

AGENDA WORK SESSION WITH ECONOMIC DEVELOPMENT AUTHORITY, CLOSED SESSION AND REGULAR MEETING FREDERICK COUNTY BOARD OF SUPERVISORS WEDNESDAY, OCTOBER 28, 2015 5:30 P.M., 6:30 P.M., 7:00 P.M. BOARD ROOM, COUNTY ADMINISTRATION BUILDING 107 NORTH KENT STREET, WINCHESTER, VIRGINIA

5:30 P.M. – Work Session with Economic Development Authority:

Annual Discussions and Review of Board of Supervisors' Expectations for Economic Development Per the MOU Between the Board of Supervisors and Economic Development Authority.

6:30 P.M. - Closed Session:

The Board will Convene a Closed Session Pursuant to Section 2.2-3711 A (5) of the <u>Code of Virginia</u>, 1950, as Amended, Concerning the Expansion of an Existing Business or Industry Where no Previous Announcement has been Made of the Business' or Industry's Interest in Expanding Its Facilities in the County.

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: A, C and F)

Special Presentation by Delegate Minchew

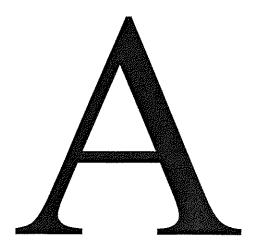
<u>Citizen Comments</u> (Agenda Items Only, That Are Not Subject to Public Hearing.)

Board of Supervisors Comments

<u>Minutes</u> :	(See Attached)	Α
1.	Regular Meeting, September 9, 2015.	
County C	Officials:	
1.	Committee Appointments. (See Attached)	в
2.	Correspondence from Virginia Association of Counties (VACo) Re: Voting Credentials for the Annual Business Meeting – Request to Designate County Administrator to Vote. (See Attached)	С
3.	Request from Commissioner of the Revenue for Refunds. (See Attached)	D
4.	Resolution Rejecting Unsolicited Proposal Under the Public-Private Education Facilities and Infrastructure Act of 2002 from Frederick County Center, LLC to Construct a 150,000 Square Foot County Office Building. (See Attached)	E
<u>Committ</u>	ee Reports:	
1.	Parks and Recreation Commission. (See Attached)	F
2.	Human Resources Committee. (See Attached)	G
3.	Finance Committee Report Item Tabled from September 9, 2015 Board Meeting Re: General District and Juvenile and Domestic Relations Court Clerks Salary Supplement – Court Clerks to Address the Board. (See Attached)	Н
4.	Finance Committee Report of September 16, 2015. (See Attached)	I
5.	Finance Committee Report of October 21, 2015. (See Attached)	J
6.	Transportation Committee. (See Attached)	K

CONSENT AGENDA

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FREDERICK COUNTY BOARD OF SUPERVISORS' MINUTES

CLOSED SESSION AND REGULAR MEETING

September 9, 2015

A Closed Session of the Frederick County Board of Supervisors was held on Wednesday, September 9, 2015 at 6:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

PRESENT

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

<u>ABSENT</u>

Jason E. Ransom

CALL TO ORDER

Chairman Shickle called the meeting to order.

CLOSED SESSION

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board convened in closed session pursuant to Section 2.2-3711 A (3) and (7) of the Code of Virginia, 1950, as amended, for discussion and consideration of the acquisition and disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the board and for consultation with legal counsel regarding a legal matter, R150 SPE, LLC v. Frederick County.

The above motion was approved by the following recorded vote:

Aye
Aye
Aye
Aye
Aye
Absent
Aye

(Supervisor Ransom arrived at 6:50 p.m.)

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board came out of closed session and reconvened in open session.

The above motion was approved by the following recorded vote:

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board certified that to the best of each board member's knowledge that only acquisition and disposition of real property and legal matters, pursuant to section 2.2-3711 A (3) and (7) of the Code of Virginia, 1950, as amended, specifically the acquisition and disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the board and consultation with legal counsel regarding a legal matter, R150 SPE, LLC v. Frederick County were discussed.

The above motion was approved by the following recorded vote:

Aye
Aye
Aye
Aye
Aye
Abstain
Aye

REGULAR MEETING - CALL TO ORDER

Chairman Shickle called the regular meeting to order.

INVOCATION

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

PLEDGE OF ALLEGIANCE

Vice-Chairman DeHaven led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

County Administrator Brenda G. Garton advised she had no additions or changes to the

agenda.

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

approved the agenda by the following recorded vote:

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

CONSENT AGENDA - APPROVED

The Board considered the following items under the consent agenda:

- Minutes August 12, 2015 Regular Meeting Tab A;
- Request to Schedule Public Hearing Re: Granting of Deed of Easement Between County of Frederick and Winchester Regional Airport Authority – **Tab E**; and
- Parks and Recreation Commission Report Tab G.
- Upon a motion by Supervisor Lofton, seconded by Supervisor Wells, the Board approved

the consent agenda by the following recorded vote:

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

CITIZEN COMMENTS

Bill Brogan, Back Creek District, spoke regarding the Jackson's Retreat application. He

expressed concern about the stability of wells in the neighborhood and wanted some type of

protection. He also spoke of concerns with run-off. He concluded by saying he would like

assurances that the builder will not use dynamite and will preserve the trees.

Blaine Dunn, Red Bud District, asked if the Board would be passing a motion

concerning the \$200 supplement for the clerks or if it would be discussed.

Chairman Shickle responded no sir.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES – APPROVED UNDER THE CONSENT AGENDA

The minutes from the August 12, 2015 Regular Meeting were approved under the consent

agenda.

COUNTY OFFICIALS

RESOLUTION IN HONOR OF THE 2015 JUNIOR LEAGUE WORLD SERIES NATIONAL CHAMPION FREDERICK COUNTY NATIONAL JUNIOR LEAGUE ALL-STAR BASEBALL TEAM - APPROVED

Upon a motion by Supervisor Wells, seconded by Supervisor Lofton, the Board approved

a resolution honoring the 2015 Junior League World Series National Champion Frederick

County National Junior League All-Star Baseball Team.

WHEREAS, on June 15, 2015 the Frederick County National Junior League All-Star Baseball Team set a goal of making it to the Junior League World Series; and

WHEREAS, during their title run, Frederick County finished with a 14-6 postseason record; and

WHEREAS, the Frederick County National Junior League All-Star Baseball Team became District 3 champions, Virginia state champions, Southeast Region champions, and Junior League World Series U.S. Champions; and

WHEREAS, the Frederick County National Junior League became the first team in Winchester, Frederick County, or Virginia District 3 to ever win a national title in baseball; and

WHEREAS, this team achieved this honor through a combination of hard work, dedication, true sportsmanship, team spirit, character, and hard play, which has brought favorable recognition upon themselves and their community.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors offers its congratulations to the coaches and players of the 2015 National Champion Frederick County National Junior League All-Star Baseball Team for a job well done; and,

BE IT FURTHER RESOLVED, that a true copy of this resolution be presented to the coaches and the team.

ADOPTED this <u>9th</u> day of September, 2015.

The above motion was approved by the following recorded vote:

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

A copy of the resolution was then presented to the coaches and team.

COMMITTEE APPOINTMENTS

WILLIAM AUSTIN APPOINTED AS RED BUD DISTRICT REPRESENTATIVE TO THE EXTENSION LEADERSHIP COUNCIL - APPROVED

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

appointed William Austin as Red Bud District representative to the Extension Leadership

Council. This is a four year appointment. Term expires June 22, 2019.

The above motion was approved by the following recorded vote:

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

Jason E. RansomAyeRobert W. WellsAye

<u>REAPPOINTMENT OF BRENDA G. GARTON AS COUNTY</u> <u>REPRESENTATIVE TO THE REGIONAL JAIL AUTHORITY - APPROVED</u>

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

reappointed Brenda G. Garton as Frederick County representative to the Regional Jail Authority.

This is a four year appointment. Term expires October 13, 2019.

The above motion was approved by the following recorded vote:

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

<u>REAPPOINTMENT OF GARY LOFTON AS COUNTY REPRESENTATIVE TO</u> <u>THE ECONOMIC DEVELOPMENT AUTHORITY - APPROVED</u>

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board

reappointed Gary Lofton as a county representative to the Economic Development Authority.

This is a four year appointment. Term expires November 10, 2019.

The above motion was approved by the following recorded vote:

Aye
Aye

<u>REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUNDS -</u> <u>APPROVED</u>

Administrator Garton offered the following refund requests for the Board's consideration:

1. Undisclosed taxpayer the amount of \$3,689.42 for part of 2012, all of 2013, 2014, and the first half of 2015 real estate taxes, based on proper filing of proof of 100% permanent and total disability directly due to military service. - **APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board approved

the above refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

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

Greenway Engineering, Inc. the amount of \$12,752.65 for business license taxes in 2012, 2013, and 2014. The taxpayer's business operations are both here and out of state. This refund resulted from the taxpayer paying out of state income taxes on part of its revenue reported to the Commissioner. - APPROVED

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved

the above refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

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

3. Navitus Engineering, Inc. the amount of \$42,559.83 for business license taxes in 2013 and 2014. The taxpayer's business operations are both here and out of state. This refund resulted from the taxpayer paying out of state income taxes on part of its revenue reported to the Commissioner. - APPROVED

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

approved the above refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

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

4. Citizens Asset Finance, Inc. the amount of \$5,735.77 for business personal property taxes for all of 2015. This refund resulted from the taxpayer including assets in its 2015 return without realizing the items had moved out of state prior to January 1, 2015. The taxpayer had satisfied the entire 2015 year of liability with its June invoice. - **APPROVED**

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved

the above refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

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

5. Carrier Enterprise LLC the amount of \$144,392.11 for business license taxes for 2010 & 2011. Taxpayer filed as a retail establishment for the years in question. Taxpayer appealed just short of the deadline and stated they are a wholesale operation. The Commissioner denied the request and a further appeal was made to the Virginia Department of Taxation as allowed by Code. Despite evidence to the contrary that purchases had been made by the general public, the Virginia Department of Taxation upheld the appeal. This represents a refund of 2010 and 2011 taxes – delay due to an extended time the appeal was with the Virginia Department of Taxation. Similar appeals were made elsewhere in Virginia with the same result. - APPROVED

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

approved the above refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

Richard C. Shickle Aye

Charles S. DeHaven, Jr.AyeGene E. FisherAyeRobert A. HessAyeGary A. LoftonAyeJason E. RansomAyeRobert W. WellsAye

REQUEST TO SCHEDULE PUBLIC HEARING RE: GRANTING OF DEED OF EASEMENT BETWEEN COUNTY OF FREDERICK AND WINCHESTER REGIONAL AIRPORT AUTHORITY – APPROVED UNDER CONSENT AGENDA

<u>MEMORANDUM RE: OCTOBER MEETING SCHEDULE – APPROVED</u> <u>CANCELLATION OF OCTOBER 14, 2015 MEETING AND REINSTATEMENT</u> <u>OF OCTOBER 28, 2015 MEETING</u>

Administrator Garton advised at the April 22, 2015 meeting of the Board of Supervisors,

the Board set the schedule for the remainder of 2015. At that time, the Board approved the

cancellation of the October 28, 2015 meeting. Since then scheduling conflicts arose surrounding

the October meeting. Staff requested approval from the Board to amend the Board's meeting

schedule to cancel the October 14, 2015 meeting and reinstate the October 28, 2015 meeting.

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board moved the

October 2015 meeting from October 14, 2015 to October 28, 2015.

The above motion was approved by the following recorded vote:

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

Administrator Garton advised that in addition, staff had been asked to schedule a joint work session of the Board of Supervisors and the Economic Development Authority. Originally, staff was looking at holding this work session prior to the Board's October meeting, beginning at 5:30 p.m. Staff recommended scheduling the joint work session with the Economic

Development Authority for October 28, 2015 beginning at 5:30 p.m.

The Board's consensus was to hold a work session with the EDA on Wednesday, October

28, 2015 beginning at 5:30 p.m.

COMMITTEE REPORTS

PARKS AND RECREATION COMMISSION – APPROVED UNDER CONSENT AGENDA

The Parks and Recreation Commission met on August 11, 2015. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan, Charles Sandy, Jr., and Jason Ransom. Members absent were: Natalie Gerometta and Marty Cybulski.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

- Play Fund Mr. Madagan moved request a supplemental appropriation in the amount of \$452.25 from the Finance Committee to be included in FY15 and be disbursed to revenue codes where financial assistance was used, second by Mr. Gary Longerbeam, motion carried unanimously (6-0). This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.
- 2. Buildings and Grounds Committee Frederick Heights Neighborhood Park The Buildings and Grounds Committee recommended public meetings for input on the potential development of Frederick Heights Parks, second by Mr. Longerbeam, carried unanimously (6-0).
- Youth Sports Partners/Appeals/Public Relations Committee The Youth Sports Partners/Appeals/Public Relations Committee recommended adopting the Youth Sports Partner Agreements for Frederick County American Little League, Frederick County National Little League, and Blue Ridge Youth Soccer League as submitted, second by Mr. Patrick Anderson, carried unanimously (6-0).

FINANCE COMMITTEE

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, August 19, 2015 at 8:00 a.m. Members Angela Rudolph and Richard Shickle were absent. Items 1 and 2 were approved under consent agenda.

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

approved items 1 and 2 under the consent agenda.

The above motion was approved by the following recorded vote:

Aye
Aye

- 1. The Sheriff requests a <u>General Fund supplemental appropriation in the amount of</u> <u>\$3,457.87</u>. This amount represents donations for the K-9 unit. No local funds required. – **APPROVED UNDER CONSENT AGENDA**
- 2. The Solid Waste Manager requests a <u>General Fund supplemental appropriation in the</u> <u>amount of \$500</u>. This amount represents a Keep Virginia Beautiful grant. No local funds required. – **APPROVED UNDER CONSENT AGENDA**
- 3. At the request of the committee, the EDA Executive Director will provide an overview of final reporting mechanism by the Economic Development Authority (EDA) on Local Economic Development Incentive Grants (LEDIG). No action required.
- 4. The Assistant County Administrator requests a <u>General Fund supplemental appropriation</u> in the amount of \$30,000. This amount represents funds needed to repair the Treasurer's drive through lane. This request has been approved by the Public Works Committee. Local funds are required. The committee recommends approval. - **APPROVED**
 - Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board

approved the above request by the following recorded vote:

Aye
Aye
Aye
Aye
Aye
Nay
Aye

5. The Assistant County Administrator requests a <u>General Fund budget transfer in the</u> <u>amount of \$85,900</u> from unallocated budget funds. This amount represents anticipated building maintenance expenses for the soon to be acquired Millwood Fire Station. 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
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Jason E. Ransom	Aye
Robert W. Wells	Aye

6. The Frederick County Circuit Court Clerk requests a <u>General Fund supplemental appropriation in the amount of \$43,243</u>. This amount represents salary and fringes required to hire a Deputy Clerk-Operations. Of this amount, \$32,330 will be reimbursed by the State Compensation Board. The position has been approved by the HR Committee. Local funds are required. 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:

Aye
Aye

 The Red Bud District Supervisor requests a <u>General Fund supplemental appropriation in</u> <u>the amount of \$19,000</u>. This amount represents the County share of a \$200 per month salary supplement for the 19 clerks of the General District Court and the Juvenile and Domestic Relations Court for the remaining ten months of FY16. Local funds are required. The committee recommends denial. – POSTPONED UNTIL OCTOBER 28, 2015 MEETING

Chairman Shickle advised that he had spoken incorrectly earlier in the meeting when Mr.

Dunn had asked about this item. He stated that he was going to allow Mr. Dunn the opportunity

to address the Board regarding this item.

Blaine Dunn, Red Bud District, spoke concerning the proposed \$200/month pay raise for the clerks. He stated this item should be postponed until next year so it could be considered as part of the budget process. He encouraged the Board to think through why they should do this supplement.

Chairman Shickle apologized to Mr. Dunn for giving him incorrect information earlier in the meeting.

Supervisor Hess stated he believed there was a huge difference between the circuit court employees and general district court employees. The general district court employees are state employees.

Upon a motion by Supervisor Ransom, seconded by Vice-Chairman DeHaven, the Board postponed this item until the October 28, 2015 meeting in order to allow Judge Elizabeth Kellas and Clerk Ann Lloyd to speak before the Board.

The above motion was approved by the following recorded vote:

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

- The Winchester Regional Airport Authority requests a public hearing for an <u>Airport</u> <u>Capital Fund supplemental appropriation in the amount of \$3,588,459 and a General</u> <u>Fund supplemental appropriation in the amount of \$63,818 (local funds)</u>. These amounts represent the FY16 Airport Capital budget and the County contribution respectively. The committee recommends holding a public hearing on September 9, 2015.
- 9. The Parks and Recreation Commission requests the donations received in FY15 for the PLAY Fund in the amount of \$7,384.50 be reserved, subject to future appropriations. The balance will be reduced by the financial assistance provided during FY15 in the amount of \$452.25. No local funds required. 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:

Aye
Aye

- 10. The Opequon District Supervisor requests a <u>General Fund supplemental appropriation in</u> <u>the amount of \$35,000</u>. This amount represents an increase to the Handley Library Board budget for FY16. Local funds are required. The committee makes no recommendation. – NO ACTION TAKEN
- 11. The Finance Director requests discussion on the transfer policy pertaining to unallocated budget funds. The committee recommends removing the \$25,000 limit on the inter-departmental transfers. 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
Charles S. DeHaven, Jr.	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Jason E. Ransom	Nay
Robert W. Wells	Aye

INFORMATION ONLY

- 1. The Finance Director provides a Fund 10 Transfer Report for July 2015.
- 2. The Finance Director provides a **preliminary** FY 2015 Fund Balance Report for the period ending June 30, 2015.
- 3. The Frederick County Volunteer Fire & Rescue Association requests additional funding in the amount of \$3,840 for the FY16 Volunteer Length of Service program. The County Administrator has approved a transfer for the funding.
- 4. The FY15 year end open purchase orders have been provided by the County and the Schools.

TRANSPORTATION COMMITTEE REPORT OF JULY 27, 2015 (ACTION POSTPONED FOR 30 DAYS AT BOARD MEETING OF AUGUST 12, 2015) – DEFERRED ACTION INDEFINITELY

At the August 12, 2015 Board meeting the Board considered the following action item from the Transportation Committee. The item was tabled until the September 9, 2015 Board meeting.

[•] Russell 150 Revenue Sharing Funds

Below information digested by the Transportation Committee and Board of Supervisors.

At the request of the Board of Supervisors, staff has been investigating ways to preserve funding procured for the Russell 150 Road projects but now in danger of being deallocated, See attached summary of those funds.

Staff advised the committee of the following:

- 1. Renaissance Drive would benefit from a transfer of \$400,000.00.
- 2. Route 11 North would benefit from a transfer of \$500,000.00.
- 3. Additionally, staff noticed that the Board could submit a revenue sharing application with the intent of funding it via a transfer. Possible projects follow:
 - a. Coverstone Drive
 - b. Justes Drive

Based upon a motion by Mr. Ransom and seconded by Mr. Racey the committee recommended approval that the Board proceed with the transfers for items one and two and consider additional information which they have directed staff to gather for item 3 for possible action as well. Staff will be prepared to present at the meeting these items and potential additional projects.

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

deferred action indefinitely.

The above motion was approved by the following recorded vote:

Aye
Aye

PUBLIC HEARING

OUTDOOR FESTIVAL PERMIT REQUEST OF CEDAR CREEK BATTLEFIELD FOUNDATION – 151ST ANNIVERSARY OF THE BATTLES OF CEDAR CREEK. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE; FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON SATURDAY, OCTOBER 17, 2015 FROM 9:00 A.M. – 7:00 P.M. AND SUNDAY, OCTOBER 18, 2015, FROM 9:00 A.M. – 5:00 P.M., ON THE GROUNDS OF CEDAR CREEK BATTLEFIELD, 8437 VALLEY PIKE, MIDDLETOWN, VIRGINIA, PROPERTY OWNED BY CEDAR CREEK BATTLEFIELD FOUNDATION. - APPROVED

Chairman Shickle advised this was an application for an outdoor festival permit by Cedar Creek Battlefield Foundation for the 151st Anniversary of the Battles of Cedar Creek. The event would be held on Saturday, October 17, 2015 from 9:00 a.m. to 7:00 p.m. and Sunday, October 18, 2015 from 9:00 a.m. to 5:00 p.m. on the grounds of Cedar Creek Battlefield.

Dr. Stanley Hirschberg, President of the Cedar Creek Battlefield Foundation, advised this event has been held for a long time. This year's event would be smaller than last year's event. He asked that the Board approve this request.

Pat Kehoe, Business Manager for the Cedar Creek Battlefield Foundation, stated this was one of Frederick County's major events.

Chairman Shickle convened the public hearing.

Blaine Dunn, Red Bud District, advised that he had attended a number of these events and he suggested the Board vote yes on this permit request.

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

Upon a motion by Supervisor Lofton, seconded by Supervisor Wells, the Board approved the outdoor festival permit request of Cedar Creek Battlefield Foundation for the 151st Anniversary of the Battles of Cedar Creek.

Supervisor Hess stated that by his reading of the ordinance a festival permit would not be required for this type of event.

16

There being no further discussion, the above motion was approved by the following

recorded vote:

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

OUTDOOR FESTIVAL PERMIT REQUEST OF JIM BOWIE – EINHERJAR RALLY (CELEBRATING OUR NATION'S WARRIORS) – PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE; FOR AN OUTDOOR FESTIVAL PERMIT. FESTIVAL TO BE HELD ON SATURDAY, OCTOBER 3, 2015 FROM 10:00 A.M. – 6:00 P.M., ON THE GROUNDS OF GROVE'S WNCHESTER HARLEY-DAVIDSON, 140 INDEPENDENCE DRIVE, WINCHESTER, VIRGINIA, PROPERTY OWNED BY JOBALIE, LLC. – APPROVED

Chairman Shickle advised this was an application for an outdoor festival permit by Jim

Bowie for Einherjar Rally (Celebrating Our Nation's Warriors). The event to be held on

Saturday, October 3, 2015 from 10:00 a.m. to 6:00 p.m. on the grounds of Grove's Winchester

Harley-Davidson.

Jim Bowie appeared before the Board on behalf of this application. He advised this event would bring awareness to servicemen and women who suffer from post-traumatic stress disorder. He noted the Redskins' cheerleaders would be a part of this event as would a police escorted motorcycle ride to The Alamo Drafthouse for the showing of a film. He noted all proceeds would benefit the non-profit 22 Needs a Face.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Fisher, seconded by Supervisor Hess, the Board approved

the outdoor festival permit request of Jim Bowie - Einherjar Rally.

The above motion was approved by the following recorded vote:

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

PROPOSED SCHOOL BOND FINANCINGS BY THE BOARD OF SUPERVISORS OF THE COUNTY OF FREDERICK, VIRGINIA. NOTICE IS HEREBY GIVEN THAT THE BOARD OF SUPERVISORS (THE "BOARD") OF THECOUNTY OF FREDERICK, VIRGINIA (THE "COUNTY") WILL HOLD A PUBLIC HEARING IN ACCORDANCE WITH SECTION 15.2-2606 OF THE CODE OF VIRGINIA OF 1950, AS AMENDED, ON THE ISSUANCE OF GENERAL OBLIGATION SCHOOL BONDS (THE "BONDS") OF THE **COUNTY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED** \$29,100,000 TO FINANCE CERTAIN CAPITAL PROJECTS FOR PUBLIC SCHOOL PURPOSES, CONSISTING PRIMARILY OF THE CONSTRUCTION AND EQUIPPING OF THE REPLACEMENT OF FREDERICK COUNTY **MDDLE SCHOOL. A RESOLUTION AUTHORIZING THE ISSUANCE OF THE** BONDS WILL BE CONSIDERED BY THE BOARD OF SUPERVISORS AT ITS MEETING ON WEDNESDAY, SEPTEMBER 9, 2015. ALL INTERESTED PARTIES ARE INVITED TO ATTEND AND PRESENT ORAL OR WRITTEN **COMMENTS. - APPROVED**

Dr. David Sovine, Superintendent of Schools, advised this was a request to address the

remaining cash flow needs for the replacement Frederick County Middle School.

Chairman Shickle convened the public hearing.

Jay Marts, Gainesboro District, advised that he had addressed the School Board and

Board of Supervisors regarding a turnkey operation. He advised there had been no attempt to

use existing equipment for the new school. He asked that the Board and School Board provide

proper oversight for these multi-million dollar projects. He went on to say that we need to see

some alternatives. He asked the Board not to build any more "temples" to government

education.

Shawn Graber, Back Creek District, advised that the Board was headed down a slippery slope. He noted if the economy stays the same the citizens of Frederick County could see a \$0.33 tax increase. He went on to say if the economy gets worse then the tax increase would get worse. He stated that he would like to see a 5%-6% across the board budget cut. This could save half of this money the School Board wanted to borrow. He noted the other half could be taken from the rainy day fund. He went on to say the fund could be replenished if we maintained the reduced budget levels. He concluded by encouraging the Board to vote no on this request.

Blaine Dunn, Red Bud District, advised if the Board would look at a shorter time frame on this debt it could save 1%. He recommended looking at an earlier pay-off rather than carrying the debt to term.

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Fisher, the Board approved a resolution authorizing the issuance of not to exceed \$29,100,000 general obligation school bond of the County of Frederick, Virginia, to be sold to the Virginia Public School Authority and providing for the form and details thereof.

WHEREAS, the Board of Supervisors (the "Board") of the County of Frederick, Virginia (the "County"), has determined that it is necessary and expedient to borrow an amount not to exceed \$29,100,000 and to issue its general obligation school bond (as more specifically defined below, the "Local School Bond") for the purpose of financing certain capital projects for public school purposes, consisting primarily of the construction and equipping of the replacement of Frederick County Middle School (collectively, the "Project");

WHEREAS, the County held a public hearing, duly noticed, on September 9, 2015, on the issuance of the Local School Bond in accordance with the requirements of Section 15.2-2606, Code of Virginia 1950, as amended (the "Virginia Code");

WHEREAS, the School Board of the County has, by resolution, requested the Board to authorize the issuance of the Local School Bond and consented to the issuance of the Local School Bond;

WHEREAS, Virginia Public School Authority ("VPSA") has offered to purchase the Local School Bond along with the local school bonds of certain other localities with a portion of the proceeds of certain bonds to be issued by VPSA in the fall of 2015 or a future bond sale (the "VPSA Bonds");

WHEREAS, the Bond Sale Agreement (as defined below) shall indicate that \$29,100,000 is the amount of proceeds requested (the "Proceeds Requested") from VPSA in connection with the sale of the Local School Bond;

WHEREAS, VPSA's objective is to pay the County a purchase price for the Local School Bond which, in VPSA's judgment, reflects the Local School Bond's market value (the "VPSA Purchase Price Objective"), taking into consideration of such factors as the amortization schedule the County has requested for the Local School Bond relative to the amortization schedules requested by other localities, the purchase price to be received by VPSA from the sale of the VPSA Bonds and other market conditions relating to the sale of the VPSA Bonds; and

WHEREAS, such factors may result in the Local School Bond having a purchase price other than par and consequently (i) the County may have to issue the Local School Bond in a principal amount that is greater than or less 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 principal amount of the Local School Bond set forth in section 1 below does not exceed the Proceeds Requested by at least the amount of any discount, the purchase price to be paid to the County, given the VPSA Purchase Price Objective and market conditions, will be less than the Proceeds Requested.

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

1. <u>Authorization of Local School Bond and Use of Proceeds</u>. The Board hereby determines that it is advisable to contract a debt and issue and sell its general obligation school bonds, on more than one occasion, in an aggregate principal amount of no more not to exceed \$29,100,000 (collectively, the "Local School Bond") for the purpose of financing the Project. The Board hereby authorizes the issuance and sale of one or more Local School Bond in the form and upon the terms established pursuant to this Resolution.

2. <u>Sale of the Local School Bond</u>. The sale of each Local School Bond, within the parameters set forth in paragraph 4 of this Resolution, to VPSA is authorized. Given the VPSA Purchase Price Objective and market conditions, the County acknowledges that the limitation on the maximum aggregate principal amount of all Local School Bonds issued under this Resolution set forth in paragraph 1 of this Resolution restricts VPSA's ability to generate the Proceeds Requested, however, each Local School Bond may be sold for a purchase price not lower than 95% of the Proceeds Requested. The Chairman of the Board, the County Administrator, or either of them (each a "Delegate") and such other officer or officers of the County as either may designate are hereby authorized and directed to enter into an agreement with VPSA providing for the sale of each Local School Bond to VPSA (each a "Bond Sale Agreement"). The Bond Sale Agreement shall be in substantially the form submitted to the Board at this meeting, which form is hereby approved, with such completions, insertions,

omissions and changes not inconsistent with this Resolution as may be approved by the County officer executing the Bond Sale Agreement.

3. <u>Details of the Local School Bond</u>. Each Local School Bond shall be dated 16 days prior to the date of its issuance and delivery or such other date designated by VPSA; shall be designated "General Obligation School Bond, Series 20____"; (or such other designation as the County Administrator may approve) shall bear interest from its dated date payable semi-annually on each January 15 and July 15 beginning January 15, 2016 (each an "Interest Payment Date"), at the rates established in accordance with paragraph 4 of this Resolution; and shall mature on July 15 in the years (each a "Principal Payment Date") and in the amounts acceptable to a Delegate (the "Principal Installments"), subject to the provisions of paragraph 4 of this Resolution. The Interest Payment Dates and the Principal Payment Dates are subject to change at the request of VPSA.

4. Interest Rates and Principal Installments. Each Delegate is hereby authorized and directed to accept the interest rates on each Local School Bond established by VPSA, provided that each interest rate shall be five one-hundredths of one percent (0.05%) over the interest rate to be paid by VPSA for the corresponding principal payment date of the VPSA Bonds, a portion of the proceeds of which will be used to purchase the Local School Bond, and provided further that the true interest cost of each Local School Bond does not exceed five and fifty one-hundredths percent (5.50%) per annum. The Interest Payment Dates and the Principal Installments are subject to change at the request of VPSA. Each Delegate is hereby authorized and directed to accept changes in the Interest Payment Dates and the Principal Installments at the request of VPSA based on the final term to maturity of the VPSA Bonds, requirements imposed on VPSA by the nationally-recognized rating agencies and the final principal amount of such Local School Bond; provided, however, that the principal amount of all Local School Bonds shall not exceed the amount authorized by this Resolution and the final maturity of each Local School Bond shall not exceed 31 years from the date of the issuance and delivery of such Local School Bond. The execution and delivery of each Local School Bond as described in paragraph 8 hereof shall conclusively evidence the approval and acceptance of all of the details of such Local School Bond by the Delegate as authorized by this Resolution.

5. <u>Form of the Local School Bond</u>. Each Local School Bond shall be initially in the form of a single, temporary typewritten bond substantially in the form attached hereto as Exhibit A.

6. <u>Payment: Paying Agent and Bond Registrar</u>. The following provisions shall apply to each Local School Bond:

(a) For as long as VPSA is the registered owner of each Local School Bond, all payments of principal, premium, if any, and interest on a Local School Bond shall be made in immediately available funds to VPSA at, or before 11:00 a.m. on the applicable Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption, or if such date is not a business day for Virginia banks or for the Commonwealth of Virginia, then at or before 11:00 a.m. on the business day next succeeding such Interest Payment Date, Principal Payment Date or date fixed for prepayment or redemption.

(b) All overdue payments of principal and, to the extent permitted by law, interest shall bear interest at the applicable interest rate or rates on such Local School Bond.

(c) U.S. Bank National Association, Richmond, Virginia, is designated as Bond Registrar and Paying Agent for each Local School Bond. The County may, in its sole discretion, replace at any time the Bond Registrar with another qualified bank or trust company as successor Bond Registrar and Paying Agent for any Local School Bond. The County shall give prompt notice to VPSA of the appointment of any successor Bond Registrar and Paying Agent.

7. **Prepayment or Redemption**. With respect to any Local School Bond sold to VPSA in the fall 2015 sale, the Principal Installments of the Local School Bond held by VPSA coming due on or before July 15, 2025, and the definitive bond for which the Local School Bond held by VPSA may be exchanged that mature on or before July 15, 2025, are not subject to prepayment or redemption prior to their stated maturities. The Principal Installments of the Local School Bond(s) for which the Local School Bond held by VPSA coming due on or after July 15, 2026, and the definitive bond(s) for which the Local School Bond held by VPSA may be exchanged that mature on or after July 15, 2026, are subject to prepayment or redemption at the option of the County prior to their stated maturities in whole or in part, on any date on or after July 15, 2025, upon payment of the prepayment or redemption prices (expressed as percentages of Principal Installments to be prepaid or the principal amount of the Local School Bond to be redeemed) set forth below plus accrued interest to the date set for prepayment or redemption:

Dates	Prices
July 15, 2025 through July 14, 2026	101%
July 15, 2026 through July 14, 2027	1001⁄2
July 15, 2027 and thereafter	100

<u>Provided</u>, <u>however</u>, that the Principal Installments of the Local School Bond shall not be subject to prepayment or redemption prior to their stated maturities as described above without first obtaining the written consent of VPSA or other registered owner of the Local School Bond. Notice of any such prepayment or redemption shall be given by the Bond Registrar to VPSA or other registered owner by registered mail not more than ninety (90) and not less than sixty (60) days before the date fixed for prepayment or redemption.

If VPSA refunds the VPSA Bonds in the future and such refunding causes the Local School Bond to be deemed refunded, the prepayment or redemption of the Local School Bond will be subject to VPSA approval and subject to similar prepayment or redemption provisions as set forth above that correspond to the call period of the VPSA bonds issued in part to refund the Local School Bond.

With respect to any Local School Bond sold to VPSA in a subsequent sale, the Principal Installments of such Local School Bond will be subject to similar prepayment or redemptions provisions as may be set forth by VPSA at the time of such sale.

8. <u>Execution of the Local School Bond</u>. The Chairman or Vice Chairman and the Clerk or any Deputy Clerk of the Board are authorized and directed to execute and deliver each Local School Bond and to affix the seal of the County thereto.

9. Pledge of Full Faith and Credit. For the prompt payment of the principal of, premium, if any, and the interest on each Local School Bond as the same shall become due, the full faith and credit of the County are hereby irrevocably pledged, and in each year while any portion of such Local School Bond shall be outstanding there shall be levied and collected in accordance with law an annual <u>ad valorem</u> tax upon all taxable property in the County subject to local taxation sufficient in amount to provide for the payment of the principal of and premium, if any, and the interest on such Local School Bond as such principal, premium, if any, and interest shall become due, which tax shall be without limitation as to rate or amount and in addition to all other taxes authorized to be levied in the County to the extent other funds of the County are not lawfully available and appropriated for such purpose.

10. Use of Proceeds Certificate and Tax Compliance Agreement. The Chairman of the Board, the County Administrator and such other officer or officers of the County or the School Board as either may designate are hereby authorized and directed to execute and deliver on behalf of the County a Use of Proceeds Certificate and Tax Compliance Agreement (the "Tax Compliance Agreement") setting forth the expected use and investment of the proceeds of a Local School Bond and containing such covenants as may be necessary in order to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Code"), and applicable regulations relating to the exclusion from gross income of interest on the VPSA Bonds. The Board covenants on behalf of the County that (i) the proceeds from the issuance and sale of each Local School Bond will be invested and expended as set forth in such Tax Compliance Agreement and that the County shall comply with the other covenants and representations contained therein and (ii) the County shall comply with the provisions of the Code so that interest on the VPSA Bonds will remain excludable from gross income for federal income tax purposes.

11. <u>State Non-Arbitrage Program; Proceeds Agreement</u>. The Board hereby determines that it is in the best interests of the County to authorize and direct the County Treasurer to participate in the State Non-Arbitrage Program in connection with each Local School Bond. The Chairman of the Board, the County Administrator and such officer or officers of the County as either may designate are hereby authorized and directed to execute and deliver a Proceeds Agreement with respect to the deposit and investment of proceeds of each Local School Bond by and among the County, the other participants in the sale of the VPSA Bonds, VPSA, the investment manager and the depository, substantially in the form submitted to the Board at this meeting, which form is hereby approved.

