audit Committee as appropriate.

III. ROLES AND RESPONSIBILITIES

Roles

The Audit Committee is empowered to study or investigate any matter of interest or concern that the Audit Committee deems appropriate. The Audit Committee shall be given full access to the County's independent auditors, Board of Supervisors, and management to carry out the roles and responsibilities of the Audit Committee.

Responsibilities

The Audit Committee shall oversee the County's financial reporting on behalf of the Board of Supervisors. Management is responsible for the preparation, presentation and integrity of the County's financial statements and the independent auditor is responsible for auditing those financial statements.

The Audit Committee should receive the engagement letter and take responsibility for overseeing the audit.

The Audit Committee shall have a clear understanding with management and the independent auditor that the independent auditor is ultimately accountable to the Board of Supervisors and Audit Committee. The Committee shall, at least annually, obtain and review the Comprehensive Annual Financial Report (CAFR) along with any separate reports issued to management. The County's independent auditor will present the report to the Audit Committee and be available for questions and discussion.

The Audit Committee shall be given full access to the County's independent auditors to discuss any matters that the Audit Committee believes should be discussed.

IV. LIMITATION OF AUDIT COMMITTEE'S ROLE

While the Audit Committee has the responsibilities and powers set forth in this Charter, the Audit Committee will rely on management and the independent auditor to plan or conduct audits and to determine that the County's financial statements and disclosures are complete and accurate and are in accordance with generally accepted accounting principles and applicable rules and regulations.

**County of Frederick, VA
Report on Fund Balance
March 2008**

Fund Balance, Beginning of Year, July 1, 2007	32,685,256
 Prior Year Funding & Carry forward Amounts	
Adjust Forfeited Assets	(1,530)
Document Imaging carry forward	(7,000)
Inspections scheduling system carry forward	(31,318)
Clearbrook Convenience Site carry forward	(168,627)
Gypsy Moth spraying carry forward	(175,000)
Transportation carry forward	(225,500)
Sheriff donation carry forward	(200)
School operating funds carry forward	(87,538)
School insurance proceeds carry forward	(28,311)
Social Services carry forward	(70,300)
School capital funds carry forward	(918,429)
Sheriff prisoner transport reimbursement carry forward	(3,000)
DARE carry forward	(4,880)
Litter-Thon funds carry forward	(1,222)
Public Safety training carry forward	(10,325)
	(1,733,179)
 Other Funding / Adjustments	
Audit Adjustments (includes School Operating)	2,215,694
Adjust Fire Company Capital Reserves	(135,832)
Commonwealth Attorney (2) new positions	(39,438)
Enhanced LEOS benefit	(136,111)
Correct 45 day taxes	(283,216)
Radio Tech position	(128,140)
Voting machine upgrades	(13,511)
eCivis grants software	(26,000)
New position - County Attorney	(120,000)
COR reassessment	(9,457)
Youth Development Center	(125,000)
Shenandoah Valley Discovery Museum	(500,000)
Replace Sheriff weapons	(30,823)
Airport Capital	(25,792)
Homeland Security interest refund	(5,344)
Smeltzer property	(164,900)
PSB Custodian & part time help	(37,117)
State funds for add'l court security	5,909
Presidential Primary	(22,410)
County Administration professional services	(60,000)
Audit Adjustments- tax accruals	130,795
S&W Tours public transit grant match	(9,000)
Victim Witness grant refund	(4,615)
Gainesboro School assessment study	(20,000)
Energy Audit	(7,850)
Additional Circuit Court costs	(3,988)
Additional Animal Shelter heating costs	(9,500)
seniornavigator.com	(3,000)
E-Gov Day	(2,500)
National Guard Building	(35,000)
	393,855
 Fund Balance, March 2008	 31,345,932

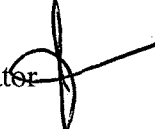


John R. Riley, Jr.
County Administrator

540/665-5666
Fax 540/667-0370

E-mail:
jriley@co.frederick.va.us

MEMORANDUM

TO: Finance Committee
FROM: John R. Riley, Jr., County Administrator 
DATE: April 10, 2008
SUBJECT: Cost saving initiatives update

Per the Board of Supervisors' directive to explore measures to reduce expenditures, I offer you the following status report on cost savings initiatives previously presented:

1. Frederick County currently awaits health insurance renewals annually with hope that the claims paid did not increase more than the funds budgeted. What are the options available for the county to take a more active role in managing health care? Examples could be wellness programs and on-site screening. Another thought is that the county could have goals that assess risk (Valley Health currently does this through offering fitness classes).

STATUS:

Parks and Recreation may be able to help supplement a wellness program. They are interested in exploring their involvement plus other ways to reduce expenditures. The Extensions Agent feels developing a wellness plan is a great idea and would love to be involved in identifying and helping get a program off the ground. A meeting involving HR, Administration, Parks, Extensions and Finance has been scheduled for April 11, 2008.

2. Frederick County invested in eCivis for the availability of a database for grants. While the eCivis can be a valuable tool, the county could benefit from having a more defined grant program. Loudoun County has such a program that could be studied to look at the investment and return to the county.

STATUS:

In the process of developing a policy that requires that there be grant research done prior to a request for supplemental appropriation of funds being sent to the Finance Committee.

50

3. Review current policies with cost savings in mind.
 - a. Review commuting patterns of those who take home County owned vehicles. Without restrictions, vehicles could have unnecessary wear and tear, and uncontrolled fuel costs.

STATUS:

In the process of developing a vehicle use policy which will specifically address commuting in county owned vehicles.

- b. Review uniform purchases. Total uniform expenses have increased.

STATUS:

Departments will be contacted and asked to research the feasibility of renting uniforms rather than purchasing them.

4. Review all fees currently charged to ensure that all direct costs are recovered. Define direct costs and, if administration costs are not part of the fee, further consideration should be given to recover this cost.

STATUS:

Planning has recently reviewed their fee structure and are presenting their proposed increases to the Finance Committee. Parks is in the process of evaluating their program costs.

5. Review lease agreements to ensure that the lease terms are proper for usage.

STATUS:

Departments with copier leases have been directed to review the terms of their lease to ensure that it is appropriate for current usage.

6. Pre-approve and limit all out-of-state travel/training.

STATUS:

As of April 9, 2008, all out-of-state travel MUST be pre-approved by the County Administrator.

Thank you.