12. <u>Continuing Disclosure Agreement</u>. The Chairman of the Board, the County Administrator and such other officer or officers of the County as either may designate are hereby authorized and directed to execute a Continuing Disclosure Agreement, as set forth in Appendix D to the Bond Sale Agreement, setting forth the reports and notices to be filed by the County and containing such covenants as may be necessary in order to show compliance with the provisions of the Securities and Exchange Commission Rule 15c2-12, under the Securities Exchange Act of 1934, as amended, and directed to make all filings required by Section 3 of the Bond Sale Agreement should the County be determined by VPSA to be a MOP (as defined in the Bond Sale Agreement).

13. <u>Refunding</u>. The Board hereby acknowledges that VPSA may issue refunding bonds to refund any bonds previously issued by VPSA, including the VPSA Bonds issued to

purchase a Local School Bond, and that the purpose of such refunding bonds would be to enable VPSA to pass on annual debt service savings to the local issuers, including the County. Each of the Delegates is authorized to execute and deliver to VPSA such allonge to the Local School Bond, revised debt service schedule, IRS Form 8038-G or such other documents reasonably deemed necessary by VPSA and VPSA's bond counsel to be necessary to reflect and facilitate the refunding of a Local School Bond and the allocation of the annual debt service savings to the County by VPSA. The Clerk to the Board of Supervisors is authorized to affix the County's seal on any such documents and attest or countersign the same.

14. <u>Filing of Resolution</u>. The appropriate officers or agents of the County are hereby authorized and directed to cause a certified copy of this Resolution to be filed with the Circuit Court of the County.

15. <u>Election to Proceed under Public Finance Act</u>. In accordance with Section 15.2-2601 of the Virginia Code, the Board elects to issue the Local School Bond pursuant to the provisions of the Public Finance Act of 1991, Chapter 26 of Title 15.2 of the Virginia Code.

16. <u>Further Actions</u>. The members of the Board and all officers, employees and agents of the County are hereby authorized to take such action as they or any one of them may consider necessary or desirable in connection with the issuance and sale of the Local School Bond and otherwise in furtherance of this Resolution and any such action previously taken is hereby ratified and confirmed.

17. <u>Effective Date</u>. This Resolution shall take effect immediately.

The undersigned Clerk of the Board of Supervisors of the County of Frederick, Virginia, hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the Board of Supervisors held on September 9, 2015, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution, a quorum was present. The front page of this Resolution accurately records (i) the members of the Board of Supervisors present at the meeting, (ii) the members who were absent from the meeting, and (iii) the vote of each member, including any abstentions.

WITNESS MY HAND and the seal of the Board of Supervisors of the County of Frederick, Virginia, this 9th day of September, 2015.

The above motion was approved by the following recorded vote:

Aye
Aye

AMENDMENTS TO THE 2015-2016 FISCAL YEAR BUDGET - PURSUANT TO

SECTION 15.2-2507 OF THE CODE OF VIRGINIA, 1950, AS AMENDED, THE BOARD OF SUPERVISORS WILL HOLD A PUBLIC HEARING TO AMEND THE FISCAL YEAR 2015-2016 BUDGET TO REFLECT: AIRPORT CAPITAL FUND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$3,588,459 AND A GENERAL FUND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$63,818 (LOCAL FUNDS). THESE AMOUNTS REPRESENT THE FY 16 AIRPORT CAPITAL BUDGET AND THE COUNTY CONTRIBUTION RESPECTIVELY. - APPROVED

Chairman Shickle convened the public hearing on the proposed budget amendment for the Airport Capital Fund supplemental appropriation in the amount of \$3,588,459 and a general fund supplemental appropriation in the amount of \$63,818 (local funds).

Shawn Graber, Back Creek District, stated that it appears the Airport has a spending problem. He noted two options to address this problem would be to increase business or cut expenses. He concluded by saying he had real heartburn spending money outside of the budget.

Renny Manuel, Executive Director of the Winchester Regional Airport, advised this was the Authority's annual request for capital outlay for improvements at the airport. The funds are not used for operations. She concluded by saying this was part of the annual process and that only 2% of the dollars being requested are local dollars. The county's contribution is \$63,818.

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

Supervisor Fisher advised that a lot of the airport's funding depends on federal action in order to get funds for capital requests. He went on to say the Authority continues to improve facilities so they can be a tool for businesses that want to come here.

Upon a motion by Supervisor Fisher, seconded by Supervisor Wells, the Board approved the amendment to the 2015-2016 Fiscal Year budget amendment.

WHEREAS, Pursuant to Section 15.2-2507 of the <u>Code of Virginia</u>, 1950, as Amended, the Frederick County Board of Supervisors, meeting in regular session and public hearing held on September 9, 2015, took the following action:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors that the FY

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2015-2016 Budget be Amended to Reflect:

<u>Airport Capital Fund Supplemental Appropriation in the Amount of \$3,588,459 and a</u> <u>General Fund Supplemental Appropriation in the Amount of \$63,818 (Local Funds)</u>. These Amounts Represent the FY16 Airport Capital Budget and the County Contribution Respectively.

The above motion was approved by the following recorded vote:

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

PLANNING COMMISSION BUSINESS

JACKSON'S RETREAT WAIVERS AND SUBDIVISION REQUEST -APPROVED

Zoning Administrator Mark Cheran appeared before the Board regarding this item. He

advised this was a subdivision waiver request for Jackson's Retreat. The property is located in

the Back Creek Magisterial District. He noted there were two waivers being requested:

- 1. Elimination of sidewalks and pedestrian walkways.
- 2. Elimination of streetlights.

He went on to say the proposed subdivision is located outside of the urban development area and

the sewer and water service area. He concluded by saying the Planning Commission

recommended approval of the two waivers.

Darren Foltz appeared before the Board representing the applicant. He advised that he had no intention of using dynamite, but would not bind any future contractor.

Supervisor Lofton asked Mr. Foltz if he could work with the contractor to ensure adjacent homeowners have assurances, inspections, etc.

Mr. Foltz advised if construction came to a point when there were no other options but

blasting then he would have to do that. He went on to say insurance would require it.

Chairman Shickle asked Mr. Foltz why he was pursuing the waivers.

Mr. Foltz responded that he was trying to have his development fit in with the existing

neighborhoods.

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved

the waivers.

The above motion was approved by the following recorded vote:

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

DISCUSSION – HIATT RUN CONDOMINIUMS MASTER DEVELOPMENT PLAN – INFORMATION ONLY

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was a proposal to develop 12 acres with 120 residential units. The property is located in the Stonewall Magisterial District. The zoning has been in place since the first Frederick County Zoning Map was adopted in the 1960s. She concluded by saying this item was being presented for information only.

DISCUSSION – ORDINANCE AMENDMENT – SELF STORAGE FACILITIES IN THE RA (RURAL AREAS) DISTRICT – SENT FORWARD FOR PUBLIC HEARING

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was a proposed ordinance amendment to include self-storage as a conditional use in the RA (Rural Areas) District. She advised that this use requires little infrastructure such as water and sewer services. She noted that this type of development in the Rural Areas must conform to the B2 standards. One of the criteria for consideration of this use is access to a paved state maintained road. She concluded by saying staff was seeking direction from the Board.

Vice-Chairman DeHaven asked why this use must conform to the B2 standards.

Senior Planner Perkins responded that would ensure adequate parking and landscaping.

Several questions came up regarding how this use would be dealt with if an owner was found to be in violation of their conditional use permit.

Planning Director Eric Lawrence advised that if the owner was found to be in violation of his permit then staff would work with them to bring the use into compliance so they could continue to operate.

Supervisor Hess asked if it would be possible for one of these facilities to be torn down if it was not operational.

Director Lawrence responded yes.

Upon a motion by Supervisor Lofton, seconded by Supervisor Wells, the Board sent this item forward for public hearing.

Supervisor Fisher stated he was not in favor of this amendment at this point. He noted that it did not fit in the RA District.

Supervisor Lofton advised that he had some concerns, but he wanted to hear from the citizens.

WHEREAS, an ordinance to amend Chapter 165, Zoning to allow self-storage facilities as a conditional use in the RA (Rural Areas) District was considered along with supplemental use regulations pertaining to the use; and

WHEREAS, the Development Review and Regulations Committee (DRRC) reviewed the changes at their July 23, 2015 meeting and had minor revisions and sent the proposed amendment forward for review by the Planning Commission and Board of Supervisors; and

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WHEREAS, the Planning Commission discussed the changes at their regularly scheduled meeting on August 19, 2015 and agreed with the amendment; and

WHEREAS, the Board of Supervisors discussed the changes at their regularly scheduled meeting on September 9, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to include self-storage facilities as a conditional use in the RA (Rural Areas) District, including additional supplementary use regulations pertaining to the use.

Passed this 9th day of September, 2015.

There being no further discussion, the above motion was approved by the following

recorded vote:

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

<u>DISCUSSION – ORDINANCE AMENDMÊNT – VARIANCE REQUIREMENTS –</u> SENT FORWARD FOR PUBLIC HEARING

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was a proposal to amend the Frederick County Zoning Ordinance to bring it into compliance with the Code of Virginia with regard to variance requirements. She concluded by saying staff was seeking direction from the Board regarding sending this item forward for public hearing.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved sending this item forward for public hearing.

WHEREAS, during the 2015 Session of the General Assembly passed amendment to the Code of Virginia pertaining to the operation of the local Board of Zoning Appeals; and

WHEREAS, the Frederick County Planning Department has drafted revisions to Article X and Article I of the Zoning Ordinance to be compliant with the Code of Virginia pertaining to the Board of Zoning Appeals and the standards by which the Board review variance requests; and

WHEREAS, the Development Review and Regulations Committee (DRRC) endorsed the changes at their July 23, 2015 meeting and sent the item forward for review by the Planning Commission and Board of Supervisors; and

WHEREAS, the Planning Commission discussed the amendment at their regularly scheduled meeting on August 19, 2015 and agreed with the changes; and

WHEREAS, the Board of Supervisors discussed the amendment at their regularly scheduled meeting on September 9, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare, and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of Supervisors that the Frederick County Planning Commission shall hold a public hearing to make changes to the zoning ordinance to be compliant with the Code of Virginia pertaining to the Board of Zoning Appeals and the standards by which the Board reviews variance requests.

Passed this 9th day of September, 2015 by the following recorded vote:

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

DISCUSSION – ORDINANCE AMENDMENT – SETBACKS FROM AGRICULTURAL AND FORESTAL DISTRICTS – SENT FORWARD FOR PUBLIC HEARING WITH THE SIX ACRE OPTION

Senior Planner Candice Perkins appeared before the Board regarding this item. She

advised this was a proposed amendment to the Zoning Ordinance to address agricultural and

forestal districts setbacks. She stated staff is proposing a setback of 50 feet for parcels of less

than six acres and a setback of 200 feet for parcels of greater than six acres. She noted the Development Review and Regulations Committee suggested the setback of 50 feet apply to parcels of 2 acres or less. She concluded by saying staff was seeking direction from the Board regarding sending this item forward for public hearing and a decision of whether the reduced setbacks should apply to parcels of six acres or less or two acres or less.

Supervisor Wells thanked staff for their work on this matter. He stated that he favored

the reduced setback being applied to parcels of less than six acres.

Supervisor Lofton stated he was not sure this proposed amendment gets us there;

however, he expressed concern about the forestal districts.

Supervisor Hess stated he felt this proposal was a reasonable accommodation.

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board sent this

item forward for public hearing with the six acre option.

WHEREAS, staff has been directed to prepare an amendment to Chapter 165, Zoning to reduce the setbacks off of parcels within the Agricultural and Forestal District. Staff has drafted an amendment to the RA (Rural Areas) District setbacks that would require parcels abutting a property within an agricultural district that is six acres or less to have a 50" setback and parcels more than six acres would require a 200' setback; and

WHEREAS, the Planning Commission discussed this item at their regularly scheduled meeting on August 19, 2015 and agreed with the proposed amendment and sent the item forward; and

WHEREAS, the Development Review and Regulations Committee (DRRC) discussed this item at their August 27, 2015 meeting recommended reducing the parcel size be reduced from six acres to two acres; and

WHEREAS, the Board of Supervisors discussed this item at their regularly scheduled meeting on September 9, 2015 and agreed with the proposed amendment; and

WHEREAS, the Frederick County Board of Supervisors finds that in the public necessity, convenience, general welfare and good zoning practice, directs the Frederick County Planning Commission hold a public hearing regarding an amendment to Chapter 165; and

NOW, THEREFORE, BE IT REQUESTED by the Frederick County Board of

Supervisors that the Frederick County Planning Commission shall hold a public hearing to revise the RA (Rural Areas) District setbacks to require parcels abutting a property within an agricultural district that is six acres or less to have a 50' setback and parcels more than six acres would require a 200' setback.

Passed this 9th day of September, 2015 by the following recorded vote:

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

DISCUSSION – KERNSTOWN AREA PLAN – NO ACTION TAKEN

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item. He advised this was a discussion of the proposed Kernstown Area Plan, which would be an amendment to the Comprehensive Plan. He noted the proposed plan would update the land use and transportation plans for the Kernstown area located in the Back Creek Magisterial District. The proposed plan was developed with input from the citizens and businesses in the area along with the Planning Commission and the Transportation Committee. He noted the proposed plan would provide some flexibility to the developmentally sensitive areas. The Urban Development Area and Sewer and Water Service Area are proposed to be slightly modified in this plan. He concluded by saying staff was seeking Board direction regarding whether this item is ready to be sent forward for public hearing.

Vice-Chairman DeHaven stated he did not believe this item was ready for public hearing and that the Board should have another opportunity to review and comment on it. He suggested having a future work session.

Supervisor Lofton stated there was no sense of urgency at this time.

Supervisor Hess agreed with the comments and stated he would like to have additional

time to review.

BOARD LIAISON REPORTS

There were no Board of Supervisors' comments.

CITIZEN COMMENTS

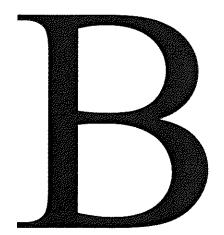
There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Fisher spoke briefly about the status of the 4th high school. He met with school staff and the architect. He stated that he believed the construction costs could be reduced by 10%. He went on to say that he had spoken with county and school staff regarding site work including roundabouts and four lane roads that are unnecessary for a school site and school buses. He also suggested they look at turf for the athletic fields to help offset maintenance costs.

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. (8:45 P.M.)







Brenda G. Garton **County Administrator**

MEMORANDUM

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

TO:

Brenda G. Garton, County Administrator FROM:

DATE:

RE: Committee Appointments

Listed below are the vacancies/appointments due through January, 2016. 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

Lord Fairfax Community College Board

Lynette L. Embree - Frederick County Representative 687 Front Royal Pike Winchester, VA 22602 Term Expires: 06/30/15 Four year term

(Mrs. Embree does not wish to be reappointed.)

Social Services Board

Susan W. Marsh - Stonewall District Representative 160 Canterbury Lane Winchester, VA 22603 Term Expires: 09/28/15 Four year term

(Ms. Marsh does not wish to be reappointed.) (Members serve a four year term and are limited to two consecutive terms.)

Parks and Recreation Commission

Martin J. Cybulski – Red Bud District Representative 134 Likens Way Winchester, VA 22602 Term Expires: 04/28/18 Four year term

(Mr. Cybulski has resigned. See Attached Resignation.)

Northwestern Community Services Board

Blaine J. "Jack" Alkire – Frederick County Representative 313 Frasher Drive Clearbrook, VA 22624 Term Expires: 12/31/17 Three year term

(Mr. Alkire has resigned. See Attached Correspondence from Northwestern Community Services.)

Extension Leadership Council

Dr. Robert Meadows – Member-At-Large 207 Mackenzie Lane Stephenson, VA 22656 Phone: (540)808-3304 Four year term

(Request to Appoint Dr. Meadows to Member-At-Large Seat. See Attached Correspondence from Extension Agent Mark Sutphin. The Extension Leadership Council amended their by-laws to expand number of members-at-large. They are requesting the appointment of Dr. Meadows to fill additional member-at-large seat.)

NOVEMBER 2015

ShawneeLand Sanitary District Advisory Committee

Hugh B. Van Meter 106 Potomac Trail Winchester, VA 22602 Home: (540)877-3522 Term Expires: 11/09/15

Two year term

Marianne Biviano 109 Doe Trail Winchester, VA 22602 Home: (540)535-6574 Term Expires: 11/09/15 Two year term

(The ShawneeLand Sanitary District Advisory Committee is comprised of five members made up of resident property owners and serve a two year term.)

Handley Regional Library Board

Nancy L. Comer – Frederick County Representative 100 Tyler Court Stephens City, VA 22655 Home: (540)869-4026 Term Expires: 11/30/15 Four year term

(Ms. Comer has served two full terms and is not eligible for reappointment.) (The County has five seats on the Handley Regional Library Board. As stated in the library by-laws, members serve a four year term and are limited to two consecutive terms.)

DECEMBER 2015

Northwestern Community Services Board

Ryan Clouse – Frederick County Representative 111 Rebecca Drive Winchester, VA 22602 Term Expires: 12/31/15 Three year term

(Mr. Clouse will Resign at the End of His Term. See Attached Correspondence from Northwestern Community Services and Resignation Letter from Mr. Clouse.)

Tom Brubaker – Frederick County Representative 3407 Cedar Creek Grade Winchester, VA 22602

> Home: (540)539-0002 Term Expires: 12/31/15 Three year term

(It is requested that Mr. Brubaker be Reappointed. See Attached Correspondence from Northwestern Community Services.)

(The Northwestern Community Services Board is composed of representatives from each of the jurisdictions within the planning district. The county has three seats on the Northwestern Community Services Board. Members serve a three year term and are limited to three consecutive terms.

Board of Equalization

Timothy W. McKee – Frederick County Representative 2101 Salem Church Road Stephens City, VA 22655 Home: (540)868-1472 Term Expires: 12/31/15 Three year term

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

Board of Zoning Appeals

John D. Cline – Stonewall District Representative 746 Hopewell Road Clearbrook, VA 22624 Home: (540)667-9480 Term Expires: 12/31/15 Five year term

(Mr. Cline was nominated and appointed in August, 2015 to fill a vacated seat, said term to expire 12/31/15.) (There are seven members on the Board of Zoning Appeals. Recommendations for appointment/reappointment are made by

the Board of Supervisors and submitted to the Judge of the Frederick County Circuit Court for final appointment.)

JANUARY 2016

Extension Leadership Council

Margaret B. Douglas – Back Creek District Representative 452 Barley Lane Winchester, VA 22602 Home: (540)667-4535 Term Expires: 01/14/16 Four year term

Rose G. McDonald – Gainesboro District Representative 1085 Collinsville Road Cross Junction, VA 22625 Home: (540)877-4935 Term Expires: 01/26/16 Four year term

Raymond P. Cross – Opequon District Representative 437 S. Buckton Road Middletown, VA 22645 Home: (540)869-4963 Term Expires: 01/26/16 Four year term

(Extension Agent Mark Sutphin has already contacted the above three individuals and they are willing to be reappointed. See Attached Correspondence from Extension Agent Mark Sutphin.)

BGG/tjp

Attachments

U:\TJP\committeeappointments\MmosLettrs\BoardCommitteeAppts(102815BdMtg).docx

August 31, 2015

Martin Cybulski 134 Likens Way Winchester, VA 22602

Jason Robertson Director, Frederick County Parks and Recreation 107 N. Kent St. Winchester, VA 22601

Dear Jason,

Please accept this letter as notification of my intention to resign from the Frederick County Parks and Recreation Commission effective August 31, 2015. I am very grateful for the opportunity I had to serve the community and learn many things. I really enjoyed myself as a commission member working with an outstanding group of people on the commission and with your amazing staff. Unfortunately, my job with FEMA requires my attention out of town the majority of the time our commission meetings are scheduled. I am aware I have not devoted the time necessary to the commission, therefore it is time for me to resign. Thanks again for the opportunity.

Sincerely,

Martin J. Cylubler

Martin J. Cybulski

NORTHWESTERN COMMUNITY SERVICES

Mark Gleason Chief Operations Officer Interim CEO ADMINISTRATIVE OFFICES 209 West Criser Road Suite 300 Front Royal, VA 22630 (540) 636-4250 Fax # (540) 636-7171 T.D.D. 800-828-1120 www.nwcsb.com

September 21, 2015



Ms. Brenda G. Garton County Administrator County of Frederick 107 North Kent Street Winchester, VA 226001

Dear Ms. Garton:

I am writing to notify you that effective September 16, 2015, Mr. Jack Alkire has resigned his seat on our Board of Directors.

We would ask that, if possible, your locality appoint a new representative as soon as possible. Also, please note Section 37.2-501(A) of the Code of Virginia that discusses broad citizen representation on Community Services Boards, i.e., consumers, family members, etc.

If I can be of assistance to you in identifying a new representative to our Board, please call. I am available to meet with a prospective member to provide detailed information as to the role, responsibilities, etc. of Board Membership.

Thank you.

Sincerely

Mark Gleason Chief Operations Officer Interim Chief Executive Officer

MG/vls

cc: Ms. Joan Richardson, Board Chair

Teresa Price

From:	Sutphin, Mark <masutph2@vt.edu></masutph2@vt.edu>
Sent:	Thursday, October 01, 2015 10:57 AM
To:	Brenda Garton
Cc:	Jay Tibbs; Teresa Price; Marsha Wright
Subject:	ELC Updates
Attachments:	By-Laws 2015.docx; ELC Membership Contact List 10-1-15.docx

Brenda,

The Frederick County - Extension Leadership Council voted at its business meeting on September 28, 2015 to amend their bylaws to expand the number of members-at-large. These updated bylaws are attached.

With the possibility of up to three more members-at-large, VCE-Frederick would like to recommend the appointment of:

Dr. Robert (Bob) Meadows 207 Mackenzie Lane Stephenson, VA 22656 540.808.3304 bmeadows@vt.edu

Additionally, the following members have terms expiring in early 2016 (see attached contact list):

Margaret Douglas – Back Creek District: term expires 1-14-16 Rose McDonald – Gainesboro District: term expires 1-26-16 Ray Cross – Opequon District: term expires 1-24-16 Judy Wolfrey – Member-at-Large: term expires 4-24-16

I have spoken with each and all are willing to be reappointed. VCE-Frederick staff are happy to have these individuals remain on the ELC and I recommend their reappointment.

Thanks!

Mark Sutphin

Associate Extension Agent | Agriculture and Natural Resources, Horticulture | Unit Coordinator (Frederick)

Serving the counties of Frederick, Clarke, Page, Shenandoah, & Warren

Virginia Cooperative Extension - Frederick County Office | 107 North Kent Street | Winchester, VA 22601 Phone - 540.665.5699 | Fax - 540.722.8380 | Cell - 540.398.8148 | Email - <u>mark.sutphin@vt.edu</u> <u>http://offices.ext.vt.edu/frederick/ | http://vacoopext.blogspot.com/</u> <u>https://www.facebook.com/pages/VCE-Northern-Shenandoah-Valley-Agriculture-and-Natural-</u> <u>Resources/183932085102951</u>



Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

1

Frederick County Extension Leadership Council Bylaws

ARTICLE I. - NAME

The name of this organization shall be the Frederick County Extension Leadership Council. The term "ELC" used hereinafter shall be defined to mean the Frederick County Extension Leadership Council.

ARTICLE II. - MISSION

To develop and implement a program plan that will direct Extension's resources toward the resolution and identified issues and concerns.

ARTICLE III. - OBJECT

The following are functions of the ELC:

- 1) Identify community problems, issues, and concerns which Extension can and should address, and prioritize according to need and available resources.
- 2) Review and provide feedback on current programs and activities of Extension.
- 3) Assist Extension to identify resources, facilities, and funds needed to conduct programs.
- 4) Assist Extension identify other community organizations/agencies that are addressing some of the same needs and look for opportunities for cooperation and collaboration to avoid duplication of efforts.
- 5) Be an advocate for Extension in the community by communicating with local and state officials, governing bodies, and citizen clientele.

ARTICLE IV. - MEMBERSHIP

Section 1. – Selection

The Frederick County Board of Supervisors shall appoint the ELC members, one from each magisterial district. Three to six additional members-at-large may be appointed by Virginia Cooperative Extension, the Frederick County Unit.

Section 2. - Composition of the ELC

Membership is composed of nine to twelve members; one citizen member from each magisterial district appointed by the Board of Supervisors and three to six members-at-large recommended by the Virginia Cooperative Extension Service. The members-at-large shall represent the three programming areas of 4-H, Family and Consumer Sciences, and Agriculture.

Section 3. - Term of Office for Members

Each member shall be appointed for a four year term.

Section 4. – Termination of Membership

The Board of Supervisors has the authority to terminate a member's appointment.

Section 5. - Vacancy

Any vacancy on the ELC shall be filled for the unexpired term following the guidelines of this article.

Section 6. – Officers

The officers of the ELC shall be a chairman/woman and a vice chairman/woman. The officers shall be elected annually at the last meeting of the calendar year and shall serve for one year. Eligible officers may be elected for one additional term. The term of office begins in January of each year.

Clerical support will be provided by the Extension staff.

ARTICLE V. - MEETINGS

Section 1. - Regular Meetings

The ELC shall meet on a regular basis, no less than quarterly, beginning in January of each year.

Section 2. – Decisions

All decisions of the ELC shall be made by consensus, provided a quorum is in attendance.

Section 3. – Quorum

A majority of the ELC shall constitute a quorum. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the ELC.

ARTICLE VI. - COMMITTEES

Committees shall be established by the ELC Chairman, as needed.

ARTICLE VII. - AMENDMENTS AND REVISIONS

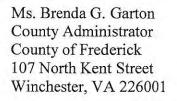
The bylaws can be changed at any meeting by a two-thirds majority vote, providing a quorum is present, with two-week notice having been given to the membership. A revision or amendment shall take effect upon adjournment of the meeting at which it was adopted. The bylaws shall be reviewed by a special committee at least every four years. Standing Rules of the ELC can be changed at any meeting by a majority vote, with or without prior notice, to take effect at the close of the meeting.

NORTHWESTERN COMMUNITY SERVICES

Mark Gleason Chief Operations Officer Interim CEO ADMINISTRATIVE OFFICES 209 West Criser Road Suite 300 Front Royal, VA 22630 (540) 636-4250 Fax # (540) 636-7171 T.D.D. 800-828-1120 www.nwcsb.com

September 21, 2015

81920



Dear Ms. Garton:

I am writing to notify you that effective December 31, 2015, Mr. Ryan Clouse will resign his seat on our Board of Directors.

We would ask that, if possible, your locality appoint a new representative as soon as possible. Also, please note Section 37.2-501(A) of the Code of Virginia that discusses broad citizen representation on Community Services Boards, i.e., consumers, family members, etc.

If I can be of assistance to you in identifying a new representative to our Board, please call. I am available to meet with a prospective member to provide detailed information as to the role, responsibilities, etc. of Board Membership.

Thank you.

Sincerely,

Mark Gleason Chief Operations Officer Interim Chief Executive Officer

MG/vls

cc: Ms. Joan Richardson, Board Chair



August 21, 2015

Ryan A Clouse 111 Rebecca Dr Winchester, VA 22602

Ms. Brenda Garton County Administrator, Frederick County 107 North Kent St Winchester, VA 22601

Dear Ms. Garton:

I am writing to let you know I am resigning my position as one of Frederick County's representatives to the Northwestern Community Services Board. I've been a part of this board since 2010. It's been an eye-opening experience of the opportunities and challenges this organization faces to serve its catchment area. My commitments with my employer and family have shifted in the past several months. I feel that it is in the best interests to NWCSB, Frederick County, and myself to step down from this board.

I am willing to continue service on the board until a replacement is named or no later than December 31, 2015.

Sincerely,

Ryan A Clouse

CC: Joan Richardson, NWCSB Board Chair

NORTHWESTERN COMMUNITY SERVICES

Mark Gleason Chief Operations Officer Interim CEO ADMINISTRATIVE OFFICES 209 West Criser Road Suite 300 Front Royal, VA 22630 (540) 636-4250 Fax # (540) 636-7171 T.D.D. 800-828-1120 www.nwcsb.com

September 21, 2015



Ms. Brenda G. Garton County Administrator County of Frederick 107 North Kent Street Winchester, VA 226001

Dear Ms. Garton:

The purpose of this letter is to inform you that Mr. Tom Brubaker's time on our Board of Directors expires on December 31, 2015. As you well know, the Board of Supervisors appoints the members of our board from the six jurisdictions we provide services to.

I am requesting that Mr. Brubaker be reappointed for another term due to his representation of Frederick County and his extreme professional capacity. Mr. Brubaker regularly attends meetings and is an integral part of the decision making process of the board.

Should you have any questions or concerns regarding this letter, please contact me at 540-636-4250 ext. 2240.

Sincerely,

Mark Gleason Chief Operations Officer Interim Chief Executive Officer

MG/vs

cc: Ms. Joan Richardson, Board Chair

Teresa Price

From:	Sutphin, Mark <masutph2@vt.edu></masutph2@vt.edu>
Sent:	Thursday, October 01, 2015 10:57 AM
То:	Brenda Garton
Cc:	Jay Tibbs; Teresa Price; Marsha Wright
Subject:	ELC Updates
Attachments:	By-Laws 2015.docx; ELC Membership Contact List 10-1-15.docx

Brenda.

The Frederick County - Extension Leadership Council voted at its business meeting on September 28, 2015 to amend their bylaws to expand the number of members-at-large. These updated bylaws are attached.

With the possibility of up to three more members-at-large, VCE-Frederick would like to recommend the appointment of:

Dr. Robert (Bob) Meadows 207 Mackenzie Lane Stephenson, VA 22656 540.808.3304 bmeadows@vt.edu

Additionally, the following members have terms expiring in early 2016 (see attached contact list):

Margaret Douglas – Back Creek District: term expires 1-14-16 Rose McDonald – Gainesboro District: term expires 1-26-16 Ray Cross – Opequon District: term expires 1-24-16 Judy Wolfrey - Member-at-Large: term expires 4-24-16

I have spoken with each and all are willing to be reappointed. VCE-Frederick staff are happy to have these individuals remain on the ELC and I recommend their reappointment.

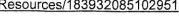
Thanks!

Mark Sutphin

Associate Extension Agent | Agriculture and Natural Resources, Horticulture | Unit Coordinator (Frederick)

Serving the counties of Frederick, Clarke, Page, Shenandoah, & Warren

Virginia Cooperative Extension - Frederick County Office | 107 North Kent Street | Winchester, VA 22601 Phone - 540.665.5699 | Fax - 540.722.8380 | Cell - 540.398.8148 | Email - mark.sutphin@vt.edu http://offices.ext.vt.edu/frederick/ | http://vacoopext.blogspot.com/ https://www.facebook.com/pages/VCE-Northern-Shenandoah-Valley-Agriculture-and-Natural-Resources/183932085102951

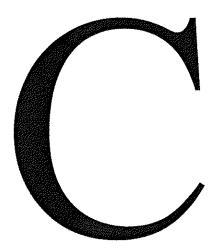




Virginia Tech · Virginia State University

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

CONSENT AGENDA



Virginia Association of Counties

September 8, 2015



Connecting County Governments since 1934

President Penelope A. Gross Fairfax County

President-Elect David V. Hutchins Carroll County

First Vice President Judy S. Lyttle Surry County

Second Vice President Mary W. Biggs Montgomery County

Secretary-Treasurer Donald L. Hart, Jr. Accomack County

Immediate Past President Harrison A. Moody Dinwiddie County

Executive Director James D. Campbell, CAE

General Counsel Phyllis A. Errico, Esq., CAE

1207 E. Main St., Suite 300 Richmond, Va. 23219-3627

Phone: 804.788.6652 Fax: 804.788.0083

E-mail: mail@vaco.org Web site: www.vaco.org

		5618910117273747578
<i>TO:</i>	Chairs, County Board of Supervisors County Chief Administrative Officers	RECEIVED TIBIO20
FROM:	James D. Campbell, Executive Director	Con Administration
RE:	Voting Credentials for the Annual Business Meeting	262562520

The 2015 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 10, from 11:00 a.m. at The Homestead in Bath County.

Article VI of the VACo ByLaws states that each county shall designate a representative of its board of supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the board of supervisors cannot be present for this meeting, the Association's ByLaws allow a county to designate a non-elected official from your county or a member of a board of supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2015. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 9, at 1:00 p.m. in the Monroe Room or to the conference registration desk before this meeting.

NOMINATING COMMITTEE

The Nominating Committee will meet at 5:00 p.m. in the Wilson Room on Monday, November 9th during VACo's Annual Conference at the Homestead. The committee is charged to nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee or to VACo's Executive Director.

REGIONAL DIRECTORS

Pursuant to VACo's By-Laws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6:00 p.m. on Monday, November 9th. The attached list shows the regional directors that must be selected.

Attachments

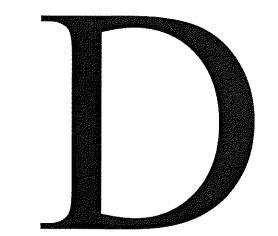
CC:

DATE:

VACo Board of Directors Nominations Committee

- Region 2.....Sherrin C. Alsop (King & Queen County)
- Region 3.....Arthur S. Warren (Chesterfield County)
- Region 3.....Gilbert A. Smith (Charles City County)
- Region 4.....Nancy R. Carwile (Charlotte County)
- Region 5.....Cassandra L. Stish (Buckingham County)
- Region 6.....J. Michael Hobert (Clarke County)
- Region 7.....Steven E. Nixon (Culpeper County)
- Region 8.....Gerry W. Hyland (Fairfax County)
- Region 8.....J. Walter Tejada (Arlington County)
- Region 8.....John D. Jenkins (Prince William County)
- Region 8......Maureen S. Caddigan (Prince William)
- Region 8.....Jeffrey C. McKay (Fairfax County)
- Region 8.....Linda Q. Smyth (Fairfax County)
- Region 9.....William B. Kyger (Rockingham County)
- Region 10.....Gary W. Tanner (Appomattox County)
- Region 10.....Annette S. Perkins (Montgomery County)
- Region 13.....Larry R. Mosley (Lee County)

×	VACo 2015 Annual Meeting Voting Credentials Form Form may be returned by mail or fax (804-788-0083)
Voting Deleg	
(Supervisor)	Name
	Title
	Locality
Alternate Del	egate:
(Supervisor)	Name
	Title
	Locality
Certified by: (Clerk of the I	
	Name
	Locality
	VACo 2015 Annual Meeting Proxy Statement
Meeting of the	County authorizes the following person to cast its vote at the 2015 Annual e Virginia Association of Counties on November 10, 2015.
	, a non-elected official of this county. -OR-
	a supervisor fromCounty.
This authoriza	ation is:
	cted. The proxy may use his/her discretion to cast County's votes on any before the annual meeting.
ssues on whic	d. The proxy is limited in how he/she may cast County's votes. The ch he/she may cast those votes and how he/she should vote are: ad instructions on the back of this form)
Certified by:	Name
	Title
	Locality



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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: October 16, 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. Daimler Trust \$8,678.65
- 2. Aqua Lake Holiday Utilities Inc. \$2,759.46
- 3. ProBuild Company LLC \$13,282.35
- 4. Lawrence Fabrications, Inc. \$6,532.96
- 5. Washington Gas \$89,696.59

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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: September 11, 2015

RE: Refund – Daimler Trust

I am in receipt of the Commissioner's request, dated September 8, 2015, to authorize the Treasurer to refund Daimler Trust in the amount of \$8,678.65, for prorated personal property taxes in 2014, and 2015 and license fee for 2014. This refund resulted from normal proration of vehicular taxes not previously requested by this financing 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



September 8, 2015

- TO: Rod Williams, County Attorney Cheryl Shiffler, Finance Director Frederick County Board of Supervisors Jay Tibbs, Secretary to the Board Brenda Garton, County Administrator
- FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration Daimler Trust

Please approve a refund of \$8,678.65 for personal property prorated taxes in 2014 and 2015 and one 2014 license fee for Daimler Trust. 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 \$8,678.65.

Time: 08:26:33

Customer Name: DAIMLER TRU	Total Tran Customer Tran		
Options: 2=Edit 4=Delete	5=View		
Opt Dept Trans Ticket No _ PP2014 1 0012729002 _ PP2014 2 0012729002 _ PP2015 3 0012917001 _ PP2015 4 0012917003 _ PP2015 4 0012917003 _ VL2014 5 0017694000	1 \$2,984.41- 2 \$2,984.40- 5 \$1,026.54- 8 \$333.11-	Penalty/Int \$681.42- \$517.29- \$121.48- \$.00 \$5.00-	Amount Paid \$3,665.83- \$3,501.69- \$1,148.02- \$333.11- \$30.00-

Total Paid :	\$8,678.65
--------------	------------

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

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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: October 19, 2015

RE: Refund – Aqua Lake Holiday Utilities Inc.

I am in receipt of the Commissioner's request, dated September 14, 2015, to authorize the Treasurer to refund Aqua Lake Holiday Utilities Inc. for Map #18 A 20A and #18 A 27D in the amount of \$2,759.46, for utility taxes for 2012, 2013, 2014 and 2015. This refund resulted from duplication of taxation by the State Corporation Commission on water facilities and the commissioner's assessment of real estate taxes. This duplication was discovered by the State and reported to the Commissioner.

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.

Rođeričk 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



September 14, 2015

- TO: Rod Williams, County Attorney Cheryl Shiffler, Finance Director Frederick County Board of Supervisors Jay Tibbs, Secretary to the Board Brenda Garton, County Administrator
- FROM: Ellen E. Murphy, Commissioner of the Revenue

RE: Exoneration Aqua Lake Holiday Utilities Inc

Please approve a refund of \$2,759.46 to Aqua Lake Holiday Utilities Inc. for Map 18 A 20A and 18 A 27D for 2012, 2013, 2014 and 2015. This refund reflects duplication of taxation by the State Corporation Commissioner (SCC) under Public Service Companies on water facilities normal assessment of real estate taxes. The duplication was just discovered by the state and reported to us for exoneration as a duplicate assessment.

The Commissioner's staff person has verified all required data and the paperwork is in the care of the Commissioner of the Revenue. Contact information for the SCC staff on this exoneration is also available in the Commissioner's office if needed.

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

Exoneration totals \$2,759.46.

		LIDAY UTILITIES INC 5=View	Customer Trar	sactions: 14
Opt Dept Trans '	Icket No.	Tax Amount		
RE2012 1 00 RE2012 2 00 RE2012 3 00 RE2012 4 00 RE2013 5 00 RE2013 6 00 RE2013 7 00 RE2013 7 00 RE2013 8 00 RE2014 9 00 RE2014 9 00	0009950001 0009950002 0009960002 0010050001 0010050002 0010060001 0010060002 0010060002	\$373.23- \$373.23- \$23.40- \$23.40- \$373.23- \$373.23- \$23.40- \$23.40- \$373.23- \$373.23- \$373.23- \$373.23-	Penalty/Int \$.00 \$.00 \$.00 \$.00 \$.00 \$.00 \$.00 \$.0	Amount Paid \$373.23 \$23.40 \$23.40 \$373.23 \$373.23 \$373.23 \$23.40 \$23.40 \$23.40 \$23.40 \$23.40 \$23.40 \$23.23 \$373.23
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Date: 10/06/15	Cash Re	gister: COUNTY OF	FREDERICK	Time: 12:47:13
Cashier:		gister: COUNTY OF	FREDERICK Total Trar Customer Trar	sactions: 766
		JIDAY UTILITIES INC	Total Tran Customer Tran	sactions: 766

Multiple Pages	Total Paid :	\$2,759.46	

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

8

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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: October 1, 2015

RE: Refund – ProBuild Company LLC

I am in receipt of the Commissioner's request, dated September 28, 2015, to authorize the Treasurer to refund ProBuild Company LLC in the amount of \$13,282.35, for business license taxes in 2015. This refund resulted from the taxpayer's business being changed to another entity. New ownership has already been filed and the financial impact is less than \$300.00.

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



September 28, 2015

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

FROM:

Ellen E. Murphy, Commissioner of the Revenue Manual Exoneration 2 Licenses . D. L. T. RE: Exoneration 2 Licenses - Probuild Company, LLC

Please approve two refunds totaling \$13,282.35 for business license taxes for 2015 for Probuild Taxpayer's businesses are being changed to another entity. Refunds are due Company, Inc. under this operating name. New ownership has already filed. Net fiscal impact is less than \$300.00.

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 refund.

Exoneration is \$13,282.35.

/28/20	15			Abatement Regist COUNTY OF FREDE	er -UPDATE-	**TX306ABP**	
		FOR DATE - 9/28	/2015 ACCO	UNTING PERIOD -	2015/09		
уре	Dept	Ticket#	Date	Amt. Charged	Customer		Tran#
	L2015 L2015	00080910001 00080930001	9/28/2015 9/28/2015	\$5,964.81- \$7,317.54-	PROBUILD COMPANY PROBUILD COMPANY		97433 97434
			Total for Dept.	\$13,282.35-			

Page 1

Abatement count = 2 Total for Company \$13,282.35-

· e

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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: October 16, 2015

RE: Refund – Lawrence Fabrications, Inc.

I am in receipt of the Commissioner's request, dated October 5, 2015, to authorize the Treasurer to refund Lawrence Fabrications, Inc. in the amount of \$6,532.96, for prorated personal property taxes in 2011 through the first half of 2015 and license fees for 2011 through 2015. This refund resulted from duplicate taxation with the City of Winchester. This business is located in Frederick County but vehicles are housed at the residence of the owner in the City of Winchester.

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



October 5, 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 GMWM

RE:

Please approve a refund of \$6,532.96 for Lawrence Fabrications, Inc. for personal property prorated taxes in 2011 to 2015 and license fees because of duplicate taxation with the City of Winchester. Business is located in Frederick County but vehicles are housed at the residence of the owner. All detail has been verified by our auditor and with the Commissioner of the City of Winchester.

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 \$6,532.96.

		Total Trans	
Customer Name: LAWRENCE	FABRICATIONS INC	Customer Trans	actions: 20
Options: 2=Edit 4=Delet	e 5=View		
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Multiple Pages	Total Paid :	\$6,532.96	Section 5
F3=Exit F14=Show Map#	F15=Show Balance	F18=Sort-Entered	F21=CmdLine

Needs Board Approval

110

Customer Name: LAWRENCE FABRICATIONS INC		Total Tra Customer Tra	insactions: 940 insactions: 20
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Multiple Pages

Total Paid : \$6,532.96

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F14=Show Map# F3=Exit

F15=Show Balance

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: Brenda G. Garton, County Administrator

FROM: Roderick B. Williams, County Attorney

DATE: October 16, 2015

RE: Refund – Washington Gas

I am in receipt of the Commissioner's request, dated October 5, 2015, to authorize the Treasurer to refund Washington Gas in the amount of \$89,696.59, for consumer use taxes in 2014 and 2015. The taxpayer had database issues that resulted in the payment of consumer use taxes to the wrong localities. This amount reflects the difference in their reconciliation for Frederick County.

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

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



October 5, 2015

- TO: Rod Williams, County Attorney Cheryl Shiffler, Finance Director Frederick County Board of Supervisors Jay Tibbs, Secretary to the Board Brenda Garton, County Administrator
- Ellen E. Murphy, Commissioner of the Revenue FROM:

RE:

Please approve a refund totaling \$89,696.59 for consumer use taxes for 2014 and 2015 for Taxpayer had data base problems that resulted in the payment of consumer Washington Gas. use taxes to the wrong localities. This amount is the net difference in their reconciliation for Frederick County payments.

The Commissioner's staff person has verified to the best of our ability that addresses used were incorrect and therefore payment improperly made to us. 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 refund.

Exoneration is \$89,696.59.

Date: 10/02/15 Cash Register: COUNTY OF FREDERICK

Time: 09:43:57

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Opt1	ons:	2=Edit	4=Delete	5=View		
	Dept CU03 CU03 CU03 CU03 CU03 CU03 CU03 CU03	<u>Trans</u> 1 2 3 4 5 6 7 8 9 10 11 12	Ticket No. 00003140001 00055780001 00056840001 00061470001 00063030001 00064720001 00066370001 00068430001 00080280001 00082070001 00083750001	Tax Amount \$16,890.85- \$5,297.93- \$9,690.57- \$14,198.91- \$14,948.51- \$8,098.20- \$9,354.12- \$4,767.40- \$3,506.69- \$685.10- \$796.32- \$654.79-	Penalty/Int \$.00 \$.00 \$.00 \$.00 \$.00 \$.00 \$.00 \$.0	$\begin{array}{cccccccccccccccccccccccccccccccccccc$
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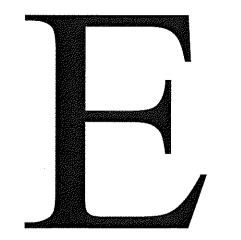
Multiple Pages Total Paid : \$89,696.59

F3=Exit F14=Show Map#

F15=Show Balance F18=Sort-Entered

F21=CmdLine

Needs Board Approval





Brenda G. Garton County Administrator

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

MEMORANDUM

TO:	Board of Supervisors
FROM:	Brenda G. Garton, County Administrator
SUBJECT:	PPEA of Frederick County Center, LLC
DATE:	October 21, 2015

Attached please find a resolution for the Board's consideration rejecting the unsolicited proposal under the Public-Private Education Facilities and Infrastructure Act of 2002 from Frederick County Center, LLC to construct a 150,000 square foot county office building.

By way of background, the County has received correspondence from Frederick County Center, LLC, seeking a refund of their \$50,000 fee paid at the time their unsolicited proposal was submitted to Frederick County. This request was sent to the Finance Committee for a recommendation. However, pursuant to the County's PPEA guidelines, there are two mechanisms under which a refund can be considered: (1) the applicant advises the Board that they wish to withdraw their request; or (2) the Board of Supervisors rejects the PPEA Proposal. Given the absence of a formal request from Frederick County Center, LLC to withdraw their proposal, staff has prepared the attached resolution to reject the PPEA proposal, which will allow the Board to return the unspent portion of the applicant's review fee.

Staff is seeking Board action on the proposed resolution.

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

BGG/jet

Attachments



BOARD OF SUPERVISORS

RESOLUTION

Rejecting Unsolicited Proposal Under the Public-Private Education Facilities and Infrastructure Act of 2002 from Frederick County Center, LLC to Construct a 150,000 Square Foot County Office Building.

WHEREAS, the County received an unsolicited proposal under the Public-Private Education Facilities and Infrastructure Act of 2002 ("PPEA"), VA Code §56-575.1, <u>et seq</u>., from Frederick County Center, LLC to provide financing for, land for, and design and construction of a new County office building, and purchase of the existing County office building at 107 North Kent Street, Winchester, Virginia; and

WHEREAS, at the April 24, 2013 meeting of the Board of Supervisors of the County of Frederick, Virginia, the Board accepted for consideration by the County, the PPEA proposal from Frederick County Center, LLC; and

WHEREAS, the Board authorized the County Administrator to cause an appropriate Notice to be issued and published, as required by the PPEA and the County's PPEA procedures, and to cause an appropriate Receipt of Unsolicited PPEA Proposal and Solicitation of Competing Proposals to be issued; and

WHEREAS, the June 25, 2013 deadline for receiving Competing Proposals passed and no Competing Proposals were received; and

WHEREAS, on July 10, 2013, the Board referred the Unsolicited PPEA Proposal of Frederick County Center, LLC, to the Public Works Committee for further evaluation and negotiation of a Comprehensive Agreement; and

WHEREAS, to date a Comprehensive Agreement has not been negotiated and no further actions have been taken by the Board relative to the Unsolicited PPEA Proposal from Frederick County Center, LLC; and

WHEREAS, on October 16, 2015, the County received a request from Frederick County Center, LLC, seeking the return of their PPEA deposit; and

WHEREAS, a refund of the PPEA deposit can only be considered under the following conditions (1) the applicant advised the Board that they wish to withdraw their request; or (2) the Board of Supervisors rejects the PPEA Proposal; and

WHEREAS, the applicant has not submitted a request to withdraw their PPEA Proposal.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Frederick, Virginia, hereby rejects the Unsolicited PPEA Proposal from from Frederick County Center, LLC to provide financing for, land for, and design and construction of a new County office building, and purchase of the existing County office building at 107 North Kent Street, Winchester, Virginia.

ADOPTED this <u>28th</u> day of October, 2015.

VOTE:

Richard C. Shickle	 Gary A. Lofton
Charles S. DeHaven, Jr.	 Jason E. Ransom
Gene E. Fisher	 Robert W. Wells
Robert A. Hess	

A COPY ATTEST

Brenda G. Garton Frederick County Administrator

Resolution No.:



MMA Capital Management, LLC

621 East Pratt Street, Suite 600 Baltimore, Maryland 21202 T 443.263.2900

4157675

Ms. Brenda G. Garton County Administrator County of Frederick 107 North Kent Street Winchester, VA 22601 October 16, 2015

Re: Frederick County Center PPEA

VIA E-MAIL

Dear Ms. Garton:

I have reviewed our correspondence with regard to the return of the PPEA deposit. As you know, R150 SPE, LLC submitted a PPEA to provide for a County Administration building and, pursuant to a statutory requirement, also paid the required fee, which was to be held and, if necessary, used to defray any County costs incurred evaluating the PPEA proposal. As you know, the PPEA was not accepted by the County and, in fact, the rezoning that was filed on August 8, 2014, and which made reference to the PPEA, was rejected by the Board of Supervisors on March 11, 2015.

Further, and it probably goes without saying, given what has occurred, there has been no evaluation or expenses incurred by the County conducting any evaluation of said PPEA. Accordingly, and based on the above, we would respectfully request that the County return the \$50,000.00 to R150 SPE, LLC, plus any interest if any has been accrued.

Thank you for your assistance and cooperation.

Sincerely,

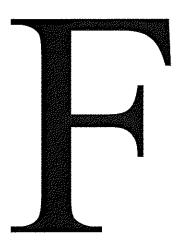
R150 SPE, LLC A Virginia limited Liability Company

Sole Member of: Frederick County Center, LLC

Name: Gary Mentesana Title: Executive Vice President

Cc: Earl W. Cole, III Ty Lawson

CONSENT AGENDA





To: I	Brenda G. Garton, County Administrator
From: J	Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: I	Parks and Recreation Commission Action
Date: (October 20, 2015

The Parks and Recreation Commission met on October 13, 2015. Members present were: Kevin Anderson, Randy Carter, Natalie Gerometta, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr. Members absent were: Patrick Anderson and Jason Ransom.

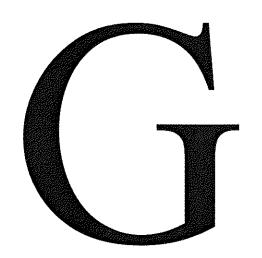
Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Tenth Recreation Technician – Mr. Madagan moved to fund a Recreation Technician position to effectively manage the additional summer location and provide a quality experience to an increased number of children, second by Ms. Gerometta, motion carried unanimously (6-0). Request will be forwarded to the Human Resource Committee for review at their next meeting.

cc: Charles R. Sandy, Jr., Chairman Jason Ransom, Board of Supervisor Liaison Paula Nofsinger, Human Resource Director



 $\tilde{g} \leq$

County of Frederick



Paula A. Nofsinger Director of Human Resources

> Office : (540) 665-5668 Fax: (540) 665-5669 <u>pnofsinger@fcva.us</u>

TO:	Board of Supervisors
-----	----------------------

FROM: HR Committee

DATE: October 13, 2015

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00am on Friday, October 9, 2015. All members were present with the exception of Supervisor Wells.

*** Items Requiring Action***

1. The Committee recommends approval to create two (2) new Assessor positions within the Commissioner of Revenue's office.

Items Not Requiring Action

1. The HR Director provided to the group an update of the projects and priorities and the position allocation chart.

There being no further business, the meeting was adjourned.

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

Respectfully Submitted,

Human Resources Committee

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

Bv:

Paula A. Nofsinger / / Director of Human Resources



Jrederick County, Dirginia OFFICE OF COMMISSIONER OF THE REVENUE 107 North Kent Street P.O. Box 552 Winchester VA 22601 Winchester VA 22604-0552 <u>emurphy@fcva.us</u> www.fcva.us/cor



Phone: 540-665-5681 Fax: 540-667-6487

ELLEN E. MURPHY COMMISSIONER

September 28, 2015

To: Paula Nofsinger for:

Personnel Committee Finance Committee Frederick County Board of Supervisors

By Hand

The Commissioner's office has a proposal before you today, relating to real estate personnel and reassessment:

The real estate assessment section in the office of the Commissioner of the Revenue is in dire need of personnel in order to complete daily tasks AND the Reassessment of Real Estate for the next assessment due for hearings in September 2016.

For your information, we are much more conservative than localities of a similar number of parcels who do their own reassessment. An example: The City of Hampton has about 50,000 parcels (we have 46,201 taxable). They employ 16 field assessors and 5 part time assessors to do reassessment work only (information provided by the real estate division of the Virginia Department of Taxation.)

<u>Real estate is absolutely off the charts!</u> Eastern real estate home sales are up 10.5% and we are experiencing a very large volume of permits, deeds and of course build outs requiring new assessments.

Here is where we are at 7/31/2015: We have two assessors in the COR section of our budget. They handle the day to day additions and changes to real property, caused by deeds and transfers, handle land use assessment, and interview and if appropriate adjust for three tax relief programs. These staff members also assist with the reassessment although they have enough to do without adding that. Other staff handle generation of billings twice annually, Public Service Corporation adjustments from state and billings, street lights, Star Fort billings, sanitary districts, legal work, Pictometry and mapping, recording deeds & transfers, and phones/walk-ins. Of course my chief deputy and GIS analyst also do reassessment and other real estate work on the computer and in-house chores – they shouldn't have to but they do because it is the only way to successfully get everything done. My chief deputy regularly loses time off because she doesn't take it in order to get our work done. I also work an average of 50 hours per week – year round.

In the reassessment budget section we have one assessor, one data collector who is full time and two part-time data collectors - one who works $\frac{1}{2}$ week or less and one working about a 30 hour week.

Commissioner of the Revenue Duties & Responsibilities Page 2

We desperately need two more full time assessors! I would suggest these be hired under the Reassessment budget since that will be their primary objective and assignment.

I implore you to approve the advertisement and eventual hiring of two qualified assessors. **My request is for a total of \$85,944.48 for 8 months in the current FY 2016 budget. This is a base salary of \$45,200 per year plus fringes of \$19,258.36 (\$128,916.72 annualized).** I do not want to see our quality of assessment – which has always been superlative – to suffer from lack of man power.

<u>I had included one such assessor in my FY 2016 budget but it was cut.</u> Growth and activity in real estate now indicate that we will need at least two. Also applications for a part time assessor to replace one leaving at the end of this month have been less than fruitful.

My sincere appreciation for your time and consideration!

It is my pleasure to serve the citizens of Frederick County and provide the high level of service and accurate assessment that we generate.

Ellen Murphy

Ellen E. Murphy Commissioner of the Revenue

Locality - under COR or designated dept.	Parcels	% Commercial & Industrial	# Full Time Assessors (Office & other RE duties not incl)	# Part Time Assessors	# Data Collectors		Annual Budget - Reassess- ment only	Average Cost per Parcel per year - KNOWN SALARIES ONLY	Average Salary - Full time staff		Frequency of Property Visit Years
ALBEMARLE	42,629	3.0	11	1		_	1 200 000	20.50	52.244		
ARLINGTON	64,309	2.6	14			2	1,300,000			ANNUAL	PERIODIC
CULPEPER	22,530	6.9	3			2	1,991,000			ANNUAL	PERIODIC
HAMPTON	48,900	5.0	17	1		4	493,830	1		BIENNIAL	PERIODIC
HANOVER	45,941	5.0		2			1,111,851			ANNUAL	TWO-FOUR
HARRISONBURG	12,514	20.5	8	1		2	1,200,000			ANNUAL	TWO
JAMES CITY-CNTY	32,511	4.0	4				312,970			ANNUAL	THREE
LOUDOUN	129,836	4.0				10	821,877	25.28		BIENNIAL	TWO-FOUR
LOUISA	28,700			VARIES			NOT PROVIDED	k		ANNUAL	CYCLED
LYNCHBURG		1.7	4	1		-	NOT PROVIDED			FIVE YEARS	FIVE YEARS
ROANOKE CITY	29,980	8.5	5			- 1	724,070			BIENNIAL	TWO
	43,473	11.4	10			_	1,583,119	36.42		ANNUAL	THREE-FOUR
ROANOKE CNTY	43,989	4.4	8				872,000	19.82		ANNUAL	TWO-THREE
ROCKINGHAM	48,000	4.0	3	4		6	NOT PROVIDED	COMM/IND HIRE OUT	36,000	FOUR YEARS	FOUR-SIX
SPOTSYLVANIA	61,903	4.2	8	3		2	910,501	15.01	55,000	BIENNIAL	VARIES
STAFFORD	52,724	3.8	8				628,800		63,700	ANNUAL	TWO-FOUR
WISE	28,103	15.7		VARIES	VARIES	_	165,000	SOME HIRED @ REASS.	35,000	FOUR YEARS	FOUR
YORK	24,027	5.9	5	1		2	550,000	22.89	47,200	BIENNIAL	THREE-FOUR
FREDERICK	47,664	2.8	2**	1		1	268,546	5.63	45,235	BIENNIAL	тwo
Culpeper is tryi	ng to hire now	<i>I</i> .									
* Loudoun depa	artment budge	et not broke	n out by real e	state, busines	s and pers	ona	l property				-
Figures - provid	ed by localitie	s and as rep	orted and vari	fied on VAAO	annual sta	tist	ical report f	or in house asses	ssment		
VAAO = Virginia	Association o	of Assessing	Officers				iourreporer		sincin		
				de general re	al estate F	XCF	PT Frederic	k includes one a	ssessor from	COR hudget	
% of Commeric	al/industrial is	shown beca	use of addition	nal time it tak	es to asse	55 5	uch properti	ies	Sessor nom	con suuget	
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HR Committee Projects List

Priority	Projects	Timeframe	Requested By
1	Develop County Pay Philosophy	For Budget process	HRC
2	Establish standards for salary scale increases	For Budget process	HRC
	Review and Prioritize all new position requests at one time	During Budget process	HRC
1	Recommend Merit/COLA percent to BOS	During Budget process	HRC
	Recommend Employee Bonus Ordinance		HRC
	Study Bonus/Incentive Policy		P&R Director
	Total Comp & Benefits Study		Supervisor Lofton
	Develop Take Home Car Policy		County Administrator
	Develop Policy definition on items for HRC review		County Administrator
	Develop MOU's with Constitutional Officers and Agencies	7/1/2016	County Administrator
	Mentorship Program		P&R Director
	Awards program for part time staff		P&R Director
	Items	Timeframe	Requested By
	F&R Presentation on Overtime Components	November	HRC

Department	Funded	Unfunded	Total
Title			
Clerk's Office			1
Clerk	1		
Deputy Clerk			
Sr Records Clerk	1		
Records Clerk	4		
Scanning Technician	1		
Totals	9	0	9
Comm of the Revenue			
COR	1		
Real Estate Assessment/Chief Deputy	1		
Business Division Chief	1		
Personal Property Supervisor	1		
Auditor	1		
Assessor	3		
Data Collector	1		
GIS Analyst	1	1	
Administrative Assistant	2		
Sr Account Clerk	3		
Account Clerk	4		
Totals	19	0	19
	15		15
Commonwealth's Attorney's Office			
Commonwealth's Attorney	1		_
Deputy Commonwealth's Attorney	1		
Assistant Commonwealth's Attorney	4		
Sr Legal Secretary	1		
Legal Secretary	4		
Secretary	1		
Victim Witness			
Program Coordinator	1		
Secretary	1		
Fotals	14	0	14
	17	0	14
County Administrator's Office			
County Administrator	1		
Assistant County Administrator	1		
Deputy County Administrator	1		
Public Information Officer	1		
CSA Coordinator	1		
Administrative Assitant	2		
	1		
Secretary	T		

d Unf	funded	Total
FundedUnfunded8020County Attorney1Legal Secretary1202020EDA Director1Sting Business Coord1Marketing Manager130Extension Tech1Secretary1Secretary1Finance Director1Payroll Manager1Risk Manager1Finance Director1Payroll Manager1Finance Director1Payroll Manager1Counting Supervisor1Finance Specialist270Secretary1Fire Chief1Deputy Chief3Captain3Lieutenant11F&R Specialist32F&R Technician8Firefighter/EMT32Marketing Manager1Secretary1Secretary1Secretary2Agement Specialist1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1Secretary1	8	
		1
	0	2
1		
_		
_		
	0	3
-		
-		
-		
	-	
	0	2
-		
-		
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-		
_		
	0	7
		1.4
-		
-		
	0	96
		0

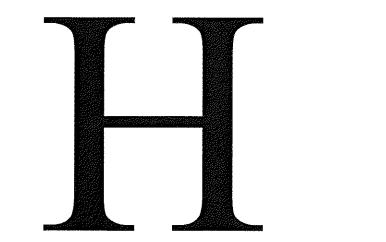
Department	Funded	Unfunded	Total
HR Director	1		
Benefits Administrator	1		
HR Generalist	1		
HR Specialist	1		
Totals	4	0	4
IT Department			
IT Director	1		
Network Operations Manager	1		
GIS Manager	1		
MIS Manager	1		
Network Support Tech	1		_
Systems Analyst	1		
PC Tech	2		_
	<u> </u>		
GIS Analyst			_
GIS Tech	1		
MIS Sr Program Coordinator	1		
MIS Program Coordinator	1		
MIS Programmer	1		
Administrative Assistant	1		
Totals	14	0	14
Juvenile Probation Office			
Juvenile Probation Officer	2		
Totals	2	0	2
Maintenance			
	1		
Maintenance Supervisor	1		_
Maintenance Specialist	1		-
Head Custodian	1		
Custodian Fotals	6 9	0	9
		0	5
NRADC			
Superintendent	1		
Assistant Superintendent/Major			
Captain	4		
Lieutenant	8		
Sergeant	20		
Correctional Officers	112		
Correctional Systems Officer	1		
Correctional Systems Tech	1		
Booking Tech	3		

Department	Funded	Unfunded	Total
Property Clerk	1		
Administrative Assistant	1		
Business Manager	1	1	
Accounting Tech	2		
Account Clerk	1		
Nursing Director	1		
LPN	11		
CHA	1		
Mental Health Director	1		
Mental Health Consultant	1		
Maintenance Supervisor	1		
Maintenance Tech	4		
Food Service Manger	1		
Food Service Supervisor	7		
Inmate Program Coordinator	1		
Inmate Program Specialist	4		
PTS Coordinator			
PTS Case Manager/Investigator	4	/	
Secretary	1		
Records Supervisor/LIDS Tech	1		
Records Clerk	6		
	201	0	201
NRADC/DCS			201
Court Service Director	1		
Chief CC	1		
Administrative Assistant	1		
Sr Probation Case Officer	1		
CC Case Manager	2		
ASAP Case Manager	4		
Records Clerk	2		
	12	0	12
			12
otals	213	0	213
arks & Recreation Department	_		
P&R Director	1		
Park Superintendent	1		
Recreation Superintendent	1		
Operations Supervisor	1		
Marketing Manager	1		
Administrative Assistant	2		
Park & Stewardship Planner	1		
Park Manager	2		

Department	Funded	Unfunded	Total
Program Supervisor	5		
BASICRec Manager	1		
Recreation Tech	9		
Registration Specialist	2		_
Maintenance Specialist	1		
Park Tech	2		
Park Caretaker	9		
Totals	39	0	39
Planning & Development			
Planning Director	1		
Assistant Planning Director	1		
Assistant Transportation Director	1		
Sr Planner	1		
Zoning Administrator	1		
Zoning Tech	1		
GIS Tech	1		
Administrative Assistant	1		
Sr Secretary	1		
Secretary	2		
Totals	11	0	11
Public Safety Communications			
PSC Director	1		
Secretary	1		
Communications Supervisor	1		
Communications Officer	13		
Totals	16	0	16
Public Works			
Administration		AT 14	
Assistant PW Director	1		
Administrative Assistant	1		
Project Manager	1		
Environmental Inspector	1		
Animal Shelter			
Manager	1		
Assistant Manager	1		
Secretary	1		
Sr Animal Caretaker	2		
Animal Caretaker	2		
	-		

Department	Funded	Unfunded	Total
Inspections			
Building Code Official/Administrator	1		
Sr Design Review Specialist	1		
Design Review Specialist	1		_
Sr Inspector	2		
Inspector	5		
Permit Manager	1		
Permit Tech	2		
Secretary	1		
Landfill			
Public Works Director	1		1
Landfill Manager	1		
Operations Spervisor	1		-
Environmental Manager	1		
Environmental Tech	1		
Convenience Site Supervisor	1		
Gas Plant Operator	1		
Heavy Equipment Mechanic	1		
Motor Equipment Operator	1		
Sr Landfill Tech	3		
Landfill Tech	7		
Landfill Spotter	1		
Laborer	4		
Administrative Assistant	1		
Scale Operator	2		
	2		
Recycling			
Solid Waste Manager	1		
Solid Waste Hanager	1		
	1		
Shawneeland			
Shawneeland Manager	1		
Sr Motor Equipment Operator	2		
Motor Equipment Operator	2		
Secretary	1		
Fotals	60	0	60
	00	0	60
Registrar's Office			
Registrar	1		-
	1		
Assistant Registrar		0	2
ouis	2	0	2

Department	Funded	Unfunded	Total
Sheriff's Office			
Sheriff	1	-	
Major	1		
Captain	4		
1st Lieutenant	1		
Lieutenant	9		
Sergeant	3		
Investigator	18		
Deputy	81		_
Communications Operations Supervisor	1		
Communications Officer	3		
Crime Analyst	1		
Evidence Clerk	1		
Administrative Assistant	2		
Records Clerk	8		
Totals	134	0	134
Treasurer's Office			
Treasuerer	1		
Deputy Treasurer	2		
Revenue Analyst	1		-
Sr Collector	1		
Sr Account Analyst	1		
Collector	1		
Account Analyst	3		
Mortgage Specialist	1	6	
Totals	11	0	11
Minchester Designal Airest			
Vinchester Regional Airport			
Airport Director	1		_
Operations Supervisor	1		
Maintenance Tech	2		
Flight Line Tech	4		
Account Clerk	1		
Customer Service Rep	2		
otals	11	0	11
irand Total	686	0	686



Finance Committee Report and Recommendations August 19, 2015 Page | 2

- 5. The Assistant County Administrator requests a <u>General Fund budget transfer in the</u> <u>amount of \$85,900</u> from unallocated budget funds. This amount represents anticipated building maintenance expenses for the soon to be acquired Millwood Fire Station. See attached information, p. 9 – 11. The committee recommends approval.
- 6. The Frederick County Circuit Court Clerk requests a <u>General Fund supplemental</u> <u>appropriation in the amount of \$43,243</u>. This amount represents salary and fringes required to hire a Deputy Clerk-Operations. Of this amount, \$32,330 will be reimbursed by the State Compensation Board. The position has been approved by the HR Committee. Local funds are required. See attached memo, p. 12 13. The committee recommends approval.
- 7. The Red Bud District Supervisor requests a <u>General Fund supplemental appropriation in the amount of \$19,000</u>. This amount represents the County share of a \$200 per month salary supplement for the 19 clerks of the General District Court and the Juvenile and Domestic Relations Court for the remaining ten months of FY16. Local funds are required. See attached request and the City's response to the request, p. 14 17. The committee recommends denial.
- 8. The Winchester Regional Airport Authority requests a public hearing for an <u>Airport</u> <u>Capital Fund supplemental appropriation in the amount of \$3,588,459 and a General</u> <u>Fund supplemental appropriation in the amount of \$63,818 (local funds).</u> These amounts represent the FY16 Airport Capital budget and the County contribution respectively. See attached information, p. 18 – 25. The committee recommends holding a public hearing on September 9, 2015.
- 9. The Parks and Recreation Commission requests the donations received in FY15 for the PLAY Fund in the amount of \$7,384.50 be reserved, subject to future appropriations. The balance will be reduced by the financial assistance provided during FY15 in the amount of \$452.25. No local funds required. See attached memo, p. 26 31. The committee recommends approval.

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RANSOM LAW OFFICE

31 S. Braddock Street, Suite 101 Winchester, Virginia 22601 (540) 336-1437 www.ransomlawoffice.com

June 18, 2015

Eden E. Freeman City Manager 15 N. Cameron Street Winchester, Virginia 22601

Brenda G. Garton County Administrator 107 N. Kent Street Winchester, Virginia 22601

ce: Cher 9202122232 2131415167 JUN 2015 Frederick Couniv Administrator's Offic BV 0168199

Paula a Cherry adinal as to Hus request Thanks

Re: Salary Supplement for District Court Deputy Clerks

Dear Ladies:

As a member of the Frederick County Board of Supervisors, I am trying to get the localities to approve a salary supplement, as allowed by the Virginia Code, for the full-time deputy clerks of the General District Court and the Juvenile and Domestic Relations District Court. The localities already supplement the salaries of the deputy clerks of the Circuit Courts. I am proposing that the localities provide a supplement to each clerk in the amount of \$200.00 per month. There are currently eleven clerks in the General District Court and eight clerks in the Juvenile and Domestic Relations District Court. I am proposing that the supplement be shared equally between the localities. The localities should receive partial reimbursement from the State Compensation Board.

I am seeking this supplement for several reasons. Turnover in the District Courts is too high, which has a negative effect on the judges, attorneys, staff, litigants, and the efficiency of the judicial system. The District Courts have lost eight clerks within the past three years due to low compensation. The Circuit Courts have only lost two clerks within the same time period. According to information from the Virginia Supreme Court, the average salary for a clerk in the District Court is \$27,000.00. The average salary for a clerk in the Circuit Court, who receives a supplement, is \$29,000.00. Ninety-two percent of District Court clerks in the Commonwealth make below the average for all other state employees, which is approximately \$46,000.00. The overall increase in compensation for other state employees has risen an average of 34 percent within the last 11 years, but the increase in compensation for clerks has only risen 13 percent. The clerks in the District Court start below what employees, such as trash collectors and animal control officers, are paid. This is frustrating when the work of a clerk demands more education and responsibility. Legal secretaries and paralegals, whom rely on the clerks on a daily basis, earn thousands of dollars more than the clerks, whom have much more responsibilities. Moreover, clerks hired after 2012 must pay their own retirement match of five percent. The clerks' takehome pay is much less when you add in the recent healthcare costs.

Given the number of case filings per year, the clerks of the District Courts are tasked with more duties and responsibilities than the clerks of the Circuit Courts. The District Courts are currently understaffed. There were approximately 49,000 cases filed in the District Courts in 2014. While judges have been added to the District Courts due to the high caseload, no funding has been appropriated for additional clerks. Increases in law enforcement personnel to combat the heroin epidemic means an increase in the workload of the clerks, yet the District Courts do not receive additional staffing. Beginning October, 2015, the clerks will be given the added responsibility of collecting a local fee for the law enforcement agencies for electronic summonses. These funds will go to the law enforcement agencies while the clerks do all of the work.

The clerks of the District Courts handle more pro se litigants (litigants without an attorney) than the deputy clerks of the Circuit Courts. Ninety percent of the litigants in the Circuit Courts are represented by an attorney, whereas only twenty-five percent of the litigants in the District Courts are represented by an attorney. Working with a pro se litigant is cumbersome and time consuming, because the litigant is demanding and does not understand the judicial system. Thus, the clerks are working harder and longer and, most of the time, dealing with the most difficult litigants involving child support, custody, visitation, and protective orders.

The Districts Courts generate more income for the localities than the Circuit Courts. The Districts Courts collected \$12.6 million dollars from 2012 through 2014. They have already collected \$1.4 million for 2015.

Based on the foregoing reasons, I find it proper and only fair that the localities approve a supplement for the clerks of the District Courts. This request is small in dollar amounts, but huge in what it means to the clerks. As such, Eden, I would appreciate it if you would forward my proposal to the Council for consideration at the earliest possible convenience. Likewise, Brenda, I would appreciate it if you would forward my proposal to the appropriate committee for consideration and keep me advised of the date and time of such meeting.

I want to thank you both for your attention in this matter.

Very truly yours Jason E. Ransom

cc: Hon. Debra V. Bull, Clerk Winchester/Frederick General District Court

> Hon. Ann B. Lloyd, Clerk Winchester/Frederick Juvenile and Domestic Relations District Court

hester city manager's office



Rouss City Hall 15 North Cameron Street Winchester, VA 22601

Telephone: (540) 667-1815 FAX: (540) 722-3618 TDD: (540) 722-0782 Website: www.winchesterva.gov

July 28, 2015

Mr. Jason Ransom Ransom Law Office 31 South Braddock Street Suite 101 Winchester, VA 22601

RE: Salary Supplement for District Court Deputy Clerks

Dear Mr. Ransom:

Thank you for your recent correspondence requesting the City consider a salary supplement for full-time deputy clerks of the General District Court and Juvenile and Domestic Relations District Court. I did share your correspondence with the Common Council.

The request to supplement the salaries of the deputy clerks has come up multiple times in the past, but the City nor the County have committed the funds to do so. The City has a long standing policy of not supplementing salaries of state employees working at the locality level. This policy is largely in place because any increase would have to come from local funds as the State Compensation Board would not provide any reimbursement.

While we are sympathetic to the request, given that the City has just completed the budget process and our practice of not supplementing salaries for state positions, the City is unable to approve this request.

Sincerely,

Gunav

Eden E. Freeman **City Manager**

Mr. Ransom July 27, 2015 Page 2 of 2

T

Cc: Members of the Common Council

Ms. Brenda Garton, County Administrator, County of Frederick

Ms. Debra Bull, Clerk, Winchester/Frederick General District Court

Ms. Ann Lloyd, Clerk, Winchester/Frederick Juvenile and Domestic Relations District Court

COUNTY of FREDERICK



Finance Department Cheryl B. Shiffler Director

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

TO:	Board of Supervisors
FROM:	Finance Committee
DATE:	September 16, 2015
SUBJECT:	Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, September 16, 2015 at 8:00 a.m. All members were present. (**b**) Items 5 and 6 were approved under consent agenda. (**x** = no action required)

- 1. The FCPS Finance Director provides FY 2015 Year End financial information and is available for discussion. See attachment, p. 5 30. No action required.
- The FCPS Finance Director requests a <u>School Operating Fund and a General Fund</u> <u>supplemental appropriations in the amount of \$123,737.04</u>. This amount represents unspent obligated FY 2015 School Operating funds. See attached memo, p. 31. The committee recommends approval.
- The FCPS Finance Director requests a <u>School Capital Projects Fund and a General Fund</u> <u>supplemental appropriations in the amount of \$314,746.72</u>. This amount represents unspent FY 2015 School Operating funds. See attached memo, p. 31. The committee recommends approval.
- 4. The Finance Director presents FY 2015 Year End financial information. See attached,
 p. 32 48. No action required.

Finance Committee Report and Recommendations September 19, 2015 P a q e $\mid 2$

- (b) The Sheriff requests a <u>General Fund supplemental appropriation in the amount of \$1,011.58</u>. This amount represents reimbursements for an investigation and an extradition. No local funds required. See attached memos, p. 49 50.
- (b) The Parks & Recreation Director requests a <u>General Fund supplemental</u> <u>appropriation in the amount of \$2,000.</u> This amount represents a donation for the conversion of two mowers to propane fuel. No local funds required. See attached memo, p. 51.
- The Fire & Rescue Chief requests a <u>General Fund supplemental appropriation in the</u> <u>amount of \$40,000.</u> This amount represents a carry forward of unspent FY 2015 funds to be used for outfitting three new vehicles. See attached memo, p. 52. The committee recommends approval.
- 8. The Fire & Rescue Chief requests a <u>General Fund supplemental appropriation in the</u> <u>amount of \$64,000.</u> This amount represents a carry forward of unspent FY 2015 funds to be used to outfit ten new employees. See attached memo, p. **53**. The committee recommends approval.
- 9. During the FY 2016 budget discussions it was requested that two outside agencies be revisited after FY 2015 year end. Those agencies were Handley Library and the Northern Shenandoah Valley Regional Commission (NSVRC). Handley Library was discussed at the August committee meeting. Budget information for the NSVRC is attached. See information, p. 54 86. The committee recommends approval of a <u>General Fund supplemental appropriation in the amount of \$1,216.</u> Members Lofton and Ewing vote no.
- The EDA Director requests an <u>EDA Fund supplemental appropriation in the amount of</u> <u>\$100,000.</u> This amount represents incentive funds for ON Minerals (Chemstone). See attached memo, p. 87. The committee recommends approval.

- The EDA Director requests an <u>EDA Fund supplemental appropriation in the amount of</u> <u>\$250,000.</u> This amount represents incentive funds for HP Hood. See attached memo, p. 88. The committee recommends approval.
- 12. The Shawneeland District Manager requests a <u>Shawneeland Fund supplemental</u> <u>appropriation in the amount of \$50,000.</u> This amount represents a carry forward of <u>unspent FY 2015 funds to be used for the purchase of a vehicle and equipment.</u> See attached memo, p. 89. This item was removed from the agenda.
- 13. The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. See attached charter, p. 90 - 92. The committee delays action pending further input from committee members.
- 14. Fire & Rescue Fee for Service MOU, company MOUs and joint agreements, and county payments to companies information is being provided for discussion per committee request. See attached information, p. 93 140. The committee desires to continue discussions and recommends the County Administrator and the Assistant County Administrator outline a structure to facilitate the review of agreements and goals for the future relationship between the County and the volunteer companies.

INFORMATION ONLY

- The Finance Director provides a Fund 10 Transfer Report for August 2015. See attached, p. 141.
- The Finance Director provides an FY 2016 Fund Balance Report ending September 10, 2015. See attached, p. 142.
- The Finance Director provides financial statements for the month ending August 31, 2015. See attached, p. 143 - 153.

Finance Committee Report and Recommendations September 19, 2015 Page | 4

Respectfully submitted,

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

By Church D Shiffles Cheryl B. Shiffler, Finance Director



DATE: August 25, 2015

TO: School Board Finance Committee Members David T. Sovine, Ed.D., Superintendent of Schools

FROM:

Lisa K. Frye, Executive Director of Finance

SUBJECT: **Financial Reports for Fiscal Year 2014-15**

Attached are the year-end financial reports for fiscal year 2014-15. As of the date of this report, the financials are unaudited. Included are the statements of operations for all funds managed by the school system. This report summarizes the key activities within each fund.

Table of Contents

Fund	Report
School Operating Fund	Page 3
School Nutrition Fund	Page 8
School Textbook Fund	Page 10
School Capital Projects Fund	Page 12
School Construction Fund	Page 14
School Debt Service Fund	Page 16
School Health Insurance Reserve Fund	Page 18
Northwestern Regional Educational Programs Funds	Page 20
Consolidated Services Fund	Page 22
Special Grants Fund	Page 24
Fiduciary Funds	Page 26

Please refer to the respective financial statement as you proceed through the text.

School Operating Fund

The unobligated surplus for the fiscal year 2015 school operating fund is \$314,747, which is 0.22% of the \$142,289,182 total school operating fund budget.

The operational highlights of the fiscal (and school year) 2014-2015

- Implementation of a full-day, instructional program for kindergartners instead of a half-day program
- Fall enrollment was 13,066
- Roll-out and expansion of 1:1 technology initiative for all middle and some elementary school students

Summary budget statistics

- 1. The original (beginning) budget for the school operating fund for FY 2015 was \$140,504,479.
- 2. Budget adjustments of \$1,784,703 resulted in the current budget balance of \$142,289,182. Notable adjustments included:
 - a. a one-time transfer from the Debt Service Fund of \$1,566,316 to support a mid-year salary initiative
 - b. encumbrance and carry-forward grant receipts of \$218,387 from FY 2014

Summary financial statistics

- 1. Actual FY 2015 revenues in the school operating fund were \$141,326,145.
- 2. Actual FY 2015 expenses totaled \$140,887,661.
- 3. Obligations for restricted programs in the amount of \$123,737 are a part of the year-end surplus and are reserved for appropriation to FY 2016.
- 4. An unobligated amount of \$314,747 remained at year-end. [Line E]

Key factors contributing to the school operating fund surplus are shown in the chart below.

	Budget	Actual	Variance
State sales tax	\$13,808,529	\$13,944,103	\$ 135,574
Budget savings – schools and departments	\$19,049,155	\$18,890,295	\$ 158,859 \$ 28,958 schools \$ 129,901 depts.
All other unobligated variances			<u>\$ 20,314</u>
Unobligated Surplus for FY 2015			\$ 314,747

The remaining portion of this section explains the financial activity and resulting variances.

School Operating Fund – Continued

Understanding the Operating Fund Variances

The financial statement for the School Operating Fund is presented in a format reflecting two components of financial activity: unrestricted and restricted programs. The majority of the school division's programs and operations are funded by state and local funds in the unrestricted component. While the school division must maintain minimum standards of quality with a mandated local match in most cases, the local school board deploys those funds with discretion and in line with its planning goals. Therefore, the expenditures in this component are referred to as unrestricted.

The restricted program section shows the activity of grant funds received for specific use on designated programs. The budget and related financial activity align with the grant award amounts and spending period, creating budget to actual variances which tend to be misunderstood as local surpluses or deficits. For this reason, the format shown is designed to assist the reader with the distinction between the two.

Unrestricted Revenues and Expenditures

Unrestricted revenues exceeded expenditures by \$489,607 [line 11]. The variance for each revenue source and expenditure category is described in the following text. This amount is offset by the \$51,124 deficit in the restricted program section [line 14] resulting in the total operating fund surplus of \$438,484 [line 15].

Unrestricted Revenues: \$135,636,248 [line 6]

Local Sources [line 1]

\$1,043,468 in miscellaneous local revenue was received, including fees and charges to students and the public, as well as billings to other agencies, gifts and donations, rebates and refunds, and rental charges for the use of school division facilities. Funds received from these sources were more than projected by \$76,008 and include the sale of equipment, insurance adjustments, and miscellaneous donations.

Commonwealth [line 2]

- \$67,454,879 in state revenues were received including Standards of Quality (SOQ) funding, sales tax receipts, incentive funding, categorical funding, lottery funds, and some miscellaneous funds were more than budgeted by \$120,202.
- SOQ funding was less than budgeted by \$114,208 due to lower than projected enrollment.
- Sales tax funding was more than budgeted by \$135,574 due to greater sales tax collections received by the Commonwealth than was planned by the Virginia Department of Taxation.
- The state's share of special education regional tuition funding was more than budgeted by \$64,609 due to enrollment in the program.
- > Other state revenues were greater than budgeted by \$34,227.

Federal Government [line 3]

\$5,458 in unrestricted, federal program revenues were received. A small amount of funding is provided each year based on the amount of federal land in the county. There is no notable variance in this section.

Local Government and Transfers [lines 4-5]

\$67,132,443 were received from the County's General Fund and the School Capital Projects Fund, \$65,347,740 and \$1,784,703 respectively, and all of which are considered local government dollars. This total includes the prior year encumbrance and grant obligations, as well as the current year funding support from the local governing body and a transfer of available funds in the School Capital Projects Fund.

Unrestricted Expenditures: \$135,146,640 [line 10]

Instruction [line 7]

\$100,814,363 were expended for instructional purposes and includes costs incurred for classroom instruction, student support services, library and media services, instructional support services, and school administrative offices in the areas of regular education, special education, vocational education, gifted education, and the other categories of instruction. Seventy-five percent of all expenditures are in this category. The positive variance of \$14,995 is attributable to expenditure savings throughout the schools and instructional departments.

Instructional and Administrative Technology [line 8]

\$7,052,237 were expended for costs associated with division technology, whether for instructional, administrative, or operational categories. Savings in vehicle fuel and employee compensation due to turnover provided some of the funding to expand the school division's 1:1 student technology device initiative to additional grade levels.

Support Services [line 9]

\$27,280,040 were expended for costs associated with supporting the operations of the school division, including administration, services related to students' attendance and health, transporting students, and maintaining facilities. The \$143,424 positive variance is the net of personnel and operational expenditures. The majority of this positive variance is due to residual fuel and utility savings.

Restricted program revenues and expenditures [lines 12 and 13]

In some programs, local dollars are required. Expenditures exceeded revenues by \$51,124. [line 14]

FY 2015 Unrestricted Surplus (Revenues in Excess of Expenditures) \$314,747 [lines 15-17]

The total surplus for FY 2015 of \$438,484 is reduced by the amount of revenue received for a special purpose, but has not yet been encumbered. These funds are considered obligations against the surplus funds, total \$123,737, and include: 1) \$88,795 for SOL Algebra Readiness, 2) \$30,000 for the Apple Federal Credit Union mentor teacher program, and 3) \$4,942 for the E-Rate program. A separate appropriation request will be submitted for these amounts to be approved by the Board of Supervisors. The unobligated surplus for FY 2015 is \$314,747.

Supplementary Information Regarding Restricted Programs [line 18]

Restricted Programs provide funding for specific initiatives. The majority of these revenues are based upon certain student populations or capabilities. Restricted program funding is associated with spending criteria as well as reporting criteria. The vast majority of restricted revenues come from the federal government, but a few are from state or miscellaneous sources. Restricted program revenues totaled \$5,689,897 for FY 2015, and program expenditures totaled \$5,741,021. The resulting negative balance of \$51,124 represents a small amount of additional local funding toward those specific program budgets.

The restricted programs include: eRate telecommunications, state mandates in the area of educational services to special needs students, and federally-funded programs including such grants as Titles I, II, III, IV, VI-B, and vocational education. The fiscal year for the federal grants extends beyond the local June 30 fiscal year, and any remaining grant balances for active grants are eligible for expenditure in the next fiscal year. The variance is the remaining appropriation associated with the grant award amount and does not contribute to or reduce the remaining unobligated surplus.

School Operating Fund

Year Ended June 30, 2015		[a]	[b]	[c]		[d]		[e]
		2013-14 Actual*	2014-15 Original	2014-15 Adjusted		2014-15 Actual*		Variance from
SUMMARY			Budget	Budget			A	dj. Budget
Revenue from Local/Other Sources	\$	1,105,550	\$ 1,130,160	\$ 1,238,402	\$	1,171,896	\$	(66,506)
Revenue from the Commonwealth	\$	66,525,232	\$ 69,070,812	\$ 68,675,763	\$	68,475,796	\$	(199,967)
Revenue from the Federal Government	\$	4,448,061	\$ 4,955,767	\$ 5,242,574	\$	4,546,010	\$	(696,564)
Revenue from Local Governing Body	\$	61,043,225	\$ 65,347,740	\$ 67,132,443	\$	67,132,443	\$	-
[A] TOTAL REVENUES	\$	133,122,067	\$ 140,504,479	\$ 142,289,182	\$	141,326,145	\$	(963,037)
Instruction	\$	95,025,262	\$ 101,060,889	\$ 100,829,358	\$	100,814,363	\$	14,995
Instruction - Restricted Programs		5,506,461	6,972,977	6,981,567		5,741,021		1,240,546
Technology - Instructional & Administrative		5,601,832	5,516,224	7,054,793		7,052,237		2,556
Support Services	<u> </u>	26,336,980	26,954,389	27,423,465	<u> </u>	27,280,040	<u> </u>	143,424
[B] TOTAL EXPENDITURES * Actual fiscal year expenditures includes encumbrances	\$	132,470,535	\$ 140,504,479	\$ 142,289,182	\$	140,887,661	\$	1,401,521
[C] REVENUE OVER EXPENDITURES	\$	651,533	\$-	\$	\$	438,484	\$	438,484
			<u> </u>	<u> </u>	_		<u> </u>	400,404
[D] Obligated Funds-Special Programs	\$	108,939			\$	123,737		
[E] LOCAL FUNDS UNOBLIGATED AT JUNE 30	\$	542,594			\$	314,747		
[F] Percentage Surplus of Total Budget		0.40%				0.22%		
Unrestricted Revenues								
[1] Revenue from Local Sources	\$	939,671	\$ 844,493	\$ 967,460	\$	1,043,468	\$	76,008
[2] Revenue from Commonwealth	\$	65,611,371	\$ 67,346,838	\$ 67,334,677	\$	67,454,879	\$	120,202
a Standards of Quality (SOQ)		47,027,074	49,473,679	49,378,267		49,264,059		(114,208)
b Sales Tax		13,300,059	13,759,908	13,808,529		13,944,103		135,574
C Incentive Accounts		1,987,927	518,000	518,000		518,000		-
d Categorical		79,971	89,837	81,178		79,725		(1,453)
e Lottery-Funded Programs		3,021,344	3,407,914	3,401,299		3,410,221		8,922
f Miscellaneous State		194,996	97,500	147,404		238,770		91,367
[3] Revenue from Federal Government a Miscellaneous	\$	5,262 5,262	\$ 5,000 5,000	\$ 6,295 6,295	\$	5,458 5,458	\$	(837) (837)
[4] Transfers/ CarryOver/ Prior Year Encumbrances	\$	315,904	\$ -	\$ 1,784,703	\$	1,784,703	\$	(857)
[5] Local Funds -Board of Supervisors	\$	60,727,321	\$ 65,347,740	\$ 65,347,740	Ş	65,347,740	\$	-
[6] Total Unrestricted Revenues	\$	127,599,529	\$ 133,544,071	\$ 135,440,875	\$	135,636,248	\$	195,372
Unrestricted Expenditures								
[7] Instruction	\$	95,025,262	\$ 101,060,889	\$ 100,829,358	\$	100,814,363	\$	14,995
a Regular education	·	71,172,122	74,890,038	75,770,618	•	75,767,962	•	2,656
b Special education		15,023,196	16,021,237	15,896,039		15,891,719		4,320
C Vocational education		6,629,442	C 000 0F4			C 050 000		(8)
d Gifted education			6,838,251	6,953,876		6,953,883		
		769,927	800,126	814,280		811,686		2,594
e Other education		769,927 1,361,989	800,126 1,379,391	814,280 1,353,031		811,686 1,349,064		3,967
f Summer School		769,927 1,361,989 18,068	800,126 1,379,391 23,750	814,280 1,353,031 23,750		811,686 1,349,064 23,135		3,967 615
f Summer School g Adult education		769,927 1,361,989 18,068 34,278	800,126 1,379,391	814,280 1,353,031		811,686 1,349,064		3,967
f Summer School g Adult education		769,927 1,361,989 18,068	800,126 1,379,391 23,750	814,280 1,353,031 23,750		811,686 1,349,064 23,135		3,967 615
f Summer School g Adult education h Non-regular school day	\$	769,927 1,361,989 18,068 34,278	800,126 1,379,391 23,750 54,461 -	814,280 1,353,031 23,750	\$	811,686 1,349,064 23,135	\$	3,967 615
f Summer School g Adult education h Non-regular school day i Contingency reserve	\$	769,927 1,361,989 18,068 34,278 16,240 -	800,126 1,379,391 23,750 54,461 - 1,053,635	814,280 1,353,031 23,750 17,764 -	\$	811,686 1,349,064 23,135 16,914 -	\$	3,967 615 850 -
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology	\$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224	814,280 1,353,031 23,750 17,764 \$7,054,793	\$	811,686 1,349,064 23,135 16,914 - - 7,052,237	\$	3,967 615 850 - - 2,556
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology	\$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224 958,701	814,280 1,353,031 23,750 17,764 \$ 7,054,793 2,307,083	\$	811,686 1,349,064 23,135 16,914 - - 7,052,237 2,308,228	\$	3,967 615 850 - - 2,556 (1,145)
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology	\$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224 958,701 2,900,192	814,280 1,353,031 23,750 17,764 \$ 7,054,793 2,307,083 2,803,201	\$ \$	811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456	\$	3,967 615 850 - - 2,556 (1,145) 744
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology		769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224 958,701 2,900,192 1,657,330	814,280 1,353,031 23,750 17,764 \$ 7,054,793 2,307,083 2,803,201 1,944,510		811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553		3,967 615 850 - 2,556 (1,145) 744 2,957
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services		769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 \$ 26,954,389 5,997,189 8,209,240	814,280 1,353,031 23,750 17,764 \$ 7,054,793 2,307,083 2,803,201 1,944,510 \$ 27,423,465 5,909,852 8,101,828		811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040		3,967 615 850 - - (1,145) 744 2,957 143,424 23,660 40,065
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services a Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance		769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 5 26,954,389 5,997,189 8,209,240 12,069,480	814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955		811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115		3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services a Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities		769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 5 26,954,389 5,997,189 8,209,240 12,069,480 202,312	814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961		811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101		3,967 615 850 - - (1,145) 744 2,957 143,424 23,660 40,065
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services a Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers	\$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 5 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169	814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869	\$	811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869	\$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services a Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities		769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 5 26,954,389 5,997,189 8,209,240 12,069,480 202,312	814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961	\$ \$	811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101		3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology [9] Support Services a Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense	\$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 5 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169	814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869	\$	811,686 1,349,064 23,135 16,914 - 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869	\$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology g Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense	\$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224 958,701 2,900,192 1,657,330 \$ 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 \$ 135,307,615 	\$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640	\$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology g Administrative support technology c Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense Restricted Programs [12] Total Restricted Revenues	\$ \$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074 635,455	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 135,307,615 	\$ \$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640 489,607	\$ \$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology g Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense Restricted Programs [12] [13] Total Restricted Expenditures	\$ \$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074 635,455 5,522,538 5,506,461	800,126 1,379,391 23,750 54,461 - 1,053,635 \$ 5,516,224 958,701 2,900,192 1,657,330 \$ 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 \$ 135,307,615 	\$ \$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640 489,607 5,689,897 5,741,021	\$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology g Administrative support technology c Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense Restricted Programs [12] [13] Total Restricted Revenues [13] Total Restricted Revenue Over/(Under) Expense	\$ \$ \$ \$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074 635,455 5,522,538 5,506,461 16,078	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 135,307,615 	\$ \$ \$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640 489,607 5,689,897 5,741,021 (51,124)	\$ \$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology c Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense [12] Total Restricted Revenues [13] Total Restricted Revenue Over/(Under) Expense [14] Restricted Revenue Over/(Under) Expense [15] All Revenue Over/(Under) Expense	\$ \$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074 635,455 5,522,538 5,506,461 16,078 651,532	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 135,307,615 	\$ \$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640 489,607 5,689,897 5,741,021 (51,124) 438,484	\$ \$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975
f Summer School g Adult education h Non-regular school day i Contingency reserve [8] Instructional & Administrative Technology a Instructional technology b Instructional support technology c Administrative support technology g Administrative support technology c Administration, Attendance & Health b Pupil Transportation Services c Operation and Maintenance d Facilities e Fund Transfers [10] Unrestricted Expenditures [11] Unrestricted Revenue Over/(Under) Expense Restricted Programs [12] [13] Total Restricted Revenues [13] Total Restricted Revenue Over/(Under) Expense	\$ \$ \$ \$ \$ \$	769,927 1,361,989 18,068 34,278 16,240 - 5,601,832 1,196,662 2,694,015 1,711,154 26,336,980 5,648,324 8,275,541 11,812,783 174,535 425,797 126,964,074 635,455 5,522,538 5,506,461 16,078	800,126 1,379,391 23,750 54,461 - 1,053,635 5,516,224 958,701 2,900,192 1,657,330 26,954,389 5,997,189 8,209,240 12,069,480 202,312 476,169 \$ 133,531,502	 814,280 1,353,031 23,750 17,764 7,054,793 2,307,083 2,803,201 1,944,510 27,423,465 5,909,852 8,101,828 12,729,955 190,961 490,869 135,307,615 	\$ \$ \$ \$ \$	811,686 1,349,064 23,135 16,914 7,052,237 2,308,228 2,802,456 1,941,553 27,280,040 5,886,193 8,061,763 12,684,115 157,101 490,869 135,146,640 489,607 5,689,897 5,741,021 (51,124)	\$ \$	3,967 615 850 - - 2,556 (1,145) 744 2,957 143,424 23,660 40,065 45,839 33,860 - 160,975

Supplementary Information Regarding Restricted Programs

Restricted	Programs] :	2014-2015	2	014-2015	20	014-2015
		_	Revenue	Ex	penditures	١	/ariance
а	eRate Program	\$	90,768	\$	85,826	\$	4,942
b	Regional Juvenile Detention Center		512,374		506,244		6,129
С	Special Education - In-Jail		84,020		84,020		0
d	Early Reading Intervention		242,843		271,220		(28,377)
e	SOL Algebra Readiness		117,263		169,552		(52,289)
f	Other Special State Programs		64,417		96,297		(31,879)
g	Bridges to Success - Apple Federal Credit Union		30,000		15,813		14,187
h	Title I, Part A		1,470,700		1,470,700		0
i	Title I, Part D		68,478		103,774		(35,296)
j	Title II, Part A Improve Teacher Quality		331,187		331,187		0
k	Title III LEP		68,118		68,118		0
1	Title VI-B		2,356,903		2,356,903		0
m	Title VI-B Preschool		41,184		-		41,184
n	Perkins Vocational		158,727		154,386		4,341
0	Miscellaneous Federal		19,500		3,007		16,493
р	Emergency Generator Grant		7,661		965		6,696
q	NOAA Grant		25,756		23,010		2,745
[18] Tota	Restricted Programs	\$	5,689,897	\$	5,741,021	\$	(51,124)

RECAPITULATION:								
Year Ended June 30, 2015	[6	[a]		[b]		[c]	[d]	[e]
	201 Act		2014-1 Origin Budge	al	4	2014-15 Adjusted Budget	2014-15 Actual*	Variance from dj. Budget
[19] TOTAL REVENUES	\$ 133	122,067	\$ 140,504	1,479	\$ 1	42,289,182	\$ 141,326,145	\$ (963,037)
[20] TOTAL EXPENDITURES	<u>\$</u> 132	470,535	\$ 140,504	1,479	\$ 1	42,289,182	\$ 140,887,661	\$ 1,401,521
[21] REVENUE OVER EXPENDITURES	\$	651,533	\$	-	\$	-	\$ 438,484	\$ 438,484
[22] Obligated Funds-Special Programs		108,939					 123,737	
[23] LOCAL FUNDS UNOBLIGATED AT JUNE 30	\$	542,594					\$ 314,747	
[24] Percentage Surplus of Total Budget		0.40%					0.22%	

* Actual fiscal year expenditures includes encumbrances

School Nutrition Fund

The food service operation completed the FY 2015 with revenues in excess of expenditures of \$190,700, which increases the fund balance to \$1,559,508. Of this fund balance, \$238,947 is the value of inventory at year-end and is categorized as non-spendable. The School Nutrition Services Program served meals over 174 days, six days less than the budget due to inclement weather.

Even though the fund realized a profit in FY 2015, revenue was less than expected due to a decline in the number of students buying meals and six less serving days. Expenditures were significantly less than expected for the associated number of meals served. Operational efficiencies continue to be realized on food and labor costs. Standardized menu planning provides savings in the average food cost per meal. Further, staff productivity ratios are analyzed and labor hours are adjusted up or down based on the number of meals to serve.

1,168,508 lunches and 266,286 breakfasts were served throughout the 2014-2015 school year, which were 92,953 less meals than budgeted. The lunch prices for a full meal were \$2.40 for elementary, \$2.65 for middle, and \$2.65 regular lunch/\$2.75 pizza lunch for high school students. Other items were sold on an à la carte basis. The division food service operation produced an average of 14.52 meals per labor hour – 8,595 equivalent meals daily. As of June 2015, 34.8% of students were eligible for free or reduced-priced meals.

Revenue Variances:

Compared to budget, revenues were \$283,241 less than expected. The variance is the result of two main components: meal sales (including breakfast and lunch) and federal meal reimbursement through the National School Lunch Program.

- Lunch and breakfast sales for full-priced meals were \$176,296 lower than expected. This variance is attributed to six fewer serving days and the less than expected number of students participating who pay full price for meals. À la carte/other sales were greater than expected by \$59,458.
- Federal and state subsidies were \$169,585 less than planned. This decrease in revenue reflects fewer serving days and changes in student meal participation patterns.

Expenditure Variances:

Compared to budget, expenditures were less than expected. \$1,233,680 of the total expenditure variance represents appropriation of prior year fund balance. The excess appropriation is carried forward to be used if needed. The other operational variances are the result of the following:

- Labor cost was \$180,767 less than planned. Productivity gains were realized and overtime and substitute costs were less than anticipated.
- Food and supply costs were \$298,099 less than planned. The average food cost per meal was \$1.20 for FY 2015, which was 11 cents less than budgeted.
- Contracted services, utilities, travel, and other miscellaneous expenses ended the year with a positive variance of \$1,156.
- Capital outlay represents the purchase of new or replacement equipment. The negative variance of \$6,082 was due to an oven replacement at Indian Hollow Elementary School and a dishwasher at Middletown Elementary School.

School Nutrition Fund

Year Ended June 30, 2015

			[a]		[b]	[c] Adjusted		[d]		[e] Variance
		2	Actual 012-2013	<u>:</u>	Actual 2013-2014	Budget 2014-15	<u>i</u>	Actual 2014-2015	A	from dj Budget
[1] Beg	ginning Balance July 1	\$	1,510,004	\$	1,202,601	\$ 1,233,680	\$	1,368,808	\$	135,128
Rev	venues:									
[2] [3] [4] [5] [6] [7] [8] [9]	Interest on Bank Deposits Type A Lunches Breakfast Program All Other Sales and Adults Other Receipts State School Food Payments Federal Meals Reimbursement Transfers From School Operating	\$	3,125 1,569,601 96,170 515,618 84,970 99,079 2,283,597 -	\$	2,484 1,485,516 89,964 572,743 92,356 91,725 2,275,371 -	\$ 3,125 1,661,816 123,713 529,174 65,740 94,933 2,489,531 24,064	\$	2,902 1,507,227 102,006 588,632 69,146 86,549 2,328,330 24,064	\$	(223) (154,589) (21,707) 59,458 3,406 (8,384) (161,201) 0
[10]	Total Revenues	\$	4,652,160	\$	4,610,158	\$ 4,992,096	\$	4,708,855	\$	(283,241)
Exp [11]	penditures: Salaries	\$	1,836,709	\$	1,742,933	\$ 1,914,863	\$	1,745,169	\$	169,694
[12] [13] [14] [15] [16] [17]	Fringe Benefits Contractual Services Utilities, Travel and Misc Food and Supplies Capital Outlay Appropriation Fund Bal Prior Year		624,847 48,632 50,580 2,366,980 31,816		607,530 47,626 47,286 1,965,778 58,278 -	 655,203 61,750 53,615 2,243,984 62,681 1,233,680		644,130 62,199 52,010 1,945,885 68,763 -		11,072 (449) 1,605 298,099 (6,082) 1,233,680
[18]	Total Expenditures	\$	4,959,563	\$	4,469,432	\$ 6,225,776	\$	4,518,155	\$	1,707,621
[19] Re v	venue Over / (Under) Expenditures	\$	(307,404)	\$	140,726	\$ -	\$	190,700		
[20] Bal	ance June 30	\$	1,202,601	\$	1,343,327	\$ -	\$	1,559,508		
	ance Nonspendable - Inventory reserved fund balance	\$ \$	193,785 1,008,815	\$ \$	210,365 1,132,962		\$ \$	238,947 1,320,561		

* Actual expenditures include year-end encumbrances

School Textbook Fund

The textbook fund finished the year with a decrease of \$343,527 resulting in a fund balance to \$1,077,501. The primary source of revenue for this fund comes from the Standards of Quality funding provided by the Commonwealth. The state funds require a local match equal to the composite index percentage.

Beginning fund balance for the School Textbook Fund was \$1,421,028. Revenues plus the beginning fund balance total available funds of \$2,689,382. For FY 2015, state funds of \$787,033 plus \$476,198 in local matching funds, and miscellaneous receipts for interest and fees totaled \$1,268,354 in revenue.

Textbook purchases were made for replacements of worn textbooks, new science textbooks for grades kindergarten through 5, new world language textbooks for grades 6 through 12, and multiple subject textbooks for the full-day kindergarten program. Total expenditures and obligations on textbooks and related activities equaled \$1,611,881 for the year – less than planned due to savings on shipping costs, consumables and flat enrollment growth. A small portion of the expense total is for a clerical position attributable to maintaining the textbook inventory.

The textbook fund balance increases and decreases over time as it supports the year-to-year disbursements driven by the timing of required textbook adoptions. Textbook fund balance is assigned to the next fiscal year to support required textbook adoptions.

School Textbook Fund

Year Ended June 30, 2015

		[a] 2012-13 Actual*		 [b] 2013-14 Actual*		[c] 014-15 Budget		[d] 2 014-15 Actual*	 [e] /ariance
[1]	Balance July 1	\$	1,411,930	\$ 1,155,102	\$ 1	,311,850	\$ 2	1,421,028	\$ 109,178
	Revenues:								
[2] [3] [4] [5] [6]	Interest on Bank Deposits Sale of Textbooks/ Lost Fees Sale of Used Books State Reimbursements Transfers From Other Funds	\$	2,372 2,310 745,564 421,717	\$ 2,803 2,588 745,103 421,529	\$	5,000 5,000 1,500 788,385 466,955	\$	2,620 2,144 359 787,033 476,198	\$ (2,380) (2,856) (1,141) (1,352) 9,243
[7]	Total Revenues	\$	1,171,964	\$ <u> </u>	\$ 1	.,266,840	\$ 2	1,268,354	\$ 1,514
	Expenditures:								
[8] [9] [10] [11] [12]	Payments to Publishers	\$	20,377 7,165 - 1,401,250 -	\$ 17,813 6,534 - 887,306 -	\$ 2	22,794 8,233 2,195 2,545,467	\$	16,076 4,017 2,195 1,589,593	\$ 6,718 4,216 - 955,874 -
[13]	Total Expenditures	\$	1,428,792	\$ 911,653	\$ 2	,578,690	\$ 2	1,611,881	\$ 966,808
[14]	Revenues Over / (Under) Expenditures	\$	(256,829)	\$ 260,370	\$(1	,311,850)	\$	(343,527)	\$ 968,322
[15]	Balance June 30	\$	1,155,102	\$ 1,415,471	\$	-	\$ 2	1,077,501	

* Actual fiscal year expenditures include encumbrances

School Capital Projects Fund

The school capital projects fund is a separate fund intended for the purchase of capital items that are not provided for in the annual school operating fund. This fund typically receives revenue from the local governing body through direct appropriation or through the transfer of funds from prior year remaining balances in the school operating fund.

\$779,609 in fund balance plus \$79,205 in outstanding encumbrances was carried forward from FY 2014 to provide the FY 2015 beginning fund balance. The beginning fund balance plus a transfer of \$542,594 from the operating fund provided \$1,401,408 of FY 2015 available funds to spend. During FY 2015, expenditures and encumbrances totaled \$919,743 for various major maintenance projects; including cafeteria floor replacement at Apple Pie Ridge Elementary School, roof replacement at Sherando High School, division-wide crisis management software, and remaining equipment purchases for full-day kindergarten.

The resulting balance of \$481,665 will be carried forward into FY 2016.

Some of the items listed above should be supported by a sufficient funding level in the operating fund because they are part of the larger scope of the annual operating responsibilities of the school division. Restoration of such funding in the operating budget will allow for this fund to return to the practice of using it for special projects outside the norm of the operating fund, yet also not large enough for the construction fund.

School Capital Projects Fund

Year Ended June 30, 2015

			[a]		[b]		[c]		[d]	、	[e] /ariance
			2012-13 Actual*		2013-14 Actual*	-	2014-15 Budget	-	2014-15 Actual*		from Adjusted Budget
[1]	Balance July 1	\$	442,256	\$	148,628	\$	779,609	\$	858,814	\$	79,205
(2)	Revenues:										
[2] [3]	Other Receipts Local Funds - Frederick County	Ś	1,128,002	Ś	800,883	Ś	542,594	\$	542,594	\$	_
[3]	Transfers from Other Funds	Ļ	267,115		1,045,748	Ļ	-	Ļ	-	Ļ	-
[5]	Transfers- Encumbrances from prior year				-		79,205				(79,205)
	Total Revenues	\$	1,395,117	\$	1,846,631	\$	621,799	\$	542,594	\$	(79,205)
	Expenditures:										
[6]	Capital Outlay	\$	1,816,416	\$	1,215,650	\$:	1,401,408	\$	919,743	\$	481,665
[7]	Total Expenditures	\$	1,816,416	\$	1,215,650	\$:	1,401,408	\$	919,743	\$	481,665
[8]	Fund Balance June 30	\$	20,957	\$	779,609	\$	-	\$	481,665		

* Actual fiscal year amounts include encumbrances.

The active construction projects for FY 2015 were:

- construction of replacement for FCMS; •
- continued design of the fourth high school; •
- final project costs for the new transportation facility; and •
- final expenditures for the elementary classroom project. •

A project-to-date summary is shown below and is provided in a different format on the financial statement. The amounts shown in bold represent active project balances at year-end, which will be automatically re-appropriated in the next fiscal year to provide for the seamless continuation of the project.

Replacement FCMS:

Replacement FCMS: Beginning project amount Expenditures through June 30, 2015 O/S Encumbrances @ June 30, 2015 Remaining project balance	\$ 49,500,000.00 \$(12,264,429.98) <u>\$(32,957,834.33)</u> \$ 4,277,735.69	<u>Transportation Facility:</u> Beginning project amount Expenditures through June 30, 2015 O/S Encumbrances @ June 30, 2015 Remaining project balance	\$ 17,200,171.00 \$(17,200,171.00) <u>\$(0.00)</u> <u>\$ 0.00</u>
Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received – easement proceeds Cash transferred to other sources Cash disbursed for project Accounts Payable @ June 30, 2015 Cash/A/P balance @June 30, 2015	\$ 20,394,731.44 \$ 2,093,210.65 \$ 41,441.75 \$ 120,000.00 \$(2,199,765.29) \$(10 037,592.88) <u>\$(2,226,837.10)</u> <u>\$ 8,185,188.57</u>	Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received – other sources Cash disbursed for project Accounts Payable @ June 30, 2015 Cash/A/P balance @June 30, 2015	\$ 15,843,205.00 \$ 925,788.15 \$ 53,662.20 \$ 359,568.38 \$(17,182,223.73) \$ 0.00 \$ 0.00
Fourth High School: Beginning project amount Expenditures through June 30, 2015 O/S Encumbrances @ June 30, 2015 Remaining project balance	\$ 4,800,000.00 \$(3,978,391.48) <u>\$(541,501.72)</u> <u>\$ 280,106.80</u>	<u>Elementary Additions:</u> Beginning project amount Expenditures through June 30, 2015 O/S Encumbrances @ June 30, 2015 Remaining project balance	\$ 6,100,000.00 \$(6,008,704.73) <u>\$(0.00)</u> <u>\$ 91,295.27</u>
Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash transferred-undesignated fund Cash received from other projects Cash disbursed for project Accounts Payable @ June 30, 2015 Cash/A/P balance @June 30, 2015	\$ 2,734,850.00 \$ 209,216.97 \$ 4,661.19 \$ 1,300,000.00 \$ 230,199.17 \$(3,791,156.56) <u>\$(187,234.92)</u> \$ 500,535.85	Cash received – bond proceeds Cash received – premium proceeds Cash received – interest earnings Cash received from other projects Cash disbursed for project Accounts Payable @ June 30, 2015 Cash/ A/P balance as of June 30, 2015	\$ 5,635,755.00 \$ 452,140.19 \$ 4,646.36 \$ 7,912.85 \$(6,008,704.73) <u>\$(0.00)</u> <u>\$ 91,749.67</u>

Construction Funds

Year Ended June 30, 2015

		[a]		[b]	[c]	с	[d] ummulative				
		 Project Budget	F	Prior Years' Receipts	2014-2015 tual Receipts		Project Receipts				
[1] B	alance July 1				\$ 5,518,235						
R	levenues:										
[2]	Interest Income	\$ -	\$	85,276	\$ 19,136	\$	104,412				
[3]	Proceeds from Bond Sale	77,600,171		31,233,541	13,375,000		44,608,541				
[4]	Other Receipts	-		1,877,621	1,628,563		3,506,184				
[5]	Miscellaneous	 			 		-				
[6]	Total Revenues	\$ 77,600,171	\$	33,196,439	\$ 15,022,698	\$	48,219,137				
		[a]		[b]	[c]		[d]		[e]		[f]
						с	ummulative			I	Remaining
		Project	-	Prior Years'	2014-2015		Project		Outstanding		Project
_		 Budget	E:	xpenditures	 Actual	E	xpenditures	Er	cumbrances		Balance
	xpenditures:										
[7]	New Transportation Facility	\$ 17,200,171	\$	17,195,171	\$ 5,000	\$	17,200,171	\$	-	\$	-
[8]	Replacement FCMS	49,500,000		2,272,196	9,992,234		12,264,430		32,957,834		4,277,736
[9]	Elementary School Additions	6,100,000		5,801,761	206,944		6,008,705		-		91,295
[10]	Fourth High School - land & design	4,800,000		2,419,111	1,559,280		3,978,391		541,502		280,107
[11]	Total Expenditures	\$ 77,600,171	\$	27,688,239	\$ 11,763,458	\$	39,451,697	\$	33,499,336	\$	4,649,138
[12] B	alance June 30				\$ 8,777,475						

The year-end balance in the debt service fund is \$287,524. The fund balance is carried forward to offset the local share of debt service in the next fiscal year.

During the fiscal year, FCPS received \$275,783 from the federal government as an interest rebate subsidy for the Qualified School Construction Bonds (QSCB) program and \$14,626,151 from the county for debt service obligations and administrative expenses. A transfer of \$1,566,316 representing excess monies in the debt service fund were transferred to the school capital projects fund to help with major maintenance, security and safety project purchases. Debt was refinanced reducing interest payments owed; therefore, interest expense savings were realized which helped contribute to the fund balance of \$287,524.

As of June 30, 2015, there were 34 active debt issues. The total principal and interest payments, along with the management fees for the debt issues, totaled \$13,970,830.

A summary of the outstanding indebtedness is shown below.

Outstanding debt at June 30, 2014	\$ 103,937,277
New debt incurred during FY 2015	\$ 13,375,000 *
Principal payments on existing debt during FY 2015	<u>(\$ 9,236,871)</u>
Outstanding debt at June 30, 2015	<u>\$ 108,075,406</u>

* During FY 2015, FCPS participated in the fall 2014 Virginia Public School Authority (VPSA) bond sales for \$13,375,000. This borrowing was used to fund the construction of the replacement Frederick County Middle School.

Debt Service Fund

Year Ended June 30, 2015

		[a]	[b]	[c]		[d]	١	[e] /ariance
		 2012-13 Actual	 2013-14 Actual	 2014-15 Adjusted Budget	<u>.</u>	2014-15 Actual		from Adjusted Budget
[1]	Balance July 1	\$ 21,049	\$ 20,158	\$ 857,000	\$	922,736	\$	65,736
	Revenues:							
[2]	Federal - QSCB	\$ 284,559	\$ 276,080	\$ 271,500	\$	275,783	\$	4,283
[3]	Local Funds - Frederick County	14,626,151	14,626,151	14,626,151		14,626,151		-
[4]	Transfers from Other Funds	 	 	 				
[5]	Total Revenues	\$ 14,910,710	\$ 14,902,231	\$ 14,897,651	\$	14,901,934	\$	4,283
	Expenditures:							
[6]	Principal Payments	\$ 9,056,755	\$ 8,978,905	\$ 9,236,871	\$	9,236,871	\$	-
[7]	Interest Payments	4,869,297	3,961,150	4,926,464		4,718,909		207,555
[8]	Miscellaneous	 12,950	 13,850	 25,000		15,050		9,950
[9]	Total Expenditures	\$ 13,939,002	\$ 12,953,905	\$ 14,188,335	\$	13,970,830	\$	217,505
[10]	Transfers to Other Funds	\$ 972,599	\$ 1,045,748	\$ 1,566,316	\$	1,566,316		
[11]	Balance June 30	\$ 20,158	\$ 922,736	\$ -	\$	287,524		

Insurance Reserve Fund

The insurance reserve fund accounts for the premiums received and health claims paid for participating employees. The fund balance is generated from medical and dental premiums paid by the school system and employees exceeding insurance carrier payments for those claims. Likewise, the fund balance could decrease for claims exceeding premiums paid. A range for projected claims expense and health care utilization is prepared by the insurance carrier. Premiums are set within the projected range.

The health insurance program provided coverage for about 1,766 FCPS employees and retirees plus their dependents. The program includes three medical plan options, one vision, and one dental plan—all provided by Anthem. The three medical plan options are known as KeyCare 300, KeyCare 30, and the Health Savings Account (HSA) plan.

Column [e] shows the current year activity compared to expected and maximum levels shown in columns [c] and [d]. Medical and dental claims, affordable care act and other expenses for FY 2015 were \$16,092,508, above the expected level of \$16,040,001. The insurance reserve fund year-end balance increased by \$17,115 to an ending balance of \$3,639,783. The fund balance equates to just under three months of claims activity. The fund balance is assigned to support future health claims.

Columns [f] and [g] provide a range of activity projected for FY 2016. It is important to maintain a fund balance sufficient to support claims which may reach maximum liability.

Frederick County Public Schools Insurance Reserve Fund

Year Ended June 30, 2015

		[a]	[b]	[c]	N	[d] Iaximum		[e]		[f]	r	[g] Maximum	
		Actual 2012-2013	Actual <u>2013-2014</u>	Expected Activity <u>2014-15</u>		Claim Liability 2014-15		Actual <u>2014-15</u>		Expected Activity <u>2015-16</u>		Claim Liability <u>2015-16</u>	
[1]	Balance July 1	\$ 2,340,363	\$ 2,312,491	\$ 3,622,668	\$	3,622,668	\$	3,622,668	\$	3,639,783	\$	3,639,783	[1]
[2] [3] [4]	Revenues: Interest on Bank Deposits Health Insurance Premiums Donations/Grants/Other	\$ 9,281 14,765,127	\$ 11,775 15,616,995 9,254	\$ 10,979 16,103,513		10,979 16,103,513	\$	12,026 16,094,732 2,865	\$	11,500 16,290,766	\$	11,500 16,290,766	[2] [3] [4]
[5]	Total Revenues	\$ 14,774,408	\$ 15,638,024	\$ 16,114,492	\$ 1	6,114,492	\$	16,109,623	\$:	16,302,266	\$	16,302,266	[5]
[6] [7] [8]	Expenditures: Contracted Activities Taxes & Fees Supplies	\$ 12,221	\$ 6,456 5,218	\$ 50,000	\$	50,000	\$ \$	294,921 3,061 3,327	\$	100,000	\$	100,000	[6] [7] [8]
[9] [10]	Health Care Claims Dental Claims	13,927,856 862,203	13,430,301 885,873	15,030,642 959,359	1	7,226,336 959,359		14,788,283 1,002,916		15,653,405 1,000,000		18,001,416 1,000,000	[9] [10]
[11]		\$ 14,802,280	\$ 14,327,847	\$ 16,040,001	\$ 1	8,235,695	\$	16,092,508	\$:	16,753,405	\$	19,101,416	[11]
[12]	Revenues Over (Under) Expenditures	\$ (27,872)	\$ 1,310,177	\$ 74,491	\$	(2,121,203)	\$	17,115	\$	(451,139)	\$	(2,799,150)	[12]
[13]	Balance June 30	\$ 2,312,491	\$ 3,622,668	\$ 3,697,159	\$	1,501,465	\$	3,639,783	\$	3,188,644	\$	840,633	[13]



Northwestern Regional Educational Programs (NREP) Funds

Frederick County Public Schools is the fiscal agent for the NREP program. The school divisions of Winchester City and Frederick and Clarke Counties fund the program along with some federal and state dollars. The NREP program provides intense services to multiple disabled students, emotionally disabled students, autistic students, hearing impaired students, deaf/blind students, and preschoolers with various disabilities. The program also provides outreach services to daycares and homes, as well as occupational, physical, and speech therapy services. About 240 students are served by this program.

Total revenues were \$4,505,455 and were \$219,063 less than budgeted. This amount represents a reduction in the localities' contributions due to the distribution of the FY 2014 surplus of \$220,262, as well as positive variances in interest earnings and tuition payments of \$1,199. Expenditure savings of \$586,375 were realized throughout the year. The residual surplus is \$218,442, which will be credited back to the localities in FY 2016. The residual surplus was generated from personnel vacancy savings, reduced contracted service costs for speech therapy and hearing impaired interpreting. Program savings were also realized in instructional supplies and travel costs.

The NREP textbook fund concluded the year with a fund balance of \$38,493. The fund balance is accumulated over time and is assigned to future disbursements driven by textbook adoption requirements.

Northwestern Regional Educational Programs (NREP) Funds

Year Ended June 30, 2015

		[a]		[b]		[c]		[d]		[e]
OPERATING FUND	:	2012-13 Actual		013-14 Actual	Α	:014-15 djusted Budget		2014-15 Actual*		/ariance from lj. Budget
Balance at July 1	\$	218,333	\$	54,495	\$	369,132	\$	220,262	\$	(148,871)
REVENUES:										
[1] Interest	\$	1,467	\$	1,494	\$	-	\$	1,196	\$	1,196
[2] Tuition		9,598		7,560		7,400		7,403		3
[3] Revenue from Commonwealth		26,000		26,000		40,078		40,078		0
[4] Revenue from Federal Government[5] Local Funds Frederick County,		-		-		-		-		-
Winchester City, and Clarke County		4,143,693	4	4,421,400		1,677,040		4,456,778		(220,262)
[6] TOTAL REVENUES	\$	4,180,758	\$4	1,456,455	\$ 4	1,724,518	\$ 4	4,505,455	\$	(219,063)
EXPENDITURES:										
[7] Instruction	\$	3,556,788	\$3	8,493,474	\$ <i>4</i>	,210,566	\$ 3	3,662,691	\$	547,876
[8] Administration, Attendance & Health		176,353		177,625		184,563		183,113		1,450
[9] Pupil Transportation Services		-		-		-		-		-
[10] Operations and Maintenance[11] Food Services		538,429		544,694		621,921		584,921		37,000
[11] Food Services[12] Fund Transfers/Contingency		- 23,952		- 25,000		- 25,000		- 25,000		- 0
[13] Technology		49,073		49,895		51,599		51,550		49
[14] TOTAL EXPENDITURES	\$	4,344,596	\$ 4	,290,687	\$ 5	5,093,650	\$ 4	4,507,275	\$	586,375
[15] Balance at June 30	\$	54,495	\$	220,262	\$	_	\$	218,442		
* Actual fiscal year expenditures include outstanding end	cumbrance	s at year end.								
TEXTBOOK FUND										
Balance at July 1	\$	20,283	\$	25	\$	10,000	\$	13,409	\$	3,409
REVENUES:										
[1] Interest	\$	24	\$	48	\$	-	\$	85	\$	85
[2] Transfers from NREP Operating Fund	Ŷ	23,952	Ŷ	25,000	Ŷ	25,000	Ŷ	25,000	Ŷ	-
[3] TOTAL REVENUES	\$	23,976	\$	25,048	\$	25,000	\$	25,085	\$	85
EXPENDITURES:										
[4] Payments for textbooks	\$	44,234	\$	11,664	\$	35,000	\$	-	\$	35,000
[5] TOTAL EXPENDITURES	\$	44,234	\$	11,664	\$	35,000	\$	-	\$	35,000
Balance at June 30	\$	25	\$	13,409	\$	-	\$	38,493		

The consolidated services fund accounts for the transaction activity associated with building services provided to county buildings and the Handley Regional Library, as well as vehicle services provided to the school division and outside agencies. FY 2015 was the third year of accounting for the vehicle services within this enterprise fund.

The transportation facility is located on Route 522 south and is equipped for fleet maintenance and fueling services to support the school division. Services are also provided to some county offices and departments, and volunteer fire and rescue stations. The facility operations include vehicle repairs, tire changing, washing and fueling, and inspections. The facility is staffed by heavy-duty and light-duty mechanics. Most of the service mechanics hold Automotive Service Excellence (ASE) certifications in their respective fields. Fleet services are billed to user agencies on a cost recovery basis. The charges are comprised of full recovery of all direct and indirect expenses associated with the service provided.

FY 2015 revenues totaled \$2,892,935 and expenses totaled \$2,838,116. The excess of revenues over expenditures is \$54,819 and contributes to the fund balance. The surplus was primarily due to savings realized in utilities.

Consolidated Services Fund

Year Ended June 30, 2015

		[a]	[b]	[c] 2014-15	[d]	[e] Variance
		2012-13 Actual	2013-2014 Actual	Adjusted Budget	2014-15 Actual	from Adj. Budget
	Balance July 1	\$ 232,220	\$ 232,220	\$-	\$ 305,151	
[1]	Revenue:					
[2]	Building Services Billings to Regional Library Board Billings to County Government	\$	\$	\$	\$ 7,294 4,988	\$
	Sub-total Building Services	\$ 9,800	\$ 8,488	\$ 15,000	\$ 12,282	\$ (2,718)
[3]	Vehicle Services					
	Billings to FCPS Billings to Outside Agencies Other Receipts	\$ 2,459,703 101,746 57,209	\$ 2,714,744 243,544 -	\$2,858,678 226,322	\$ 2,391,844 481,239 7,570	\$ (466,833) 254,916 7,570
	Sub-total Vehicle Services	\$ 2,618,658	\$ 2,958,288	\$3,085,000	\$ 2,880,653	\$ (204,347)
[4] [5]	Transfers from School Operating Fund Prior Year Encumbrances	\$ 54,132 \$ -	\$ 4,289 \$ -	\$ - \$ 19,750	\$ - \$ -	\$ - \$ (19,750)
[6]	Total Receipts	\$ 2,682,590	\$ 2,971,065	\$3,119,750	\$ 2,892,935	\$ (226,815)
[7]	Expenditures:					
[8]	Building Services County Administration Building	\$ 4,237	\$ 1,152	\$ 4,200	\$ 2,685	\$ 1,515
	Bowman Regional Library	210	5,435	8,400	7,294	1,106
	Other Agencies Sub-total Building Services	<u>5,352</u> \$9,799	2,084 \$ 8,671	2,400 \$ 15,000	2,303 \$ 12,282	<u>97</u> \$ 2,718
[9]	Vehicle Services	Ş 5,755	Ş 8,071	Ş 13,000	Ş 12,282	\$ 2,710
	Salaries	\$ 610,009	\$ 638,096	\$ 672,214	\$ 657,723	\$ 14,492
	Fringe Benefits Purchased Services	218,163 67,187	229,546 46,044	234,373 16,098	224,703 15,049	9,670 1,048
	Other Charges	80,103	104,054	182,534	63,549	118,986
	Materials and Supplies	1,697,330	1,870,615	1,999,531	1,864,810	134,721
	Capital Outlay	-	1,107	-	-	
	Sub-total Vehicle Services	\$ 2,672,791	\$ 2,889,462	\$3,104,750	\$ 2,825,834	\$ 278,916
[10]	Total Expenditures	\$ 2,682,590	\$ 2,898,133	\$3,119,750	\$ 2,838,116	\$ 281,634
[11]	Revenues Over/ (Under) Expenditures	\$-	\$ 72,932		\$ 54,819	
[12]	Balance June 30	\$ 232,220	\$ 305,151		\$ 359,970	
[13]	Balance Nonspendable - Inventory	\$ 232,220	\$ 305,151		\$ 256,860	
[14]		\$ -	\$ -		\$ 103,110	

Special Grants Fund

The special grants fund is a fiduciary fund which accounts for the transaction activity associated with the special grants or programs for which Frederick County Public Schools is the fiscal agent. These grants may be multi-year or multi-jurisdictional grants and fall outside of the typical K-12 programs for FCPS.

Active grants and programs include the Chain of Checks and a miscellaneous donation for the benefit of lowincome students. The year-end fund balance of \$3,403 includes respective balances of \$3,314 for Chain of Checks and \$89 for the low-income program, both of which are expected to be expended in FY 2016.

Frederick County Public Schools Special Grants Fund

Year Ended June 30, 2015

			[a]	[b]		[c]		[d]
		-	2012-13 Actual	013-14 Actual	A	014-15 djusted Budget	_	014-15 Actual
	Balance July 1	\$	20,898	\$ 31,113	\$	12,471	\$	12,471
	REVENUES:							
[1]	Donations and Grants	\$	27,072	\$ 510	\$	-	\$	-
	Fees from Business & Industry Tuition Payments from Localities	\$	4,134 155,489	\$ -	\$	-	\$	-
	Revenue from the Commonwealth		93,903	-		-		-
[2]	Revenue from the Federal Government Sub-total Regional Adult Ed. Revenues	\$	- 253,525	\$ -	\$	-	\$	-
[3]	Federal Grant - Teaching American History	\$	429,029	\$ 34,040	\$	-	\$	-
[4]	TOTAL REVENUES	\$	709,626	\$ 34,550	\$	-	\$	-
	EXPENDITURES:							
[5] [6]	Chain of Checks At Risk/Low Income	\$	2,881	\$ 7,813 346	\$	12,307 164	\$	8,994 75
[7] [8]	Teacher of the Year Regional Adult Education		- 268,133	4,072 6,290		_		_
[9]	Teaching American History		428,397	34,671		-		-
[10]	TOTAL EXPENDITURES	\$	699,411	\$ 53,192	\$	12,471	\$	9,069
[11]	Balance June 30	\$	31,113	\$ 12,471	\$	0	\$	3,403

Fiduciary Funds

The school division maintains a private-purpose endowment fund and a private-purpose income fund. The endowment fund activity includes contributions and management expenses associated with the principal or corpus. The income fund activity includes miscellaneous restricted donations, interest postings, disbursements, and fund transfers. Fund balances are brought forward each year into the next fiscal period.

The fund balance at June 30, 2015, is comprised of the following:

	Private-Purpose Endowment Balance	Private-Purpose Income Fund Balance
Armstrong Foundation Scholarship	\$ 227,862	\$(1,922)
Della Stine Scholarship	\$ 13,464	\$ 48
Axalta Scholarship	N/A	\$ 500
Bright Futures Program	N/A	\$ 8,097
Teacher of the Year	N/A	\$ 3,125
Total	\$ 241,326	\$ 9,848

Private-Purpose Endowment Funds

- Armstrong Foundation Scholarship Fund—This fund accounts for funds provided by the Armstrong Foundation. Earnings are used to provide scholarships to deserving students of the Frederick County, Virginia schools.
- Della Stine Scholarship—This fund accounts for funds provided by a private donor. Earnings on fund assets may be used to provide a scholarship to a deserving student who attended Dowell J. Howard Learning Center.

Private-Purpose Income Fund

- The Armstrong Foundation, Della Stine, and Axalta Scholarship Funds are used for the restricted purpose of providing scholarships to students at the three Frederick County high schools. The two endowed funds are used to support the respective annual scholarship when interest income is insufficient.
- Bright Futures is a non-profit organization that helps schools connect student needs with resources that already exist in the community. Resources can be in the form of donations of money, supplies, or time.
- The Teacher of the Year award is presented each year during convocation. The recipient receives a plaque, a ring featuring the school division's logo, a Chromebook, and a spending account to be used for instructional materials, supplies, or travel.

Fiduciary Funds

Year Ended June 30, 2015

			[a]		[b]		[c]		[d]
		Priva	Y13-14 te-Purpose dowment	Priva	Y13-14 te-Purpose ncome	Priva	Y14-15 Ite-Purpose dowment	Priva	Y14-15 te-Purpose ncome
[1]	Balance July 1	\$	252,113	\$	27	\$	263,240	\$	13,524
[2] [3] [4] [5] [6]	REVENUES: Interest on Bank Accounts Interest on Investments Donations and Grants Transfers from Other Funds Investment Earnings	\$	1,878 13,464 -	\$	584 - 20,005 4,000	\$	- - -	\$	613 16,117 -
[7]	TOTAL REVENUES	\$	15,343	\$	24,589	\$	-	\$	16,730
[8] [9] [10] [11] [12]	EXPENDITURES: Scholarship Payments Other Expenses Other Operating Supplies Instructional Supplies Technology Hardware	Ş	- 216 -	\$	8,500 - 2,571	\$	- 12,533	\$	14,000 - 1,521 2,747 2,128
[13]	Transfers to Other Funds		4,000		21		9,381		12
[14]	TOTAL EXPENDITURES	\$	4,216	\$	11,092	\$	21,914	\$	20,407
[15]	Balance June 30	\$	263,240	\$	13,524	\$	241,326	\$	9,848



DATE: September 8, 2015

TO: Cheryl Shiffler, Director of Finance – County of Frederick

FROM: Lisa K. Frye, Executive Director of Finance - FCPS

Lijak Tryp

SUBJECT: FY16 Budget Items for Consideration by the Board of Supervisors

At their meeting, September 1, 2015, the School Board approved the following budget adjustments which are subject to consideration and approval by the Board of Supervisors. Please include the following requests for FY2016 budget adjustments on the agenda for the County Finance Committee meeting scheduled for September 16, 2015.

I. Budget adjustment for the school operating fund

A FY2016 budget adjustment to the school operating fund is requested for \$123,737.04, which represents funds received during FY2015 and are to be used for their specified purposes including mentor teacher programs, algebra readiness program, and other miscellaneous purposes.

II. Budget adjustment for school capital projects fund

The school board is requesting a FY2016 budget adjustment to the school capital projects fund for \$314,746.72, which represents the total of the un-obligated surplus in the school operating fund. Approval of this request will provide appropriation for the purchase of replacement school buses.

C: David T. Sovine, Ed.D., Superintendent Brenda G. Garton, County Administrator

COUNTY OF FREDERICK Year Ended June 30, 2015



WHAT ARE THE COUNTY'S YEAR-END GENERAL FUND NUMBERS?

Actual Revenues Actual Expenditures

\$148,428,148 \$<u>142,795,301</u> \$5,632,847

Revenue and Expenditure detail on following slides

BUDGETED REVENUE

	FY14 ACTUAL	FY15 BUDGETED	FY15 ACTUAL	FY15 VARIANCE
*Property Taxes	94,293,572	93,490,226	98,079,207	4,588,981
Other Local Taxes	31,369,406	30,213,611	32,314,793	2,101,182
Permits / Fees	1,338,782	1,248,473	1,856,413	607,940
Fines / Forfeitures	368,396	346,000	409,179	63,179
Rev. from Use of Prop.	155,718	138,077	189,871	51,794
Charges for Services	2,099,935	2,383,434	2,356,455	(26,979)
Miscellaneous	304,021	191,088	231,321	40,233
Recovered Costs	3,533,122	1,619,205	3,112,342	1,493,137
State / Fed	9,976,556	9,262,395	9,878,567	616,172
TOTALS	143,439,508	138,892,509	148,428,148	9,535,639

*Includes reimbursement for PPTRA.

PROPERTY TAXES

	FY 14 ACTUAL	FY 15 BUDGETED	FY 15 ACTUAL	FY 15 VARIANCE
Real Estate	45,894,827	45,800,000	46,468,445	668,445
Public Service	1,973,794	2,200,000	2,206,405	6,405
Personal Property	39,010,200	38,850,000	41,327,007	2,477,007
Machinery and Tools	5,749,474	5,220,226	6,464,875	1,244,649
Penalties / Interest	1,334,063	1,100,000	1,324,331	224,331
Admin Fees - Treasurer	331,214	320,000	288,144	(31,856)
TOTALS	94,293,572	93,490,226	98,079,207	4,588,981

*Includes state reimbursement for PPTRA.

OTHER LOCAL TAXES

	FY14 ACTUAL	FY15 BUDGETED	FY15 ACTUAL	FY15 VARIANCE
Sales Tax	12,081,490	11,500,000	12,190,553	690,553
Communications Tax	1,358,270	1,300,000	1,346,402	46,402
Utility Taxes	3,137,815	2,950,000	3,184,821	234,821
Business License	5,993,996	5,950,000	6,426,613	476,613
Motor Vehicle Decals	2,367,696	2,175,000	2,419,215	244,215
Bank Stock & Franchise	448,167	340,000	482,124	142,124
Taxes on Wills & Recordation	1,154,855	1,325,611	1,216,676	(108,935)
Meals & Room Taxes	4,786,113	4,630,000	5,006,479	376,479
Street Lights/Star Fort Fees	41,004	43,000	41,910	(1,090)
TOTALS	31,369,406	30,213,611	32,314,793	2,101,182

PERMITS / FEES

	FY14 ACTUAL	FY15 BUDGETED	FY15 ACTUAL	FY15 VARIANCE
Dog License	44,438	41,000	43,031	2,031
Land Use Application Fees	4,800	4,800	7,400	2,600
Development Review Fees	345,891	389,563	454,778	65,215
Building Permits	718,729	515,700	991,370	475,670
Transfer fees	2,525	3400	2,752	(648)
Electrical Permits	75,979	82,510	116,657	34,147
Plumbing Permits	11,749	20,630	24,374	3,744
Mechanical Permits	51,337	68,760	79,268	10,508
Sign Permits	3,668	2,500	2,870	370
Permits – Fire and Rescue	1,690	1,610	2,050	440
Land Disturbance Permits	65,740	117,000	119,090	2,090
2% State Fees	9,286	0	11,073	11,073
Transfer Develop. Rights	2,350	0	900	900
Septic Hauler/Sewage Install.	600	1000	800	(200)
TOTALS	1,338,782	1,248,473	1,856,413	607,940

UNSPENT BUDGETED EXPENDITURES BY CATEGORY

		FY15 AMENDED		
	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Administration	9,386,137	9,746,466	9,266,031	480,435
Judicial	2,079,056	2,450,706	2,152,812	297,894
Public Safety	28,098,641	31,492,332	29,066,554	2,425,778
Public Works	4,168,001	4,346,822	3,866,484	480,338
Health / Welfare	6,628,243	7,557,985	7,405,602	152,383
Community College	56,493	56,000	56,000	0
Parks, Rec. & Cultural	5,000,981	5,948,990	5,425,379	523,611
Community Development	3,389,330	2,988,577	2,895,335	93,242
Transfers	78,544,495	83,846,062	82,661,104	1,184,958
TOTAL	137,351,377	148,433,940	142,795,301	5,638,639

Detail presented on following pages.

		FY15 AMENDED		
ADMINISTRATION	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Board of Supervisors	236,873	444,603	423,668	20,935
County Administrator	608,991	741,875	691,054	50,821
County Attorney	228,949	247,786	257,516	(9,730)
Human Resources	311,105	329,939	325,673	4,266
Independent Auditor	63,500	66,000	63,500	2,500
Comm. of Revenue	1,164,960	1,249,103	1,217,976	31,127
Reassessment	153,088	211,309	170,510	40,799
Treasurer	1,099,543	1,236,856	1,167,360	69,496
Finance	719,538	794,562	755,044	39,518
IT/GIS	1,392,951	1,239,870	1,156,352	83,518
MIS	488,935	548,579	521,277	27,302
Other	2,687,588	2,314,774	2,271,591	43,183
Electoral Board	83,279	155,479	94,438	61,041
Registrar	146,837	165,731	150,072	15,659
SUBTOTAL	9,386,137	9,746,466	9,266,031	480,435

		FY15 AMENDED		
JUDICIAL	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Circuit Court	56,589	66,300	63,431	2,869
Gen. District Court	11,497	16,226	15,325	901
J&D Court	13,557	19,968	15,400	4,568
Clerk	640,686	770,390	649,014	121,376
Law Library	10,748	12,000	10,287	1,713
Comm. Attorney	1,243,437	1,436,072	1,293,040	143,032
Victim Witness	102,542	129,750	106,315	23,435
SUBTOTAL	2,079,056	2,450,706	2,152,812	297,894

		FY15 AMENDED		
PUBLIC SAFETY	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Sheriff	11,688,811	12,886,060	11,610,856	1,275,204
Vol. Fire Depts.	878,192	1,195,536	987,581	207,955
Ambul. / Rescue	737,392	395,200	395,029	171
Jail / Juv. Detention	4,862,277	5,467,925	5,302,907	165,018
Juvenile Court	121,287	162,267	149,980	12,287
Inspections	1,084,946	1,185,189	1,122,691	62,498
Fire & Rescue	7,379,101	8,803,332	8,262,274	541,058
Public Comm.	1,346,635	1,396,823	1,235,236	161,587
SUBTOTAL	28,098,641	31,492,332	29,066,554	2,425,778

		FY15 AMENDED		
PUBLIC WORKS	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Road Admn.	13,279	32,500	19,987	12,513
Street Lights/Star Ft	36,094	43,000	38,120	4,880
Engineering	338,548	392,638	352,289	40,349
Refuse Collection	1,500,737	1,321,633	1,182,547	139,086
Refuse Disposal	328,772	375,000	330,982	44,018
Litter Control Grant	6,351	39,384	25,705	13,679
Maintenance Admn.	537,885	617,161	540,251	76,910
County Ofc. Bldg.	878,044	924,624	846,493	78,131
Animal Shelter	528,291	600,882	530,110	70,772
SUBTOTAL	4,168,001	4,346,822	3,866,484	480,338

		FY15 AMENDED		
HEALTH/WELFARE	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE
Local Health Dept.	301,959	301,000	301,000	0
Ch. 10 Board	318,263	318,000	318,000	0
Social Services	5,449,958	6,358,985	6,225,349	133,636
Area on Aging	60,930	60,000	60,000	0
Prop. Tax Relief	497,133	520,000	501,253	18,747
SUBTOTAL	6,628,243	7,557,985	7,405,602	152,383

BUDGETED EXPENDITURES BY DEPARTMENT

	FY15 AMENDED							
COMMUNITY COLLEGE	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE				
Community College	56,493	56,000	56,000	0				
SUBTOTAL	56,493	56,000	56,000	0				
		FY15 AMENDED						
PARKS, REC & CUL	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE				
Parks/Rec. Admn.	534,136	609,279	607,026	2,253				
Parks Maintenance	1,494,662	1,842,349	1,570,784	271,565				
RecCtr/Playgrnds	1,426,779	1,718,933	1,562,262	156,671				
Clearbrook Park	349,561	439,707	387,820	51,887				
Sherando Park	369,793	476,057	434,822	41,235				
Regional Library	826,050	862,665	862,665	0				
SUBTOTAL	5,000,981	5,948,990	5,425,379	523,611				

BUDGETED EXPENDITURES BY DEPARTMENT

	FY15 AMENDED							
COMMUNITY DEV	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE				
Planning	1,009,298	1,132,824	1,053,978	78,846				
EDC	2,125,344	1,569,223	1,569,223	-				
Zoning Board	2,859	6,368	1,406	4,962				
Building Appeals	0	550	103	447				
NSV Reg. Comm.	43,622	44,085	44,085	-				
Soil & Water	7,650	7,000	7,000	-				
Agriculture	200,557	228,527	219,540	8,987				
SUBTOTAL	3,389,330	2,988,577	2,895,335	93,242				

BUDGETED EXPENDITURES BY DEPARTMENT

	FY15 AMENDED								
TRANSFERS	FY14 ACTUAL	BUDGET	FY15 ACTUAL	FY15 VARIANCE					
School Transfers	75,709,276	80,734,871	79,720,203	1,014,668					
County Debt & Unemployment Claims	2,367,570	2,077,111	1,905,887	171,224					
Other	467,649	1,034,080	1,035,014	(934)					
SUBTOTAL	78,544,495	83,846,062	82,661,104	1,184,958					
GRAND TOTAL	137,351,377	148,433,940	142,795,301	5,638,639					

GENERAL FUND UNRESERVED FUND BALANCE

\$41.5 million

(Includes a reduction of \$7.3 used to balance FY 2016 budget and FY 2016 supplemental appropriations to date.)

Do we want to revisit FY 16 Capital Budget unfunded requests?



ROBERT T. WILLIAMSON Sheriff MAJOR C.L. VANMETER Chief Deputy Sheriff MAJOR C.L. VANMETER Chief Deputy IO80 COVERSTONE DRIVE WINCHESTER, VIRGINIA 22602 540/662-6168 FAX 540/504-6400 TO Angela Whitacre, - Treasurer's Office FROM Sheriff R. T. Williamson Major C.L. VANMETER Chief Deputy SUBJECT Angela Whitacre, - Treasurer's Office Chief Deputy DATE August 27, 2015	FR	EDERICK COUNTY SHERIFI	F'S OFFICE
WINCHESTER, VIRGINIA 22602 540/662-6168 FAX 540/504-6400 TO : Angela Whitacre, – Treasurer's Office FROM : Sheriff R. T. Williamson AW SUBJECT : Reimbursement		SON	
FAX 540/504-6400 TO : Angela Whitacre, - Treasurer's Office FROM : Sheriff R. T. Williamson AW SUBJECT : Reimbursement			The second se
TO : Angela Whitacre, - Treasurer's Office FROM : Sheriff R. T. Williamson AW SUBJECT : Reimbursement			THE THE PACE OF THE
SUBJECT : Reimbursement	ТО	: Angela Whitacre, – Treasurer's Office	
	FROM	: Sheriff R. T. Williamson R	12-11 Commentation
DATE : August 27, 2015	SUBJECT	: Reimbursement	
	DATE	: August 27, 2015	

Attached please find checks from the U. S. Immigration & Customs Enforcement totaling \$697.88. This amount represents reimbursement for hotel expenses during an investigation. We are requesting this amount to be posted to revenue line 10FL 3-010-019110-0058. A copy of this memo will be sent to Finance for appropriation.

Thank you

RTW/ad1

Cc: Finance – please appropriate to 3102-5506-000-000

C.S. 828 15 1048 **U.S. IMMIGRATION & CUSTOMS ENFORCEMENT** 601 WEST 26TH STREET RM700 NEW YORK, NY 10001 1-2 210 217 DATE Queust 17,2015 \$697.88 Serven + 88 18 waty DOLLARS CHASE 🔘 JPMorgan Chase Bank, N.A. www.Chase.com FOR 49 MP

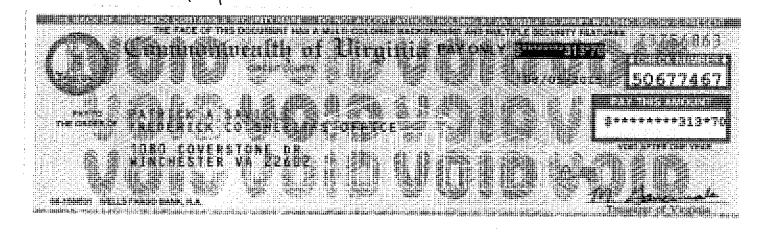
FP ROBERT T. WILLIAN Sheriff	EDERICK COUNT	Y SHERIF	F'S OFFICE MAJOR C.L. VANMETER Chief Deputy
	WINCHESTER, 	STONE DRIVE VIRGINIA 22602 2-6168 504-6400	AUG 2 5 COUNTRY
ТО	: Angela Whitacre, – Treasurer's	Øffice	
FROM	: Sheriff R. T. Williamson AM		
SUBJECT	: Reimbursement		
DATE	: August 27, 2015		

Attached please find checks from the Circuit Court of Virginia totaling \$313.70. This amount represents reimbursement for extraditions conducted in July. We are requesting this amount to be posted to revenue line 10FL 3-010-019110-0058. A copy of this memo will be sent to Finance for appropriation.

Thank you

RTW/adl

Cc: Finance – please appropriate to 3102-5506-000-001C.S. 8|28|15



50



COUNTY of FREDERICK

FREDERICK COUNTY

SEP 082015

HNANCE DEPARTMENT

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

MEMO

То:	Finance Committee
From:	Jon Turkel, Park and Stewardship Planner
Through:	Jason Robertson, Parks and Recreation Director
Subject:	Transfer of Funds
Date:	September 3, 2015

The amount of \$2,000 was received from the Virginia Propane Gas Association for the conversion of two park mowers to use propane fuel.

Parks and Recreation is requesting these funds be transferred from Donations (018990-003) to Vehicle and Powered Equipment Supplies (4-010-71090-5408-000-000 (\$1,000 Clearbrook Park)) and (4-010-071100-5408-000-000 (\$1,000 Sherando Park)) for the conversion.

C.S. 9/a/15

COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

THE REPERTOR OF THE PROPERTY AND THE PRO

1080 Coverstone Drive Winchester, VA 22602



Dennis D. Linaburg Fire Chief

MEMORANDUM

TO: Cheryl Shiffler, Director Finance Department

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

SUBJECT: Request for Carry Forward

DATE: August 13, 2015

The Fire and Rescue Department is requesting a FY15 fund carry forward of \$40,000 from line item 35050-5408-000, Vehicle & Powered Equipment to the same line item in the FY16 budget. These funds will be used for outfitting three new vehicles purchased at the end of FY15.

If you have any questions or need additional information, please do not hesitate to contact me.

DDL:msn CC: file

6/30/15 balance \$ 43,022

COUNTY OF FREDERICK, VIRGINIA

FIRE AND RESCUE DEPARTMENT

1080 Coverstone Drive Winchester, VA 22602



Dennis D. Linaburg Fire Chief

ef			
	MEMOI	RANDUM	
			MARCE DE COLUMN
TO:	Cheryl Shiffler, Director Finance Department	~ 2	
FROM:	Dennis D. Linaburg, Chief Fire and Rescue Department	de la compañía de la comp	
SUBJECT:	Request for Carry Forward		

The Fire and Rescue Department is requesting a FY15 fund carry forward of \$64,000 from line item 35050-5410-000, Uniforms & Wearing Apparel to the same line item in the FY16 budget. These funds will be used for outfitting ten new employees.

If you have any questions or need additional information, please do not hesitate to contact me.

DDL:msn CC: file

DATE:

6/30/15 balance \$ 69,565

August 13, 2015

PROPOSAL PREPARATION & PROPOSAL SUBMISSIONS

All applications must be completed and received, either via e-mail or by hard copy delivery, by December 8, 2014 at 5:00 p.m.

Applications may be submitted electronically to <u>jplace@fcva.us</u> if the organization is able to submit the application, including required attachments, <u>preferably as a single electronic file</u>. Electronic submissions (a completed application that is signed and scanned into a single document) must be in the same format as hard copy submissions and submitted by <u>December</u> 8, 2014 at 5:00 p.m. Hard-copy submittals may be delivered by the same <u>December</u> 8, 2014 at 5:00 p.m. deadline to the address below:

> Attn: Jennifer L. Place, Risk Manager/Budget Analyst County of Frederick, Virginia Finance Department 107 North Kent Street Winchester, VA 22601

A. Agency Information

Agency Name Northern Shenandoah Valley Regional Comm. Agency Email							
Agency Address 400 Kendrick Lane - Suite E							
Agency Phone	+1 (540) 636-8800	Agency Fax None					
Website NSVregion.org Federal Tax ID # 54-0891526							
Contact Person	Contact Person Martha Shickle Job Title Executive Director						
Contact Email	Contact Email mshickle@nsvregion.org Contact Phone +1 (540) 636-8800						
Funding Request Amount 101,106.59 Membership Request = 45,301.48							
Signature of Authorized Individual Marth Fru							

*By signing this document you agree that you are in compliance with all local, state, and federal laws. $FX 2p \parallel p Find p = 144$

B. General Information. Responses may not exceed a total of two pages for all questions in this section.

- 1. Mission
- 2. Year Founded
- 3. Years operating in Frederick County providing described services
- 4. Major agency milestones
- 5. Unduplicated clients/individuals served between July 1, 2013 and June 30, 2014

Financial Information

	FY13	FY 14	FY 15	FY 16 Requested/ Planned
FUNDING SOURCES	3			
County of Frederick Budget Appropriation	\$43,622.00	\$43,622.00	\$44,085.00	\$101,107.00
Other Local Governments	\$85,225.00	\$85,224.00	\$85,540.00	\$237,163.00
Federal Governments	\$863,140.00	\$1,102,581.00	\$298,562.00	\$497,261.00
Fundraising	\$2,750.00	\$5,000.00	\$6,000.00	\$ 6,000. 00
Other Funding	\$536,849.00	\$970,272.00	\$1,931,715.00	\$354,699.00
TOTAL	\$1,531,586.00	\$2,206,699.00	\$2,365,902.00	\$1,196,230.00
Frederick County Funds as a % of total funding sources	3%	2%	2%	8%
BUDGET				
PERSONNEL				
Salaries and Wages	\$467,300.00	\$492,208.00	\$500,000.00	\$490,000.00
Fringe Benefits	\$165,135.00	\$179,555.00	\$174,000.00	\$163,036.00
TOTAL PERSONNEL	\$632,435.00	\$671,763.00	\$674,000.00	\$653,036.00
OPERATIONS				
Occupancy (rent/lease/mortgage)	\$18,000.00	\$20,250.00	\$25,500.00	\$25,500.00
Telecommunications	\$5,000.00	\$5,000.00	\$8,000.00	\$8,000.00
Postage	\$1,000.00	\$700.00	\$700.00	\$700.00
Printing/Copying	\$10,000.00	\$9,000.00	\$8,500.00	\$8,500.00
Equipment Purchase/Lease and Maintenance	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00
Travel	\$18,500.00	\$20,000.00	\$27,500.00	\$27,500.00
Professional Development	\$7,500.00	\$7,000.00	\$8,735.00	\$8,500.00
Office Supplies	\$6,000.00	\$4,000.00	\$3,500.00	\$3,500.00
Prof. Services (legal, accounting, fundraising, consultant)	\$120,960.00	\$180,000.00	\$411,000.00	\$132,155.00
Dues and Subscriptions	\$5,000.00	\$7,500.00	\$12,025.00	\$12,250.00
Other	\$61,760.00	\$1,275,841.00	\$1,151,845.00	\$1,610,626.00
TOTAL OPERATIONS	\$1,522,090.00	\$2,206,054.00	\$2,336,305.00	\$1,842,231.00
CAPITAL PROJECTS				
TOTAL BUDGET	\$1,522,090.00	\$2,206,054.00	\$2,336,305.00	\$1,842,231.00

B. General Information. Responses may not exceed a total of two pages for all questions in this section.

- 1. Mission: The Northern Shenandoah Valley Regional Commission (NSVRC) is authorized under VA Code Section 15.2. Planning District Commissions are public bodies, the purpose of which to "encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. The cooperation resulting is intended to facilitate the recognition and analysis of regional opportunities and take account of regional influences in planning and implementing public policies and services. Functional areas warranting regional cooperation may include, but shall not be limited to: (i) economic and physical infrastructure development; (ii) solid waste, water supply and other environmental management; (iii) transportation; (iv) criminal justice; (v) emergency management; (vi) human services; and (vii) recreation."
- 2. Year Founded: NSVRC was established through execution of a charter agreement among the founding jurisdictions dated May 10, 1970.
- 3. Years operating in Frederick County providing described Services: Frederick County was a charter member and has been part of the NSVRC since 1970.
- 4. *Major agency milestones:* The NSVRC has adapted over the years providing a variety of services authorized under Virginia Code. Most recent projects in Frederick County include:
- 2013 Submission of the regional Recycling Rate Report to DEQ (including Frederick County)
- 2012 funding from the VA Department of Emergency Management for acquisition of generator hookup equipment for Frederick County
- Ongoing planning and project management through the Rural Long Range Transportation planning program funded by VDOT and housing and community development programs (including HOME & NSP HUD and DHCD).
- 2013 application (successful) and administration of funds through the SAFER grant program to promote volunteerism in local fire and rescue companies serving Clarke and Frederick Counties and the City of Winchester.
- 5. Unduplicated clients/individuals served between July 1, 2013 and June 30, 2014:
- 6. Number of households served between July 1, 2013 and June 30, 2014:
- 7. Number of unduplicated clients/individuals that are Frederick County residents:

NSVRC is a regional planning organization that supports local governments and state agencies in developing efficient delivery of services and effective planning in a variety of areas. Typically, NSVRC does not work directly with individuals. However, partnerships developed with the NSVRC have led to significant funding for organizations that support housing and community development needs. Organizations that serve Frederick County include, though not limited to: AIDS Response Effort, Blue Ridge Housing Network, Community Housing Partners, Help with Housing, Northwestern Community Services, and Faithworks. These organizations receive funding through NSVRC to support their organizations' mission to meet community needs.

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In addition to these organizations, the NSVRC works with a number of local and regional organizations that serve Frederick County to enhance services and bring resources to the community. These include: the Lord Fairfax Soil and Water Conservation District, Frederick Economic Development Authority, the Lord Fairfax Small Business Development Center, Shenandoah University and Lord Fairfax Community College. NSVRC partners with these organizations to identify partnerships and programming opportunities to enhance access to information and resources among organizations and citizens.

C. Agency Services. Respond to each of the following items. Responses may not exceed a total of 5 pages for all questions in this section.

- 1. Please provide a brief description of the services provided in Frederick County, including:
 - a. Program activity and description: NSVRC provides core services to localities in the region including Hazard Mitigation Planning, Housing and Community Development planning and project management, Natural Resource Planning and Urban & Rural Transportation Planning. Frederick County is a recipient of services and support through each of these program areas and is represented on NSVRC committees including the Hazard Mitigation Planning Steering Committee, the regional Housing and Community Services Policy Board, the Solid Waste Management Technical Committee, Natural Resources Advisory Committee, the WinFred Metropolitan Planning Organization and the Rural Transportation Planning Technical Committee. In addition to regional programs, NSVRC is available to assist the County with a variety of localized technical assistance activities at the request of the jurisdiction.
 - b. How many years you have provided the service and client service numbers for the last three years. NSVRC has provided the same (or comparable) core services to its member jurisdictions since its Charter in 1970. NSVRC currently has 13 member jurisdictions including the City of Winchester, Counties of Clarke, Frederick, Page, Shenandoah and Warren, and the Towns of Berryville, Front Royal, Luray, Middletown, Stephens City, Strasburg and Woodstock. The NSVRC also provides staff support to the WinFred MPO.
 - c. The achievement of target goals. NSVRC has operated in a sound manner for the last several years and been increasingly responsive to local jurisdiction needs. NSVRC has been effective in grant seeking and identification of new revenue sources to accomplish a variety of non-locally funded projects. NSVRC is in good standing with its funding agency partners, including those who fund the WinFred MPO.
- 2. Please describe the method of measuring target goals. Each Spring, the NSVRC establishes an annual work program that guides staff activities in the coming Fiscal Year. The Work Program is constrained by actual funding awarded (or anticipated) for operation of programs. Core programs include Hazard Mitigation, Housing and Community Development, Natural Resources and Transportation. The NSVRC and WinFred MPO annual work programs also identify special local technical assistance projects slated for the fiscal year. These projects are identified throughout the year in response to locality requests. Program accomplishments are assessed based on the metrics provided by funding partners. Additionally, program accomplishments are assessed by the jurisdictions who participated in the programs based on whether the project or program was meaningful and/or met a goal of the locality.

- 3. Please explain your collaborations with other agencies within Frederick County (including County Departments) who may provide similar or related programs. NSVRC actively works with the following County departments:
- Administration Planning & Development
- Economic Development Authority
- Fire and Rescue
- Information Technology & GIS

- Public Works (Engineering, Landfill, Recycling)
- Social Services

NSVRC also works closely with the Town of Stephens City and the City of Winchester in addition to County staff for WinFred MPO administration.

- 4. Please explain the positive impacts your services will have on Frederick County. The primary objective for NSVRC is to identify cost saving opportunities for partnership to meet state and federal program requirements and opportunities. NSVRC leverages partnerships among jurisdictions to qualify for additional funding for projects and to streamline costs associated with required communication, documentation and compliance with state and federal agencies. The purpose of the WinFred MPO is to provide planning support and services to the urbanized areas of the region in preparation for transportation related improvements. NSVRC assists the County, City and Town in planning for future transportation needs over 30 year time horizon.
- 5. What changes have been made within your agency from the previous year (including the increase in clients) and what are your goals for this year? Please indicate if there have been none. NSVRC initiated a strategic planning process in 2012 which concluded in fall, 2013. The process began with a regional assessment that included a survey of member localities, stakeholders and partners to determine the perception of the Commission and program effectiveness throughout the region. Following the survey, the Commission reviewed results and established priorities for moving forward to best serve the needs in the region. In FY 2016, NSVRC will continue to pursue the goals identified in the strategic planning process. These goals include continued support for existing programs, establishment of a committee structure for the Commission that better integrates technical work with policy objectives, and cultivation of opportunities to support local and regional needs in the areas of Natural Resources, Tourism and programs that support economic viability in the region. This year's request includes an additional special assessment to support Natural Resources planning activities- specifically related to Water Supply and Quality planning.
- 6. Please describe specifically how you will use Frederick County funds identifying at least three measurable goals. Funding provided by Frederick County and all member and participating jurisdictions will be allocated to projects as follows: 27% to support Transportation Programs (including Rural and Urban Planning, Transportation Demand Management); 37% to support Natural Resources and Solid Waste Planning (including the special water assessment); 4% to support Hazard Mitigation; 15% to support Community Development and Housing Programs;

and 17% to support local technical assistance and regional projects (including GIS and data analysis, grant review and writing and other support activities.

The Frederick County request is comprised of local member dues (\$0.58 per capita); Solid Waste Management Program (\$0.135 per capita); Special Water Assessment (\$0.15 per capita) and MPO Planning Program (5% of the total allocation).

Three goals are as follows:

- Use County Funds to leverage existing and new grant opportunities to support regional goals
- Use County funds to provide local technical assistance to Frederick County and surrounding regions to meet state and federal mandates related to water supply and guality planning and other natural resources issues
- Use County funds to leverage urban transportation funding available through the MPO program
- 7. Describe how your agency utilizes volunteer services. To date, NSVRC has not utilized volunteer services on an ongoing basis. NSVRC and the WinFred MPO do utilize expertise from the community by partnering with community member appointees who serve on the various committees of the NSVRC and MPO.
- 8. When was your agency's last financial audit? If your organization has not been audited, explain why. Please provide copy of latest audit. See attached FY 2014 Audit Report.
- 9. For currently funded agencies only: What would the impact be if Frederick County eliminates its contribution to your agency? NSVRC would be unable to match its current transportation grant awards and would be constrained in its ability to provide services to the County as a member locality.
- 10. For currently funded agencies only: Explain how your organization uses Frederick County funding as leverage to obtain funding from other sources and what other efforts you make to obtain funding. In FY 2014, the NSVRC used each \$1 local contributions to raise an additional \$5 in additional funding in support of regional programs and local technical assistance. NSVRC uses local contributions to match state and federal grant sources to provide its core services. In most years, 80% of local contributions are matched to other grant sources, while the remaining 20% is used for direct technical support and operations of the Commission.

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53 400E Kendrick Lane

Front Royal VA 22630 Phone: 540-636-8800 Fax: 540-635-4147 www.NSVregion.org

December 3, 2014

OFFICERS

NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

> Dennis M. Morris Chairman

John R. Riley, Jr. Vice Chairman

Nora Belle Comer Secretary/Treasurer

Martha Shickle Executive Director

COMMISSIONERS

CLARKE COUNTY Bev McKay Brandon Stidtam*

FREDERICK COUNTY Charles S. DeHaven, Jr. Eric R. Lawrence Joha R. Riley, Jr.* Robert Hess

> PAGE COUNTY Nora Belle Comer* D. Keith Guzy, Jr. David Wiatrowski

SHENANDOAH COUNTY Brandon Davis Conrad Helsley Dennis M. Mortis*

WARREN COUNTY Daniel J. Murray, Jr. Richard H. Traczyk John E. Vance*

BERRYVILLE Mayor Wilson Kirby

FRONT ROYAL Daryl L. Funk Jeremy F. Camp

> LURAY Jerry Schiro

MIDDLETOWN Thomas Simon

STRASBURG Robert Baker

STEPHENS CITY Manta W. Dilg

WINCHESTER Evan H. Clark John Tagnesi Timothy A. Youmans*

> WOODSTOCK Jacqueline Lambert

*denotes Executive Committee Member John Riley Frederick County Administrator 107 North Kent Street Winchester, VA 22601

RE: Fiscal Year 2016 Budget Request

Dear Mr. Riley:

Since 1970 the Northern Shenandoah Valley Regional Commission has partnered with its member localities, overcoming hurdles and challenges together through regional collaboration. Despite increasing state and federal mandates over the years, the Commission has maintained a per capita rate of \$0.58 for member annual contributions since 2009 using the Census population estimation from 2011 for the last two consecutive fiscal years.

Solid Waste Assessments, which provide funding for preparation and annual submissions of the Regional Recycling Rate Report and review of the Northern Shenandoah Solid Waste Management Plan have also been levied using 2011 population figures at a per capita rate of \$0.135 for the last two years.

Fiscal year 2016 brings new major priorities which include preparation for the mandatory benchmark reporting under the Chesapeake Bay Total Maximum Daily Load Watershed Implementation Plan and review and update to the Northern Shenandoah Valley Regional Water Supply Plan. The Commission's last special assessment for water supply planning and development was imposed in fiscal year 2011. That assessment provided funding for the completion and submission of the original Northern Shenandoah Valley Regional Water Supply Plan to the Virginia Department of Environmental Quality in November 2011 on behalf of the twenty localities in the Region.

In an effort to ensure quality administration and the region's continued compliance with mandated programs, the Commissioners of the Northern Shenandoah Valley Regional Commission met to discuss per capita rate requests for Fiscal Year 2016. On November 20, 2014, a resolution establishing Fiscal Year 2016 Jurisdiction Assessments was adopted unanimously by the Board. (Please see enclosed copy.) This resolution maintains the member annual contribution per capita rate at \$0.58 and the solid waste assessment at \$0.135. The population estimate for 2011 will be updated to reflect the published Census population estimate from 2013 for the fiscal year beginning July 1, 2016. The adopted resolution also provides for a 2016 Water

Supply and Quality Planning special assessment of \$0.15 per capita using the 2013 population estimates. The chart enclosed illustrates the change in each of the three assessment totals for each jurisdiction and a combined annual resulting increase. These adjustments will provide the region with the ability to fund programs in the following manner:

Member Local Assessments will be distributed by core program area as follows:

	Transportation Program Grant Matching -	\$ 53,566.60
•	Housing and Community Development Leverage -	\$ 23,706.46
	Local Government Technical Assistance & Regional Programs -	\$ 30,000.00
-	Regional Data Center Development -	\$ 10,000.00
•	Natural Resource Programs Leverage -	\$ 7,500.00
	Hazard Mitigation Programs Leverage -	<u>\$ 7,500.00</u>
TOTAL	LOCAL ASSESSMENTS -	\$13 2,27 3.06

The Solid Waste and Water Supply assessments will support a portion of the personnel costs for a Natural Resources Planner and the ability to implement the following:

- Administration to meet the Water Supply Planning mandate set forth under 9 VAC 25-780-120
- Support of regional cooperation through Commission strategic planning
- Administration to comply with the Bay TMDL Nutrient & Sediment Reductions Mandate
- Implementation of the "The River Matters Campaign" to meet MS4 obligations and promote regional tourism.
- Provision of general Stakeholder engagement and support of Natural Resource programs
- Submission of the 2016 Regional Recycling Rate Report and the Northern Shenandoah Solid Waste Management Plan
- Administration of the Regional Tire Operations Program
- Enhanced program support to member localities

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We appreciate the continued support your community provides to the Commission, especially in these financially viable times. Should you have any questions or concerns, please contact me at 540-636-8800 or mshickle@nsvregion.org.

Respectfully,

Mait &ul

Martha Shickle Executive Director

Enclosures

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	Administrative Revenues		T . (.)					
PROGRAM REVENUES	Private	Local- Assessments	Local- Contracts	State	Federal	Total Administrative Revenues	Pass-Through Revenue	Funding Source
Administration 42002 DHCD Base Funding 46000 Commission Event Sponsorships xxxxx Entrepreneur Café, Event Fiscal Agent	\$ 5,000.00			\$ 72,932.16		\$ 72,932.16 \$ 5,000.00	\$ 10,000.00	State - DHCD Private- Spring Dinner Sponsors Local- WCEDA
Transportation Programs 46100 TDM 46400 Rural Trans Plng xxxxx Luray Bridge Project 46500 Urban Transportation Planning (MPO)		\$ 42,268.00 \$ 14,500.00	\$ 16,928.40	\$ 169,070.00 \$ 58,000.00 \$ 16,928.40	\$ 135,427.20	\$ 211,338.00 \$ 72,500.00 \$ - \$ 169,284.00	\$ 265,000.00	State- DRPT; Local- Assessments State- DRPT; Local- Assessments Federal, State, Local- FHWA, FTA, VDOT, DRPT
Natural Resources Programs 49000 Natural Resources Base Funding xxxxx DEQ BMP Verification xxxxx Water Planning- Special Assessment 47700 Solid Waste 47450 Solid Waste - Regional Tire Operations Prg.		\$ 5,000.00 \$ 34,208.55 \$ 30,787.70	\$ 6,000.00	\$ 23,450.00		\$ 5,000.00 \$ 23,450.00 \$ 34,208.55 \$ 30,787.70 \$ 6,000.00	\$ 18,245.00	Local- Assessments State- DEQ Local- Assessments Local- Assessments Local- Enterprise
Hazard Mitigation Programs 49000 Hazard Mitigation Base Funding		\$ 10,000.00				\$ 10,000.00		Local- Assessments
Community Development 49000 Community Development Base Funding xxxxx Building Entrepreneurial Economies PG xxxxx Building Collaborative Communities Capacity Buildi 45300 HOME Program Administration 45350 Continuum of Care Lead Agency xxxxx Continuum of Care Planning- DHCD	ing Grant	\$ 6,500.00 \$ 10,000.00 \$ 5,000.00 \$ 2,500.00		\$ 3,750.00 \$ 24,500.00	\$ 45,000.00 \$ 7,500.00	\$ 6,500.00 \$ 3,750.00 \$ 34,500.00 \$ 50,000.00 \$ 10,000.00 \$		Local- Assessments State- DHCD State- DHCD Federal- HUD; Local- Assessments Federal- HUD; Local- Assessments
	\$ 10,000.00	 \$ 10,000.00 \$ 10,000.00 \$ 5,000.00 \$ 5,000.00 			\$ 60,000.00	\$ 20,000.00 \$ 60,000.00 \$ 10,000.00 \$ 15,000.00 \$ 15,000.00 \$ -	\$ 20,000.00 \$ 750,000.00	Private- VHDA; Local- Assessments State- DHCD Local- Contract DHCD CDBG; Local- Assessments Local- Contract DHCD CDBG; Local- Assessments Local- Contract DHCD CDBG; Local- Assessments
Local Technical Assistance 43090 Regional Procurement xxxxx Warren County Buildout Project xxxxx Town of Boyce Website Support 43350 Comprehensive Planning Updates- Stanley 43110 Toms Brook Planning Support 43250 Page County Broadband Authority Admin Support		\$ 1,000.00 \$ 5,500.00	\$ 2,500.00 \$ 3,500.00 \$ 10,000.00 \$ 15,000.00 \$ 15,000.00			\$ 3,500.00 \$ 5,500.00 \$ 3,500.00 \$ 10,000.00 \$ 15,000.00 \$ 15,000.00		Local- Contract Local- Assessments Local- Contract Local- Contract Local- Contract Local- Contract
	\$ 15,000.00	\$ 197,264.25	\$ 88,928.40	\$ 368,630.56	\$ 247,927.20	\$ 917,750.41		
FYE 2016 TOTAL BUDGETED REVENUE:		\$ 5.06				\$	2,450,995.41	

Notes

Planning District operating support per General Assembly- approved Sponsorships for Special Events & Meetings - to be requested Pass Through in support of Entrepreneur Café

> 80/20 split- state/local- approved 80/20 split- state/local- approved

80/10/10 split- federal/state/local- approved

Local Member Assessments Dept of Environgmental Quality Grant- approved Special Assessment adopted in 2014 Solid Waste Local Assessments RTOP Administration- annually renewed

Local Member Assessments

Local Member Assessments Planning Grant from Dept of Housing and Community Development- approved Capacity Building Grant from Dept of Community Development- application due 7/31 Low Income Housing Program; 10% of pass thru available for Admin- approved Regional Continuum of Care Planning Funds; 50% approved

Virginia Housing Development Authority- application pending Foreclosure Mitigation; 8% of pass thru available for Admin- approved Planning Grant Extension Awarded; add'l funds to complete the project Preliminary Award; Complete Planning Grant Pending Preliminary Award; Complete Planning Grant Pending

> Local Government Procurement/ Contract Admnistration Local Member Assessments Local Contract- Approved Local Contract- Approved Local Contract- Approved Local Contract- Approved

FY2016 Estimated Expenses

	Indirect	Fringe	Direct Program	Total Budgeted	Variance from	
EXPENSES	Pool	Pool	Charges	Expenditures	FY 2015	Notes
62300 Accounting Expense	\$1,000.00		\$8,000.00	\$9,000.00	\$500.00	Annual audit expenses
60000 Advertising / Marketing	\$1,150.00		\$93,988.00	\$95,138.00	\$0.00	TDM Program Marketing, Event Support & Program Public Notice
60100 Banking Fees	\$1,750.00			\$1,750.00	\$0.00	Payroll direct deposit fees
60200 Building Lease & Loan Expense - Full FY	\$25,500.00			\$25,500.00	\$0.00	Lease Agreement & Build Out Costs
62700 Building Maintenance - Office Cleaning	\$3,500.00			\$3,500.00	\$0.00	Cleaning, equipment repairs, etc.
60250 Business Insurances & Work Comp. per FY16 VML Quote	\$3,982.00	\$ 682.00	\$1,982.00	\$6,646.00	(\$641.00)	Includes RTOP property insurance and Workers' Comp.
60300 Computer Software / Licenses	\$11,076.00		\$500.00	\$11,576.00	\$1,346.00	GMS, File Back Up, GIS, Adobe InDesign, etc
60400 Communications	\$7,250.00		\$750.00	\$8,000.00	\$0.00	Telephones & Internet
60500 Conference Registrations & Training	\$3,425.00		\$3,160.00	\$6,585.00	(\$2,150.00)	Annual conference & training attendance
60600 Consulting Services NSVRC /MPO, etc.	\$5,000.00		\$323,245.00	\$328,245.00	\$218,835.00	Board Development, MPO, VA Tech, Housing Needs Assessment & BCC F
60700 Contractual Services -HOME/NSP			\$1,200,000.00	\$1,200,000.00	(\$569,998.00)	Housing and Community Development Pass Thru Funding
61200 Copier Lease Expense	\$2,000.00		\$6,000.00	\$8,000.00	\$0.00	Xerox Copies
61400 Dues & Memberships	\$7,375.00		\$4,875.00	\$12,250.00	\$225.00	Professional and Organizational Membership fees
50800 Employer Insurance Expense (Medical)		\$ 83,213.84		\$83,213.84	(\$6,786.16)	Health and Short-Term Disability-Commission portion only
61500 Equipment & Furniture Purchases	\$2,500.00			\$2,500.00	(\$2,500.00)	Replacement computers/peripheral replacement
62600 IT-Informational Technical Services	\$1,500.00			\$1,500.00	(\$2,000.00)	IT Support- Outsourced
62500 Legal Fees Expense	\$5,000.00			\$5,000.00	\$0.00	Personnel, other legal fees
61700 Meeting Expenses / Refreshments	\$8,500.00		\$500.00	\$9,000.00	\$1,500.00	Commission dinners, Workshops/Committee meetings - Offset by Sponsors
61800 Miscellaneous	\$2,000.00		\$11,000.00	\$13,000.00	\$10,000.00	Unexpected Expenses; generally offset by a new revenue source
61900 Office Supplies	\$3,300.00		\$200.00	\$3,500.00	\$0.00	General office supplies
50000 Payroll Expense - Salaries	\$228,402.56		\$269,082.44	\$497,485.00	\$17,483.00	Gross Payroll (1.7% COLA at 7/1 & Merit Pool at 1/1)
50600 Payroll FICA taxes - Employer Share / Employment taxes		\$ 40,246.40		\$40,246.40	\$246.40	7.65% of estimated Gross Payroll plus employment taxes at current
62100 Postage and Shipping	\$200.00		\$800.00	\$1,000.00	\$300.00	U.P.S., Federal Express, USPS expenses
62200 Printing (Outsourced)			\$250.00	\$250.00	(\$4,215.00)	Outsourced printing costs - publications
62800 Subscriptions / newspapers	\$100.00		\$400.00	\$500.00	\$273.00	Newspaper Subscriptions
62900 Travel Expenses	\$10,000.00		\$20,000.00	\$30,000.00	\$2,500.00	Mileage reimbursements, training/travel related expenses
63500 Utilities: Electric & Water	\$7,500.00			\$7,500.00	\$0.00	Utilities: Estimate average at \$583/mo.
50900 VRS - Retirement Contributions/ Life InsCommission Only		\$ 36,062.43		\$36,062.43	\$1,062.43	5.97% for Retirement, & 1.19% for Life Ins. (Employee pays +5%)
FYE 2016 TOTAL BUDGETED EXPENDITURES:	\$342,010.56	\$160,204.67	\$1,944,732.44	\$2,446,947.67	-\$334,019.33	

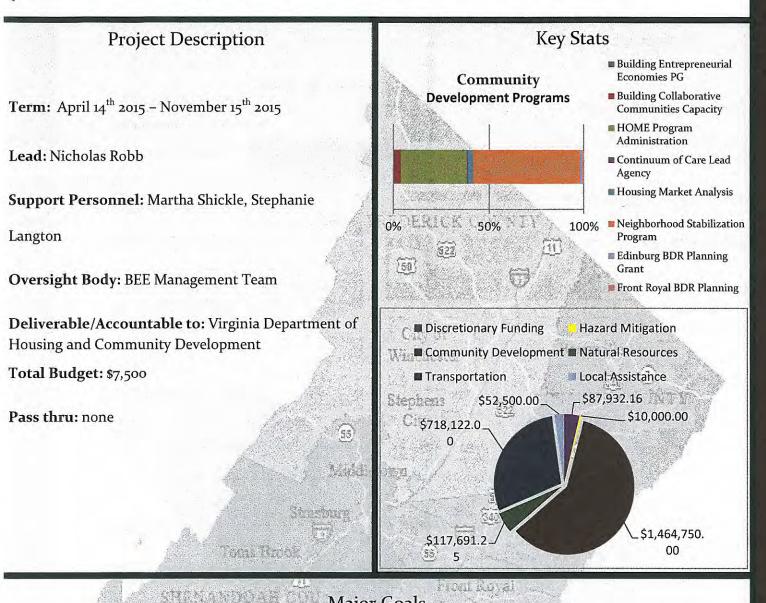
FYE 2016 BUDGETED NET INCOME / RESERVE:

4,047.74

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rent rate

ys +5%)

Building Entrepreneurial Economies Grant



Major Goals

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To research the creation of a small and micro-enterprise business development program focused on outdoor recreation and natural resources tourism. This project includes Clarke, Warren, Shenandoah, and Page Counties, and the Towns within.

Showing w

1200302

211

340

Project Deliverables

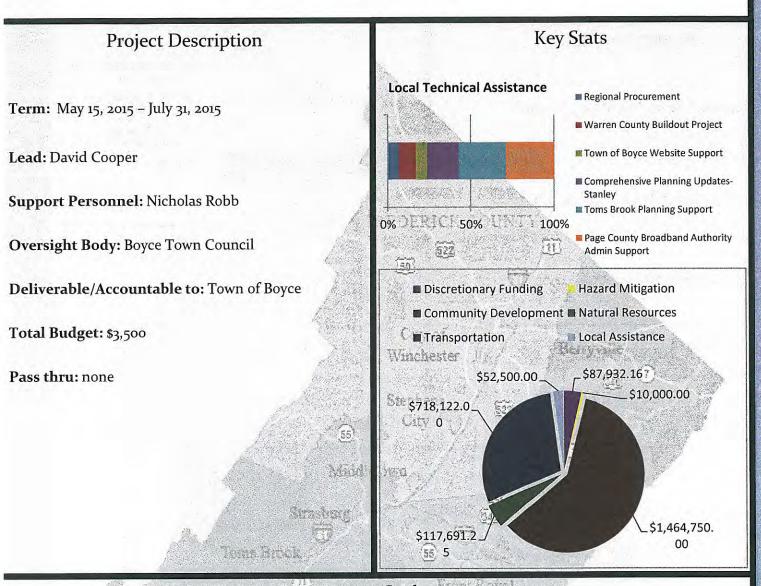
This project will provide a list of outdoor recreational stakeholders in the project area, which include: hotels, bed & breakfasts, outfitters, local restaurants, and outdoor retail stores. In addition, this project will foster discussion between these above amenities and the local governments and tourism agencies to identify key strategies to support business development that will extend a tourist stay by one additional night.

Why is this Important?

Stanley

By identifying our region's outdoor recreational assets, and gathering local businesses' ideas on how we can improve/increase tourism/business development, the region will be approximate to better focus its efforts and resources.

Town of Boyce Website



Major Goals

The primary objective of this project is to provide website maintenance and editing to improve communication with Town residents and other stakeholders.

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Project Deliverables

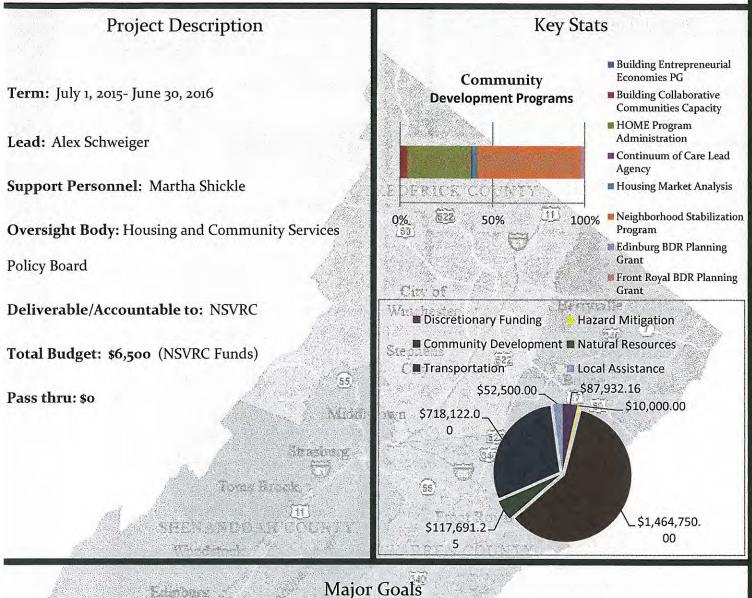
To provide website management for the Town of Boyce and to provide periodic updates to the site as per request from the

Why is this Important?

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Maintenance and upkeep of the Town of Boyce's website will provide an outlet for local residents for obtaining updated information pertaining to their Town.

Community Development Base Funding



Major Goals

The goals for Community Development Base Funding revolve around staff development, training and education in support of Enter March the Community Development Core Program. Jackson

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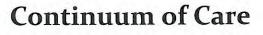
Market

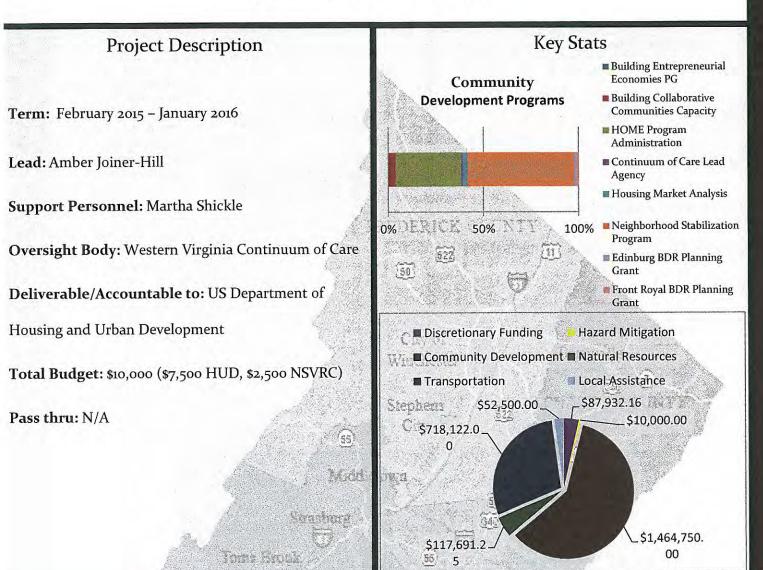
Project Deliverables Juray 21

In fiscal year 2016, the Community Development Base Funding will support staff earning professional credentials through the National Development Council's Housing Development Finance Professional Certification program. Staff will also attend the annual Governor's Housing Conference and other trainings provided by the US Department of Housing and Urban Development and the Virginia Department of Housing and Community Development.

Shenandoah Why is this Important?

Community Development Base Funding is important because it provides staff with the opportunity to seek training and professional development opportunities that will strengthen NSVR **G** Community Development Program as well as keep staff members up-to-date with the constantly changing state and federal compliance rules which govern many of the Commission's





SPENANDAL TEU Major Goals

Coordinate project work for the Western Virginia Continuum of Care (VA-513), which is a Dept. of Housing and Urban Development (HUD)-mandated collaboration of nonprofits, government agencies, educational entities, and community members who work to end homelessness in the Shenandoah Valley. The VA-513 covers the counties of Clarke, Frederick, Page, Rockingham, Shenandoah, and Warren, the Towns within those Counties, and the Cities of Harrisonburg and Winchester.

Project Deliverables

Grant support for the HUD Continuum of Care competition

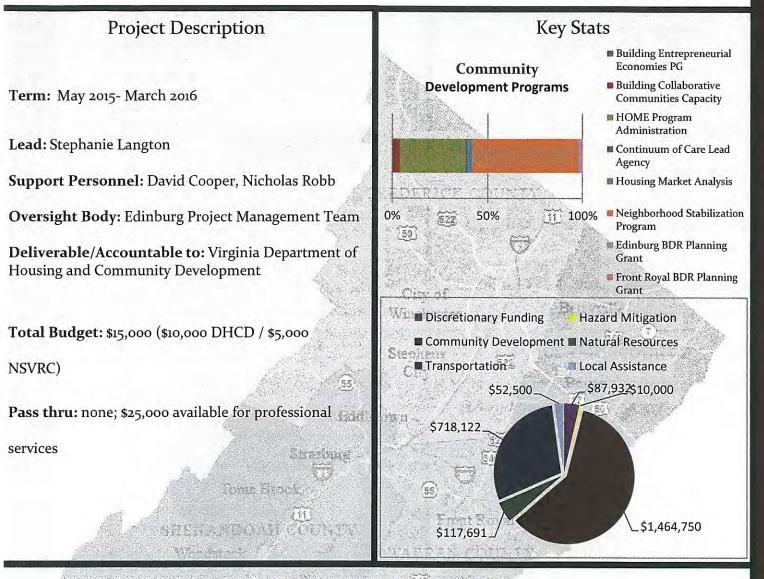
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- Provide administrative planning support for meetings and projects (facilitate meetings, create agendas, take minutes, create and maintain website, evaluate policies and procedures, streamline communications)
- Cultivate relationships with community stakeholders and identify potential partnerships to improve coordination and raise awareness

Why is this Important?

The Continuum of Care is important to the region because it provides an opportunity for stakeholders across various specialties to communicate and work collaboratively to end hoppelessness in the Shenandoah Valley. This streamlined communication makes it less likely for there to be duplication of efforts and makes it possible for service providers to access and manage scarce financial resources in a strategic and efficient manner.

Town of Edinburg Business District Revitalization Project



Major Goals

Ventance

The goal of this Community Development Block Grant Planning Grant is to support local planning processes in the Town of Edinburg which identify and prioritize strategies for Business District Revitalization. The Town's Comprehensive Plan envisions a commercial district which provides shopping facilities to meet the major needs of its residents, offers amenities to attract patronage from tourists, and preserves and restores the cultural and historic assets of the community. The processes and outputs from this planning grant will produce work plans for implementing Edinburg's vision.

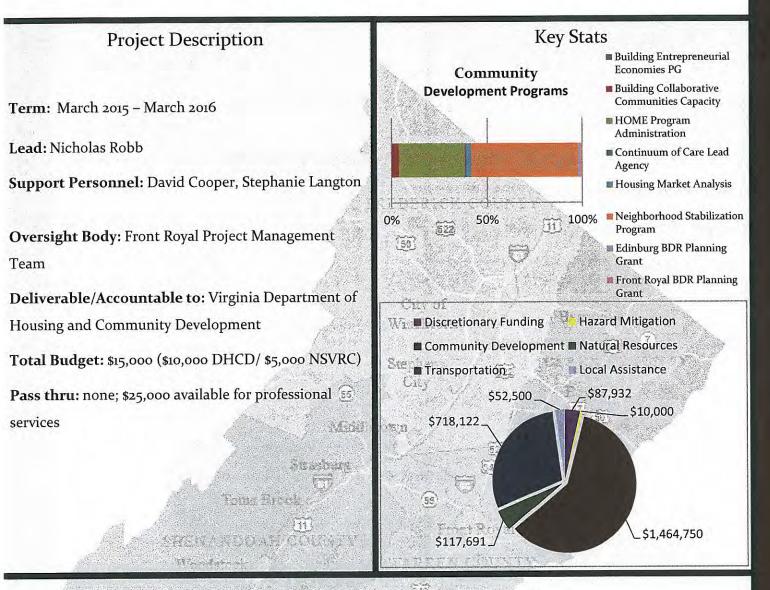
Project Deliverables

The primary deliverable is an Economic Restructuring Plan which identifies and prioritizes strategies to stimulate use of vacant and underutilized properties and improve building conditions in the commercial district. This Plan includes physical and business inventories, a study of the "trade area", and revitalization strategies. As an affiliate member of the Virginia Main Streets Program, the Town will incorporate the Program's Four-Point Approach. The planning processes undertaken during this project engages stakeholders in the community, forms and strengthens a project management team and prepares the Town to develop a competitive application for CDBG implementation funds in March 2016.

Shenandoah Why is this Important?

This project is important because it strengthens the means through which Edinburg can implement its short, mid and longterm economic development goals and objectives to ensure the long term sustainability of the commercial district and the broader community. This project supports the furthering of partnet partnet partnet for the leveraging of scarce resources and the defining of expected outcomes. A vibrant commercial district is essential for the Town to remain a competitive destination on a regional scale and contribute to the strength of the overall region's attraction

Front Royal Business District Revitalization Project



Major Goals

The goal of this Community Development Block Planning Grant is to support local planning processes in the Town of Front Royal to identify and prioritize strategies for Business District Revitalization.

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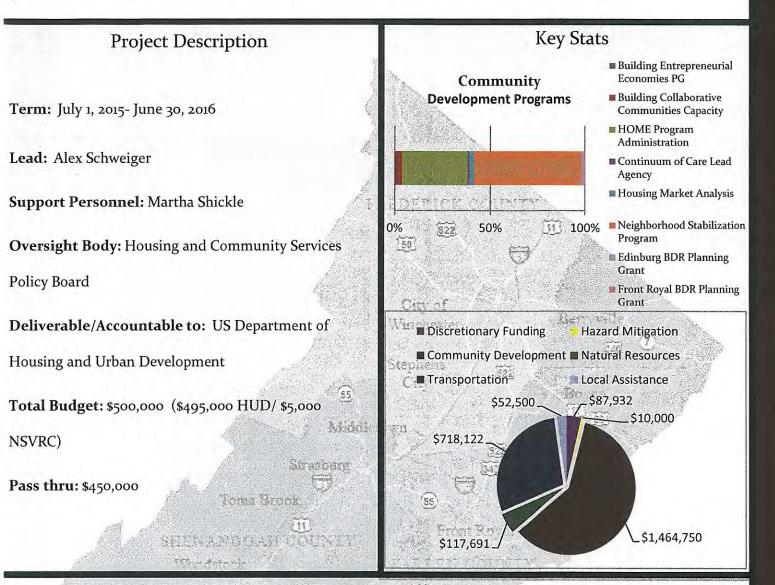
Project Deliverables

The primary deliverable is an Economic Restructuring Plan which identifies and prioritizes strategies to stimulate use of vacant and underutilized properties and improve building conditions in the commercial district. This Plan includes physical and business inventories, a study of the "trade area", and revitalization strategies. As an affiliate member of the Virginia Main Streets Program, the Town will incorporate the Program's Four-Point Approach. The planning processes undertaken during this project engages stakeholders in the community, forms and strengthens a project management team and prepares the Town to develop a competitive application for CDBG implementation funds in March 2016.

Shewandoah Why is this Important?

This project is important because it strengthens the means through which Front Royal can implement its short, mid and longterm economic development goals and objectives to ensure the long term sustainability of the commercial district and the broader community. This project supports the furthering of partnerships, the leveraging of resources, and the defining of expected outcomes. A vibrant commercial district is essential for the Town to remain a competitive destination on a regional scale and contribute to the strength of the overall region's attraction.

HOME Investments Partnership Program



Major Goals

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The HOME Investment Partnerships Program (HOME) provides formula grants to States and localities that communities useoften in partnership with local nonprofit groups- to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for lowincome households.

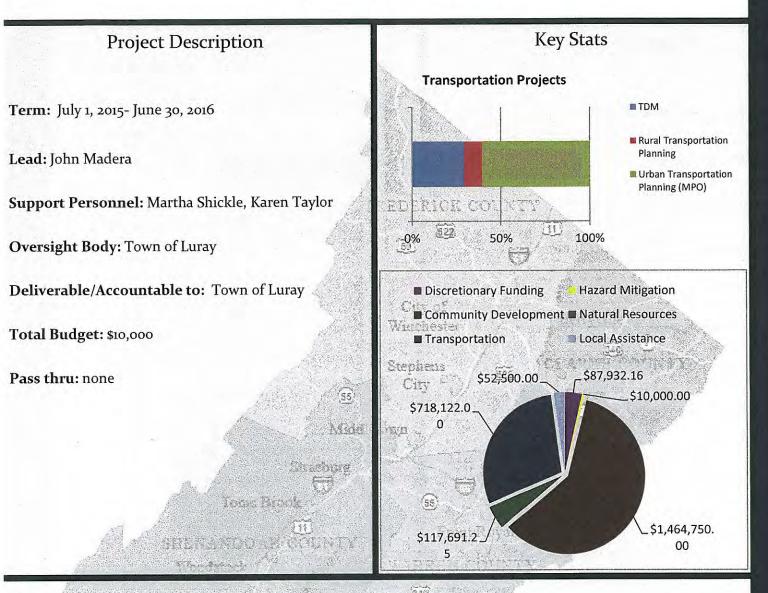
Project Deliverables

In Fiscal Year 2016, NSVRC will contract with sub grantees to administer programs including tenant based rental assistance, owner occupied home repair, and rental housing development; in addition to these projects, NSVRC will also award a Pre-Development Loan to a certified Community Housing Development Organization for a project feasibility study.

Shennadoah Why is this Important?

The HOME Program administered by NSVRC plays a critical role when it comes to affordable housing in the Valley. The funding provides direct service to low to moderate income individuals and families to provide affordable, suitable housing, create economic opportunities, and create access to quality housing.





Major Goals

Provide planning and outreach assistance to the Town of Luray in support of the implementation of the Main Street bridge replacement project to minimize disruption to the community during construction.

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Project Deliverables

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A draft Traffic Control Plan specifying the type and placement of temporary signs to guide motorists around the construction zone, to be finalized and implemented by the construction contractor.

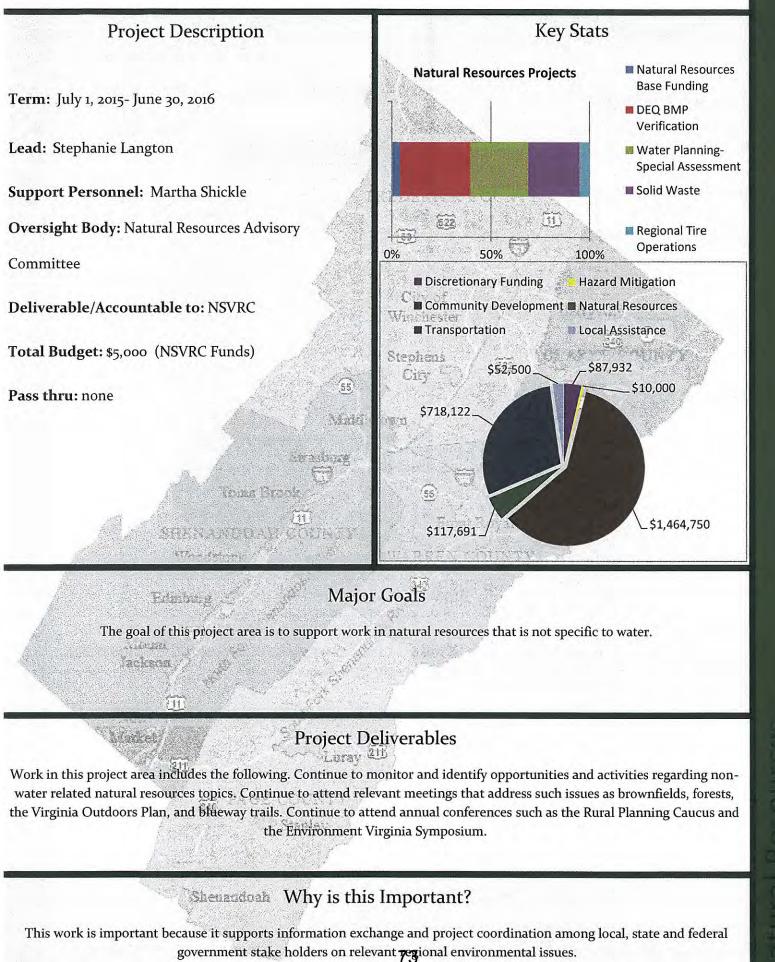
Detour maps for presentation on the project website.

Support and assistance in implementing outreach and communications strategies to advise the public of project milestones.

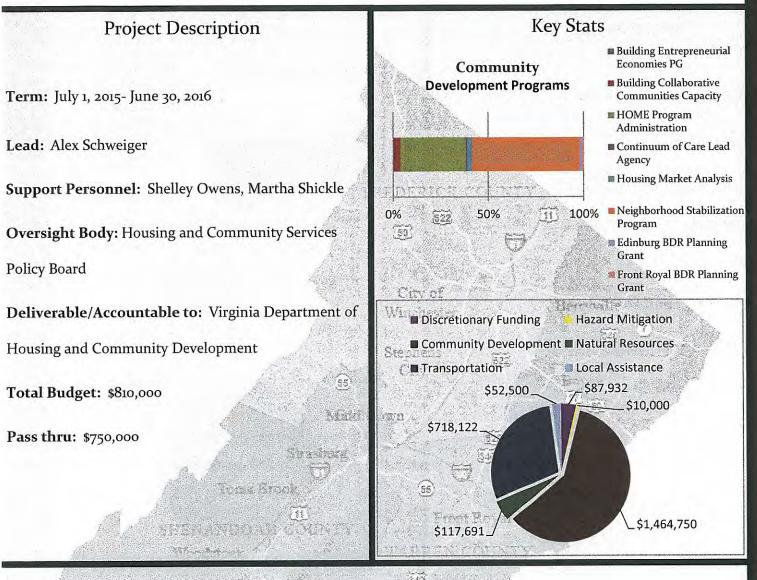
Shenandoah Why is this Important?

NSVRC provides technical expertise to small localities like Luray to tackle projects the locality may not have the staff resources to handle.

Natural Resource Base Funding



Neighborhood Stabilization Program



Major Goals

The goal of the Neighborhood Stabilization Program is to stabilize existing neighborhoods impacted by the foreclosure crisis in Virginia by purchasing foreclosed and abandoned properties, rehabilitating them and reselling them to low-to-moderate and middle income households.

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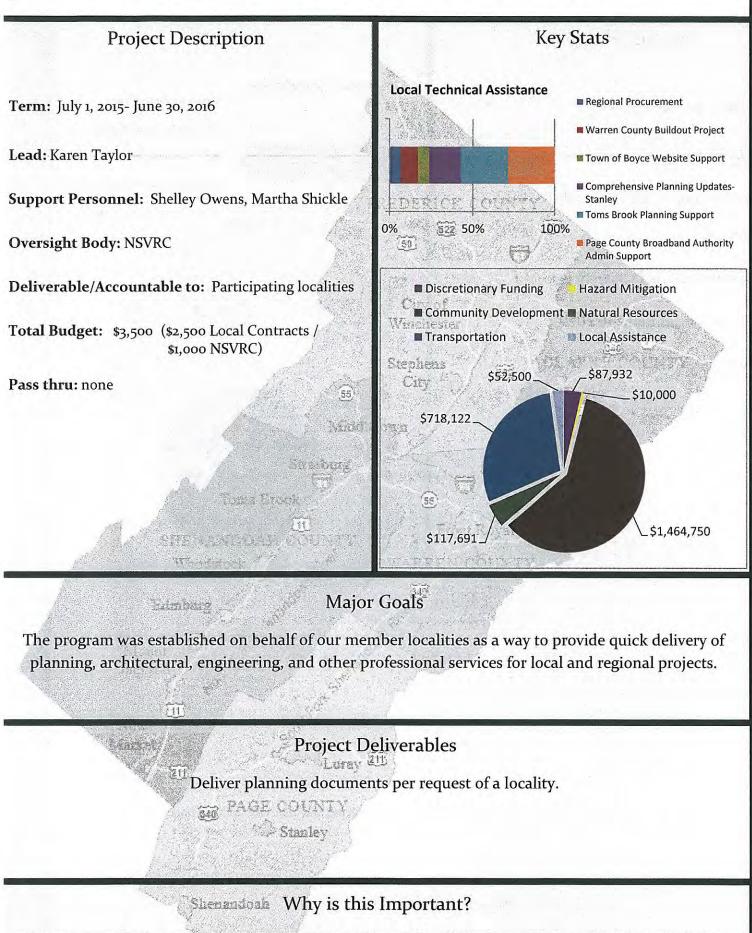
Project Deliverables

NSVRC partners with Community Housing Partners (CHP) to identify potential houses for acquisition. Once acquired, specialists with CHP rehabilitate the properties to prepare them for resale to income eligible homebuyers. NSVRC will focus its efforts in this program to identify eligible potential properties in a variety of price ranges to suit the differing needs of homebuyers.

Shenandoah Why is this Important?

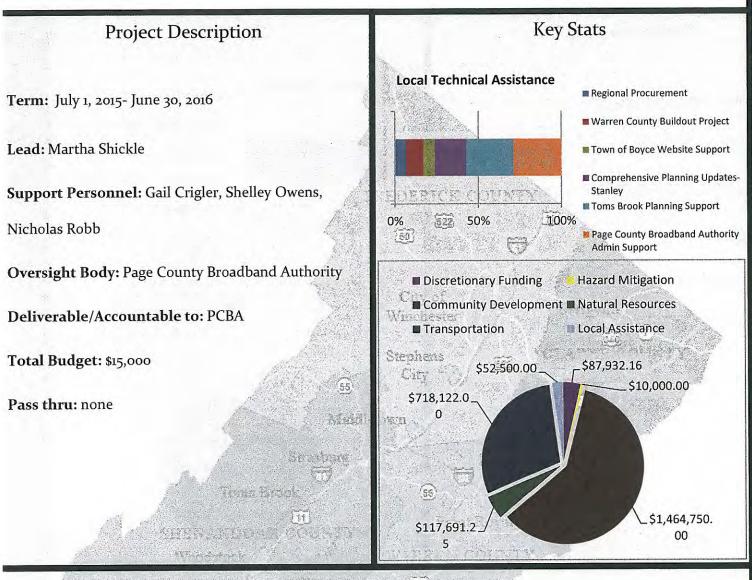
The NSP program is important as it provides an outlet for individuals and families who wish to become homeowners to achieve their goal, which might not have been possible otherwis? This program increases the stock of affordable housing available to homebuyers while also investing in neighborhoods affected by foreclosure.

On-Call Planning and Consultant Program



This streamlined contracting of professional services will reduce the project's overhead through the availability of pre-qualified consultants, as well as rectarce the consultant's overhead related to the procurement process.

Page County Broadband Authority



Major Goals

To provide administrative support services to the Page County Broadband Authority in support of efficient and effective network management, promotion and expansion.

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Project Deliverables

Primary activities include administrative and financial management support, website maintenance and strategic planning.

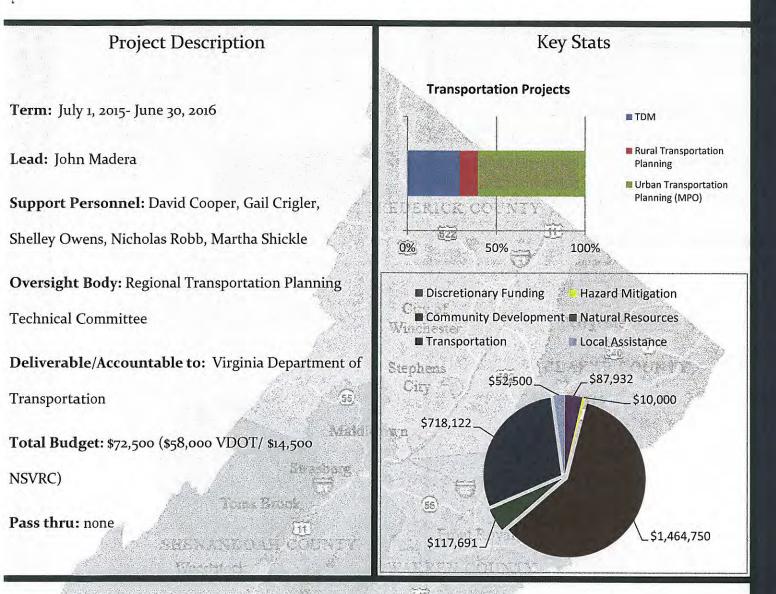
Additional work tasks include information dissemination (internal and external) and grant writing.

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Skenandoah Why is this Important?

Broadband access is a critical component of a local economic development strategy. NSVRC's support of the PCBA enables ongoing cost effective staff support to the PCBA efforts to promote the locality and increase opportunity for economic development.

Regional (Rural) Transportation Planning



Major Goals

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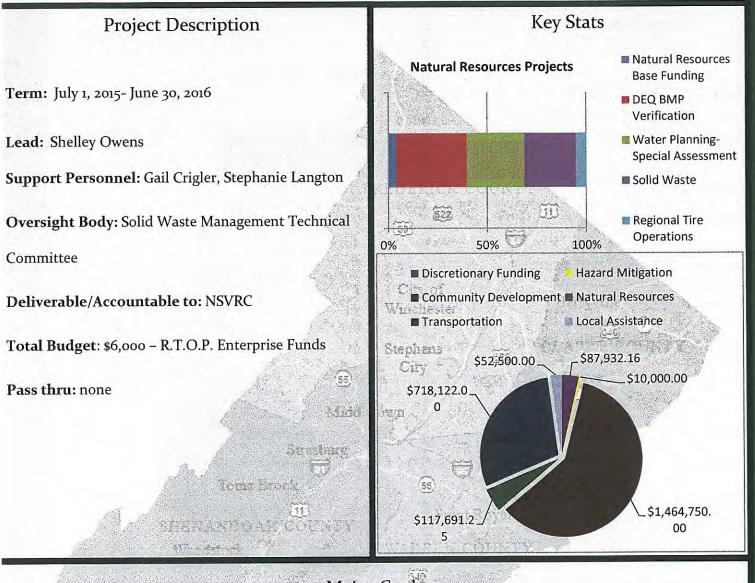
Provide transportation planning technical assistance to, and coordination among, the region's localities
 Uncover transportation needs and opportunities at the regional scale

- Support statewide transportation planning including data compilation and prioritization of projects
 - Improve the quality of life through smart planning
 - Project Deliverables
 - Meetings of the Transportation Planning Technical Committee
 - Update of Walking and Wheeling, the Region's plan for bicycling and walking
 - FAGE Rural transit feasibility study
 - Compilation of land use data for Statewide Travel Demand Model (VDOT)
 - Prioritized list of transportation projects
 - FY '17 Work Program

Shenandoah Why is this Important?

VDOT allocates part of its federal State Planning and Research (SPR) funding to each Planning District Commission having a rural area, in fulfilling the requirements of the State Planning Process to address the transportation needs of non-Interpolitan areas.

Regional Tire Operations Program (RTOP)



Major Goals

The Northern Shenandoah Valley Regional Commission serves as the billing and financial agent for the Regional Tire Operations Program.

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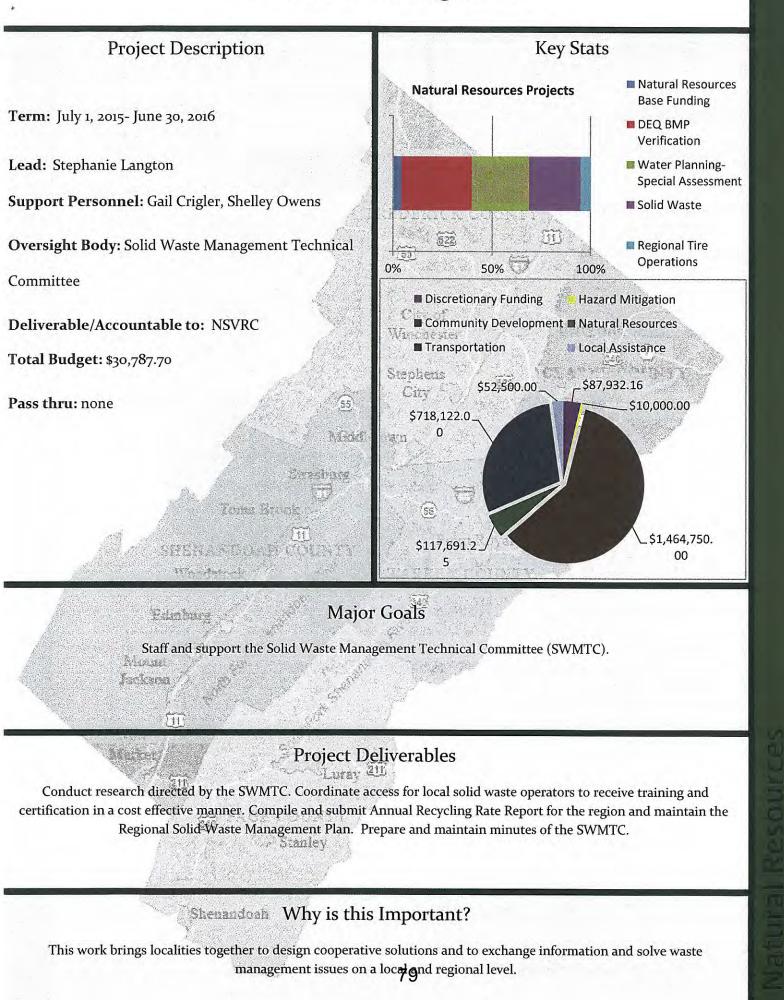
Project Deliverables

Continued fiscal management of the tire shredding program. The NSVRC provides periodic updates to the Solid Waste Management Technical Committee concerning operations. The regional tire shredder is stationed at the Frederick County landfill. Frederick County landfill employees operate and maintain the machine and are reimbursed monthly from RTOP funds for their expenses and fuel used. This program is a self-sustaining enterprise fund which is audited separately from all other government funded Commission programs.

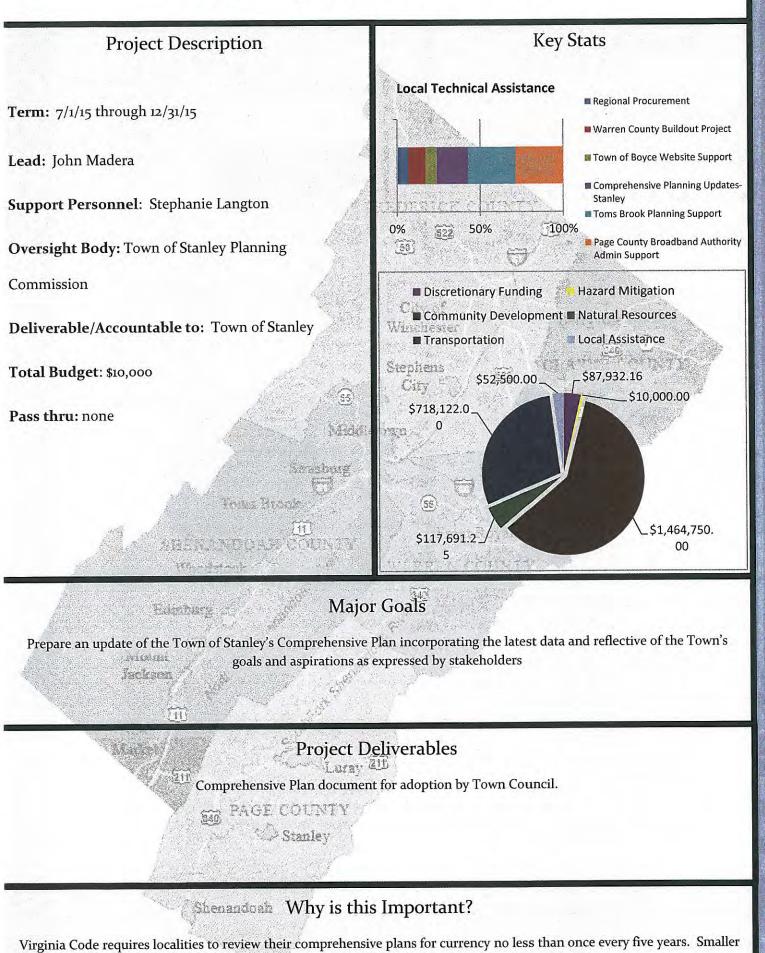
Shenandoah Why is this Important?

This work is important because it supports a sustainable regional effort to reduce the impacts of tire waste on local landfills and identify new ways to re-use the material. It also provides the region with an outlet for preventing the stock-piling of used tires which can become harmful to the environment and humans.

Solid Waste Management



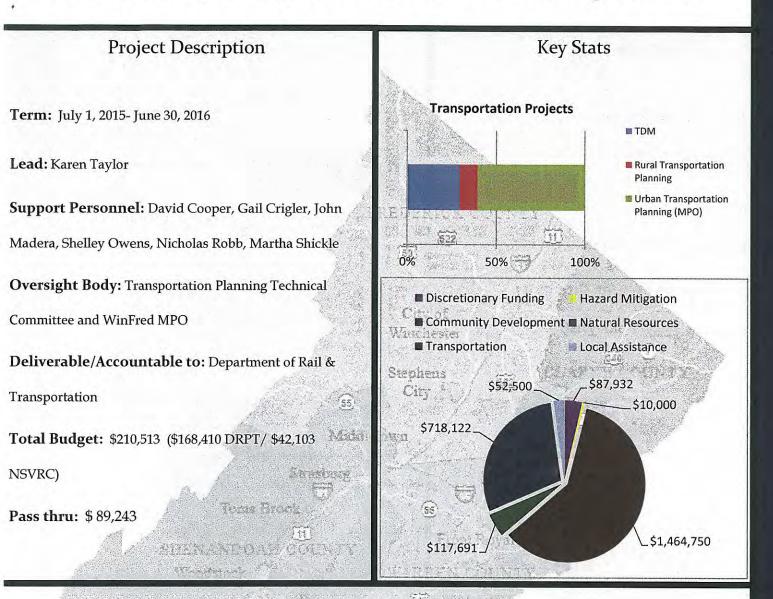
Stanley Comprehensive Plan Update



localities like Stanley lack the staff resources to perform this review.

Local Technical Assistance

[•] RideSmart (Transportation Demand Management)



Major Goals

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The RideSmart program is tasked with advancing alternatives to the drive alone commute through innovative programs serving the Northern Shenandoah Valley region. RideSmart encourages the formation of carpools, vanpools and utilization of local transit services. With congestion reduction being the main goal of the program, there are other goals that the program focuses on such as the reduction of pollution, and saving commuters time and money.

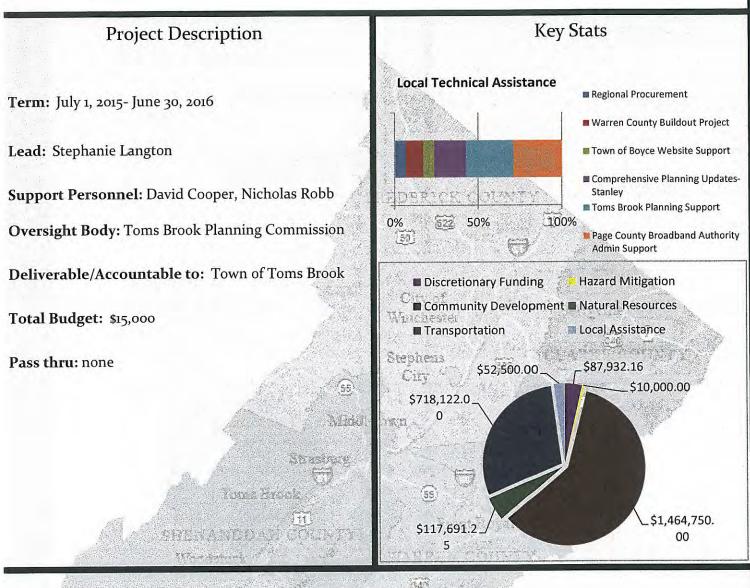
Project Deliverables

The program's service area includes the City of Winchester and the counties of Clarke, Frederick, Page, Shenandoah, and Warren. Staff members assist in the creation of new carpools and works to keep these pools successfully operating. The program's primary task is matching commuters with carpools or van pools looking for new riders, and connecting commuters who have compatible routes and schedules to form new van pools or carpools. In addition, the RideSmart program offers residents free ride-matching for carpools/vanpools, vanpool subsidies, and alternate transit information.

Shenandoah Why is this Important?

As the region works to preserve its high quality of life and expand local economic opportunities, RideSmart works to serve the transportation needs of residents today and prepares to meet the transportation needs of the future. Carpooling, van pooling, and alternate transit allows the region to reduce its road congestion as well as vehicle emissions.

Toms Brook Planning



Major Goals

The Northern Shenandoah Valley Regional Commission provides general staff support to the Planning Commission and Town Council of Toms Brook in matters related to local planning and zoning.

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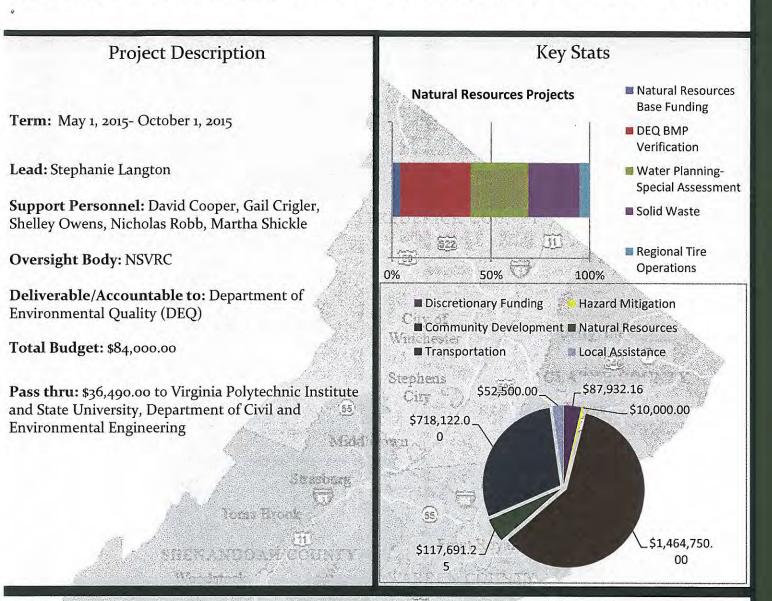
Project Deliverables

Technical assistance for the Town of Toms Brook includes the following. Assist the Planning Commission with any tasks necessary to prepare for meetings, prepare and maintain minutes of the Planning Commission, coordinate and manage the development review process, review and develop Comprehensive Plan update, and other tasks assigned.

Shenandoah Why is this Important?

This work is important because it supports the short, mid and long term planning and implementation of the Town of Toms Brook's vision with regards to growth and development, community needs, and preserving the history and character of the community. Local Technical Assistance

Northern Shenandoah Valley Urban BMP Documentation & Verification Project



Major Goals

The primary goal of this project is to improve Virginia's understanding of its progress toward the Chesapeake Bay Program's nutrient and sediment reduction targets. This project contributes to the collection of up to date information on urban Best Management Practices (BMPs) which are stormwater management mechanisms to improve stormwater quality and limit stormwater quantity in developed areas. This information will be used for the calibration of the Chesapeake Bay Program's current Watershed Model, which calculates and projects pollution reduction. Additionally, this project supports local stormwater management planning processes through the creation of a working inventory of urban BMPs for each locality in the project area.

Project Deliverables

The project area includes the Counties of Clarke, Frederick, Page, Shenandoah, and Warren, and the towns therein. The primary deliverable to the DEQ is a database which contains available information on urban BMPs in the project area dating from 1985 to present. Information includes BMP type, date installed, location and area treated. Additionally, for each locality which manages its Erosion and Sediment Control program, this project will provide a geospatial database which maps each BMP in the locality and contains the related BMP information. Another deliverable for the DEQ is the current land use data for each locality. A final comprehensive report will be provided to the DEQ at the completion of the project.

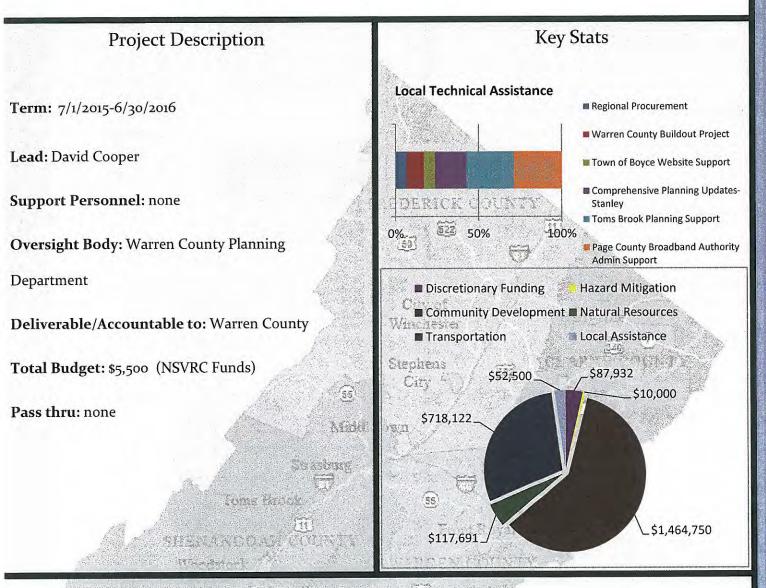
Shenandoah Why is this Important?

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This project contributes to the U.S. Environmental Protection Agency's efforts through the Chesapeake Bay Program to set and meet limits to nitrogen, phosphorus and sediment pollution in the Bay. These efforts seek to fully restore the health of the Bay and its tidal rivers by 2025. Therefore, this project provides important information on a local, state, and national scale, regarding the impacts of stormwater management mechanisms in reducing pollution and improving water quality.

Warren County Build-out Study



Major Goals

The goal of the Warren County Build-out is to help the county better understand the geography and quantity of potential future development. This information can be used to evaluate potential development impacts and to aide in planning decisions.

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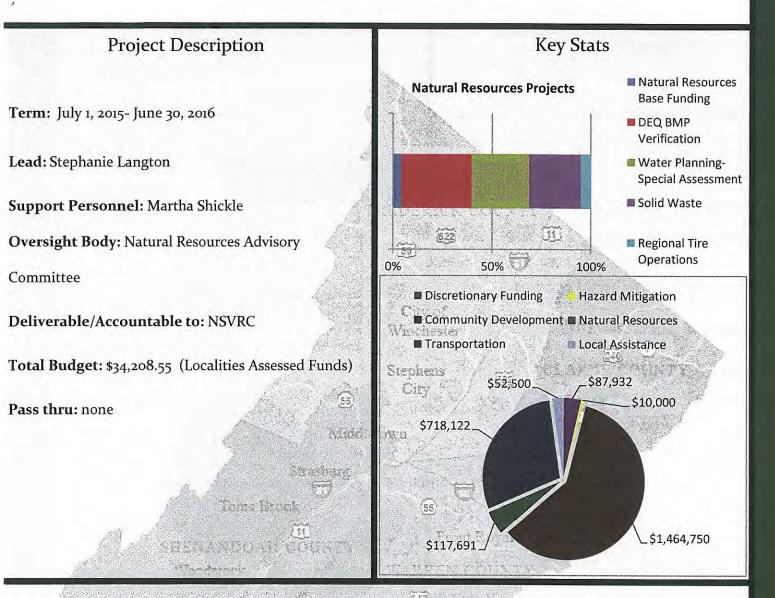
Project Deliverables

There will be multiple deliverables for this project. The first deliverable will be a database containing all of the subdivisions within Warren County. For each subdivision this GIS layer will show the total number of lots, the total number of vacant lots, the number of lots in the flood plain and the number of lots in conservation easements. This will give the county a good idea of the amount of vacant subdivided lots they are dealing with. The second deliverable will deal with the agricultural district and take into account the lot size and rules for allowing subdivision of those lots.

Shenmdoah Why is this Important?

As Warren County expands in population it is important to know how much new development the county can sustain and where it will be located. This information helps identify the overall holding capacity of the land, the future population potential, the future demand for municipal services and the overall economic potential of a given area. The information can be very useful for planning and policy purposes.

Water Planning



Major Goals

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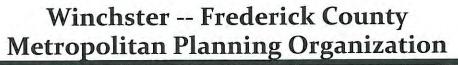
The goal of the water planning project area is to establish a comprehensive and continuous planning process for the region's water resources. This includes coordinating a comprehensive assessment of existing water sources and uses, projecting water demand, and identifying water surpluses and deficits. It addresses issues like water conservation, drought response actions, stormwater management programs, alternative water supplies, and water quality awareness. Its processes and outputs comply with State Water Control Board regulations on Local and Regional Water Supply Planning and the U.S. Environmental Protection Agency's Chesapeake Bay Total Maximum Daily Load efforts.

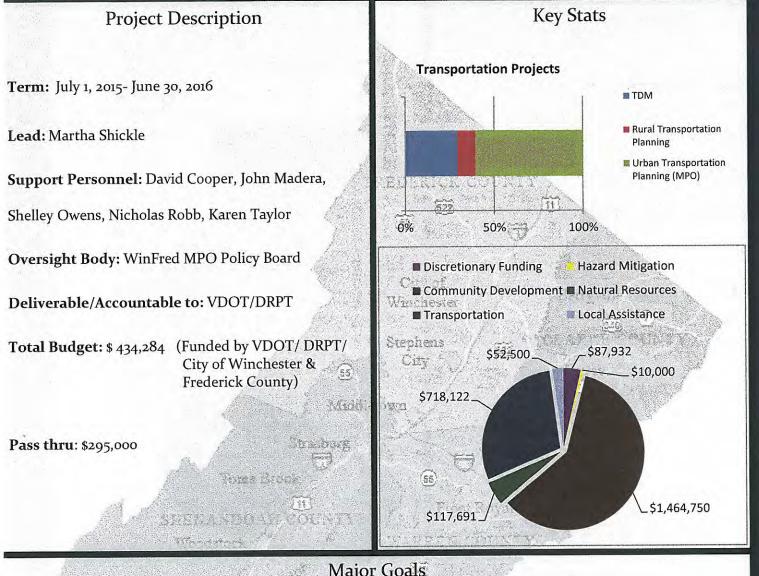
Project Deliverables

Work in this project area includes the following. Confinue to monitor and identify opportunities and resources available for water quality and water supply planning. Cultivate new local, state and federal partnerships and continue ongoing dialogues with existing partners, including Pure Water Forum, Center for Watershed Protection, and Environmental Finance Center. Develop strategies for updating the Regional Water Supply Plan based on results from Virginia Tech Partner projects on the Water Supply Plan.

Shenandoah Why is this Important?

Water supply and water quality have been identified as a priority for the region. This work is important because it encourages long-term, regional water planning to provide adequate, reliable, and safe water in a way that balances the need for environmental protection with future growth. It is also important **B** ause water supply and quality are inherently tied to the work in promoting and expanding tourism opportunities in the region.





Major Goals

Provide administrative and technical support to the MPO.

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- Promote the implementation of the 2035 Long Range Transportation Plan.
- Perform tasks as requested by VDOT, DRPT, FHWA and FTA.

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Project Deliverables

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- Meeting agendas and minutes
- Consultant contracts
- Technical studies (Valley Aye/Shawnee Drive, I-81 Exit 317, LFCC Bus Service, Green Circle)
- FY 2017 Unified Planning Work Program

Shenandoah Why is this Important?

The WinFred MPO is responsible for conducting the continuing, comprehensive, and coordinated (3-C) planning process for the Winchester-Frederick County Urbanized Area in accordance with requirements of Section 134 (Title 23 U.S.C.) of the Federal Highway Act of 1962, and Section 5303 of the Federal Transit Act.

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ECONOMIC DEV	ELOPMENT	AUTH	ORITY

DATE	September 8, 2015	ECONOMIC DEVELOPMENT AU		
TO:	Cheryl Shiffler Finance Director			
FROM:	Patrick Barker, CEcD Executive Director			
CC:	Brenda Garton County Administrator			
RE:	Supplemental Appropriation Request for 31-81	02-5600-001		

The Economic Development Authority (EDA) is requesting an appropriation increase to 31-8102-5600-001 for FY15-16 in the amount of \$100,000. The appropriation increase will allow us to provide the second installment for ON MINERALS (CHEMSTONE) COMPANY D/B/A CARMEUSE LIME AND STONE by Frederick County under the Performance Agreement dated July 25, 2012.

As a refresher, ON MINERALS (CHEMSTONE) COMPANY D/B/A CARMEUSE LIME AND STONE committed to expanding its manufacturing operation in Frederick County. This expansion included a \$49.2 million investment through a building expansion and new machinery and adds 25 new jobs.

The performance date for this project is June 1, 2016. All progress reports to date show a favorable trend toward compliance.

Thanks for your help. Please advise if additional information is required.

YOUR MOVE, OUR COMMITMENT.



DATE August 20, 2015

- TO: Cheryl Shiffler Finance Director
- FROM: Patrick Barker, CEcD Executive Director
- CC: Brenda Garton County Administrator

RE: Supplemental Appropriation Request for 31-8102-5600-001

The Economic Development Authority (EDA) is requesting an appropriation increase to 31-8102-5600-001 for FY15-16 in the amount of \$250,000. The appropriation increase will allow us to provide the third installment out of four for HP HOOD LLC by Frederick County under the Performance Agreement dated January 8, 2104.

As a refresher, HP HOOD LLC committed to expanding its manufacturing operation in Frederick County. This expansion included an \$84.6 million investment through a building expansion and new machinery and adds 75 new jobs. The expansion will increase the company's ultra-high temperature production capacity.

The performance date for this project is July 31, 2016. All progress reports to date show a favorable trend toward compliance.

Thanks for your help. Please advise if additional information is required.

COUNTY of FREDERICK

Sanitary District of Shawneeland

Kevin Alderman District Manager

Office: 540/877-1035 Fax: 540/877-1361

MEMORANDUM

TO: Harvey E. Strawsnyder Jr., P.E., Director of Public Works

FROM: Kevin C. Alderman, District Manager, Shawneeland Sanitary District KCA

SUBJECT: Carry Forward of Funds from Fiscal Year 2014/2015 Budget to Fiscal Year 2015/2016 Budget

DATE: June 29, 2015

I am requesting that an amount of \$50,000.00 be carried forward from the Fiscal Year 2014-2015 Shawneeland Sanitary District budget line item <u>16-8108-8005-00-Motor Vehicles & Equipment</u> to line item <u>16-8108-8005-00-Motor Vehicles & Equipment</u> in the Fiscal Year 2015-2016 budget. This amount will be used to purchase a used pick-up truck, hopper, and plow that the Sanitary District is currently in need of.

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

KCA/pms

Cc: file

6/30/15 balance: \$50,000

107 North Kent Street Winchester, VA 22601-5000

Frederick County Board of Supervisor's

Finance/Audit Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

II. <u>Purpose</u>

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

• To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.

• Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.

• To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

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

III. Meetings and Quorum

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

IV. <u>Responsibilities</u>

The Committee shall have the following duties and responsibilities:

A. Finance

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.

2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.

3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.

4. Review the budgetary and financial implications of management's tactical and strategic plans.

5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

B. Audit

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.

2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.

3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.

4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

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

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

2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

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

Original: Adopted by Board of Supervisors 1/25/2012 Revisions: 9/9/2013: reduced Board of Supervisor representatives from four (4) to three (3) 9/29/2014: no changes

EXPENSE RECOVERY MEMORANDUM OF UNDERSTANDING

- 1. Parties: As of April 15, 2013, the parties to this Memorandum of Understanding ("MOU") are the County of Frederick, Virginia (the "County"), a political subdivision of Virginia, acting through its Fire and Rescue Department, the Frederick County Fire & Rescue Association (the "Association"), an unincorporated association, and the following "Participating Companies", each of which is a Virginia corporation: Stephens City Volunteer Fire and Rescue Company, Inc., Middletown Volunteer Fire and Rescue Company, Inc., Clear Brook Volunteer Fire and Rescue, Inc., Gore Volunteer Fire Company, Round Hill Community Fire and Rescue Company, Inc., Gainesboro Fire Company, Inc., Star Tannery Volunteer Fire Department, Greenwood Volunteer Fire and Rescue Company, Inc., North Mountain Volunteer Fire Company, Inc. and Millwood Station Volunteer Fire and Rescue Company 21, Inc. (each may be referred to individually herein as a "Participating Company"). The following "Non-Participating Companies", each of which is a Virginia corporation, join this MOU solely for purposes of Sections 1, 4, or 6: Reynolds Store Volunteer Fire and Rescue Company, Inc. (each may be referred to individually herein as a "Non-Participating Company"). As long as a company is a "Non-Participating Company", its consent shall not be required for amendments to this MOU, other than as to any amendment to Section 1, 4, or 6. The Participating Companies and the Non-Participating Companies are jointly referred to herein as a "Volunteer Company" or the "Volunteer Companies".
- Purpose: The purpose of this MOU is to set forth the responsibilities of the County, the Association, and the Participating Companies for operation of the "Expense Recovery Program" (also referred to herein as the "Program"), under which program the County and the Participating Companies will seek to recover certain of their expenses incurred in providing emergency medical services ("EMS").
- 3. <u>County Responsibilities:</u> As part of the shared responsibility for the Expense Recovery Program, the County will:
 - A. Pay all costs, including salary and benefits, associated with the utilization of one County employee intended specifically to provide on-going administrative support for Program, including all costs of any third-party billing services provider and including the cost of consumable equipment and supplies used on EMS calls, with all costs under this Section 3A to be subtracted and paid from the gross revenue collected under the Program, before disbursements are made, pursuant to Section 3D, to the County and to the Participating Companies.
 - B. Maintain the revenue generated from the Program in an account dedicated to expense recovery and separate from any other County revenue.
 - C. Provide a quarterly accounting related specifically to revenues and expenses associated with the Program.
 - D. Distribute to the Participating Companies, no less frequently than quarterly, net revenue received under the Program, based on each individual Participating Company's actual

transports, to include 100% of billable mileage expenses and 50% of the net revenue after billable mileage expenses.

- E. The County will not increase, reduce, or eliminate funding (to any amount different from what a Participating Company receives) for Non-Participating Companies.
- 4. <u>Volunteer Company Responsibilities:</u> As part of the shared responsibility for the Expense Recovery Program, the Volunteer Companies will:
 - A. Maintain apparatus in serviceable condition to meet Virginia State Police vehicle inspection requirements and the Virginia Department of Health, Office of Emergency Medical Services regulations.
 - B. Have and follow a preventative maintenance program for all fire and rescue apparatus.
 - C. Keep maintenance records on file for all fire and rescue apparatus, to meet federal and state regulations, and make such records available for review by the County upon request.
 - D. Adhere to all Standard Operating Guidelines established by the Association as approved by the Chiefs Workgroup.
 - E. Submit an annual Capital Improvement Plan (CIP) to the County as part of the County's annual CIP process.
 - F. Use the revenue generated from the Program only for purposes of covering:
 - 1. operating expenses;
 - 2. existing debt service, and
 - 3. new debt service (i.e., apparatus), but not for new debt service of bricks and mortar.

The Volunteer Companies shall not, however, pledge, as security for any debt, any revenue generated from the Program.

- G. Submit an annual financial statement to the County for audit by the County's auditor that includes particular items as requested by the County's auditor.
- H. Not change second, third, due etc. assignments to prevent Participating Companies from responding into first due areas of Non-Participating Companies.
- Complete all incident documentation in a timely fashion, i.e. within 24 hours from the time an incident is handled.
- Joint Responsibilities of the County and the Participating Companies: As part of the shared responsibility for the Expense Recovery Program, the County and the Participating Companies will:
 - A. Manage the Program generally and select a private "third-party" billing agency.
 - B. Pay all costs associated with the utilization of a private "third-party" billing agency, with such costs to be subtracted from the gross revenue collected under the Program, before disbursements are made to the County and to the Participating Companies.

- C. Adhere to the practice of "soft billing", as described in the Expense Recovery Policies as set forth in the Standard Operating Guidelines.
- 6. <u>Association Responsibilities:</u> As part of the shared responsibility for the Expense Recovery Program, the Association will:
 - A. Assist in ensuring compliance with all Standard Operating Guidelines established by the Association as approved by the Chiefs Workgroup.
 - B. In the event amendments to this MOU are to be considered, the Association will act as the coordinator for the Volunteer Companies and as the representative between each Volunteer Company and the County.

7. Amendments:

- A. The County and the Volunteer Companies do not intend to modify any items listed in this MOU for a minimum of 2 years, but agree that, in the event of unforeseen circumstances, they will proceed in good faith to consider appropriate modification at such sooner time as may be necessary. The parties recognize that this MOU cannot address every procedural issue that may be encountered and they state their intention to review this MOU at least once every two years to identify appropriate amendments. This MOU may be amended only by a written document signed by all parties hereto.
- B. Should a Volunteer Company choose to opt in to become a "Participating Company" in the Expense Recovery Program or opt out from being a "Participating Company" in the Expense Recovery Program, it may only do so effective at the beginning of a fiscal year (July 1), upon 60 days advance written notice to the County and the Participating Companies and Non-Participating Companies. Opting in or opting out does not preclude a Volunteer Company from opting in or opting out for a future fiscal year.

COUNTY OF FREDERICK, VIRGINIA

By:

Title:

Date: 4-16-2013

FREDERICK COUNTY VOLUNTEER FIRE & RESCUE ASSOCIATION

Title:

Date: 4/15/13

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STEPHENS CITY VOLUNTEER FIRE AND RESCUE COMPANY, INCORPORATED

By: 0 Title: President

Date: 4/15/2013

MIDDLETOWN VOLUNTEER FIRE AND RESCUE COMPANY, INCORPORATED

By: Roch Title: FIRE ChIEF

Date: 4/15/2013

CLEAR BROOK VOLUNTEER FIRE AND RESCUE, INCORPORATED

By: Rono Dar

Title: Fire Chief

GORE VOLUNTEER FIRE COMPANY

By: B.H. M. Donald

Title: sastay off. / B.O.d.

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY, INCORPORATED

By: Chrost B. Patterson Title: President

GAINESBORO FIRE COMPANY, INCORPORATED

By: Char

Date: 4/15/2013

Date: 4/15/2013

Date: 4/15/2013

Date: 4/15/2013

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Title: ____ PRESEDEN

STAR TANNERY VOLUNTEER FIRE DEPARTMENT

By: for W. Aul Title: Pr

Date: 4-15-2013

GREENWOOD VOLUNTEER FIRE AND RESCUE COMPANY, INCORPORATED

Title: President

Date: 15 App: 1201)

NORTH MOUNTAIN VOLUNTEER FIRE COMPANY, INCORPORATED

By: Roger &. Milburn Title: Vice President

Date: 4-15-13

REYNOLDS STORE VOLUNTEER FIRE AND RESCUE COMPANY, INCORPORATED

By: James a Mille JR Title: Chief

Date: <u>4-15-13</u>

MILLWOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY 21, INCORPORATED

BV: Robert A. tonkino Title: Trea

Date: <u>H-15-13</u>



COUNTY of FREDERICK

MEMORANDUM

Kris C. Tierney Assistant County Administrator

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

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RE: Requested Fire and Rescue Joint Agreements

DATE: June 8, 2015

At the request of Supervisor DeHaven please find attached various agreements pertaining to the delivery of fire and rescue service and operation and maintenance of County owned facilities. Specifically, the following agreements are included:

Fire and Rescue Joint Agreement entered into in 2007 between Frederick County and all eleven companies.

<u>Guidelines for County Constructed and Replacement Volunteer Fire Stations</u> adopted by the Board of Supervisors 11/9/2011.

Addendum to Fire and Rescue Joint Agreement (Round Hill Fire and Rescue Company) entered into 7/15/2014.

Memorandum of Understanding Regarding Construction, Ownership, Use, Operations and Maintenance of Replacement Round Hill Fire and Rescue Station Between the County of Frederick and Round Hill Fire and Rescue Company entered into 8/5/2014.

An agreement between the County of Frederick and Round Hill Community Fire and Rescue Company dated July 2014 which sets out the responsibilities for financing and construction of the Round Hill Fire Station and Events Center.

FIRE AND RESCUE JOINT AGREEMENT

RECITALS

- A. The County and its volunteer fire and rescue companies have, for several decades, cooperated in order to provide exemplary fire and rescue services to the citizens of Frederick County, Virginia.
- B. The County is committed to continued growth and improvement of its volunteer fire and rescue companies and assuring the safe and efficient provision of essential fire and rescue services, and the Company is committed to utilizing its personnel and resources to achieve the same goals.
- C. As growth within the County has continued, fire and rescue service demands have increased, which has created a need for the fire and rescue system within the County to evolve into a combination volunteer and career fire and rescue service.
- D. In order to provide additional support to the volunteer companies, plan for future service needs, and provide management and supervision for career fire and rescue personnel, the County has established a Fire and Rescue Department (the Department) as a County department.
- E. The County remains committed to maintaining a strong and viable volunteer fire and rescue system that is supplemented by career fire and rescue employees.

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- F. The parties desire, by this Agreement, to further enhance the partnership between the County and the Company by defining the role and responsibility of each party, and to further support their joint mission to provide efficient and cost-effective fire and rescue services to the citizens of Frederick County.
- G. In accordance with *Virginia Code* 27-15.1, it is the intent of the parties to continue to allow the Companies to exercise authority in the process of answering alarms or operating at emergency incidents.
- II. In this agreement, when reference is made to County rules, regulations, requirements and procedures of which are currently not in existence, it is agreed upon that they shall be mutually developed, approved and implemented by the County and the Operations Team.

TERMINOLOGY

For purposes of this Agreement the following terms shall have the following meanings:

The Board of Supervisors of the County of Frederick, Virginia, shall be known as the Board and in certain instances, the County.

Company shall refer to the individual Volunteer Fire and Rescue Company executing this agreement.

Companies shall refer to all Volunteer Fire and Rescue Companies organized and located within the boundaries of the County of Frederick, Virginia.

County shall refer to the County of Frederick, Virginia as well as the Board of Supervisors.

Director of the County Fire and Rescue Department shall be known as the Department Chief.

The Chief Operational Officer of the Company shall be known as the Company Chief.

The President of the Company shall be known as the President.

The Frederick County Fire and Rescue Department shall be known as the Department.

The Frederick County Volunteer Fire and Rescue Association shall be known as the Association.

The Operations Team shall refer to the Chiefs' Work Group, which shall be made up of the Company Chief from each of the Volunteer Fire and Rescue Companies organized and located within the boundaries of the County of Frederick, Virginia.

The aforementioned persons and groups shall also be known as the parties.

AGREEMENT

NOW, THEREFORE, for the mutual consideration herein contained, the parties agree as follows:

1. FUNDING

- A. Pursuant to Virginia Code 15.2-953, the County intends to provide public funds to the Company, subject to appropriations, to support the Company's providing of fire and rescue services to the public.
- B. Pursuant to Virginia Code 15.2-954, the County may establish and provide a

capital loan fund to a company providing firefighting and rescue services for construction or equipment for providing fire and rescue services to the community. Should this fund be established, the company shall adhere to county procedures and guidelines, to include purchasing and competitive bidding.

- C. The Companies shall:
 - (1) maintain records of the receipt and expenditure of public funds;
 - (2) submit to annual audits of the expenditure and receipt of public funds as provided by the County's certified public accountant auditor, and provide the information and data requested by said certified public accountant auditor for such audits
 - (3) ensure that the County's certified public accountant auditor files the Annual Financial Statement required by the County, using such forms and procedures as prescribed by the County's certified public accountant auditor and that the County is given a copy of the Financial Statement upon completion.
- D. Receipt of public funds by the Companies shall not affect the Companies' right to solicit or raise money locally from the community, providing such local fundraising activities are conducted in accordance with applicable laws and regulations.
- E. During the County's annual budget process, the Companies may make a request for a special appropriation. Such request shall be forwarded to the County along with the recommendation of the Volunteer Fire and Rescue Association.
- F. The County may withhold funding to a Company, whether or not in an approved budget, for failure of the Company to comply with provisions set forth in this agreement, including, without limitation, the provisions set forth in Paragraph 1. Funding. The County shall provide written notice to the Company of their intent to withhold funding along with the reason. The Company shall have seven (7) days to respond to the County along with the ability to request a meeting to discuss said notice and suggested courses of correction.
- 2. <u>TEAM</u>

The Companies shall maintain an Operations Team (Chief's Work Group), which will serve as advisors to the Department Chief and as liaisons with other companies. The Company Chief or his designee shall serve on the Operations Team. The Team shall meet at least monthly.

3. <u>RECORDS AND DATA</u>

- A. The Companies shall utilize an incident software reporting system compatible with State and County requirements and shall be utilized by all companies.
- B. The County shall have a System Administrator who will limit access to the system to those authorized by the Systems Administrator in conjunction with the Operations Team. In addition, the System Administrator will maintain a central data repository.
- C. The Companies shall collect and maintain data as required by the County for State and County programs. The County shall provide initial training to the Companies regarding the use of the selected reporting software. In addition, the County shall provide on-going training to the Companies as a result of changes in personnel or updates to the reporting software.

4. SERVICE RESPONSIBILITY

- A. It is the responsibility of the Companies to deliver emergency fire, rescue, and medical services, within its capabilities, to the citizens of the designated response area of the County in accordance with County dispatch and response procedures as established and in conjunction with the Operations Team.
- B. The Companies agrees to assist other county fire and rescue companies in delivering emergency fire, rescue, and medical services to the citizens of Frederick County, as needed and in accordance with County dispatch and response procedures as established and in conjunction with the Operations Team.
- C. The Companies also agrees to provide assistance to other fire and rescue companies and governmental jurisdictions with which Frederick County and/or the Company has established mutual aid agreements, in accordance with County dispatch and response procedures as established and in conjunction with the Operations Team.

5. VOLUNTEER RECRUITMENT

A. The County, through the Department and Companies, is committed to operating a combination volunteer and career fire and rescue system to service the needs of public safety in the most cost effective manner. Primary emphasis

will be to preserve and perpetuate the continuation of a predominantly volunteer fire and rescue service and to supplement the staffing needs of the companies as requested and approved or funded.

B. The County and the Companies shall each diligently work to recruit, train, and maintain viable volunteer fire and rescue companies in accordance with all applicable laws, rules, and regulations of the Commonwealth of Virginia and County requirements.

6. STATION STAFFING

- A. The Companies shall provide staffing with volunteer personnel when feasible, 24 hours a day, seven days a week, as required for response to incidents. The companies shall ensure that volunteer personnel responding to incidents are trained and qualified in accordance with federal, state, County, and companies requirements to perform required duties, and that any required licenses and/or certifications are maintained.
- B. The County agrees to provide station staffing with career personnel to supplement volunteers. Actual work hours will be determined by mutual agreement between the Company Chief or his designee and the Department Chief.
- C. Until a criterion is mutually developed and agreed upon by the Association and the County for requesting staffing, the county agrees to provide staffing as requested by the companies and approved by the Board. The County shall ensure that career personnel responding to incidents are trained and qualified in accordance with Federal, State, County and Company requirements to perform required duties, and that any required licenses and/or certifications are maintained. These qualifications are outlined in SOP 2.6.03, Employee Career Development Program.
- D. Career employees of the County are permitted to participate as members of County Volunteer Fire Companies during their off duty hours. These employees must follow all Fair Labor Standards Act regulations in conjunction with their volunteer duties. In order to guard both the volunteer company and the Fire and Rescue Department from potential conflicts of interest, all parties to this agreement recognize the need to restrict the level of management participation in a volunteer company by County career employees. It is agreed that the career employees of the Fire and Rescue Department shall not be permitted to serve as Chief, Assistant Chief, Deputy Chief, Rescue Captain, President, Vice-President or Treasurer of a volunteer company or serve as a voting delegate, officer, or committee chair of the Frederick County Volunteer

Fire and Rescue Association.

7. SELECTION AND ASSIGNMENT OF CAREER PERSONNEL

- A. As the legal employer, the County shall have full responsibility for the processing and selection of career employees. A single screening and selection process shall be used to employ career personnel regardless of the company to which the employee is ultimately assigned.
- B. The Department Chief shall establish basic job descriptions and employment qualifications, as well as the screening and selection process, for career personnel who will yield employees that will adequately serve the needs of the fire and rescue system and the public. Volunteer input into the requirements and procedures used shall be solicited through the Operations Team and the Frederick County Volunteer Fire and Rescue Association.
- C. The Department Chief shall be responsible for making station assignments of career personnel. The Department Chief decisions on personnel to be assigned to volunteer companies shall be made in consultation with the Company Chief or his designee of the applicable company. The Department Chief shall also have the right to reassign career personnel whenever, in his discretion, it is deemed necessary. The Department Chief or his designee shall also ensure that the Company Chief or his designee receive adequate notice of any personnel assignment changes. This notification shall be made in a timely manner when feasible. In all matters of personnel assignments and station coverage, primary consideration shall be given to public safety needs.
- D. Provided adequate funds are available, part-time employees may be employed to provide coverage for full-time career employees who are absent due to leave, training, special assignment, or when a position is vacant. Part-time employees shall be assigned at the Department Chief's discretion.

8. EMPLOYEE SUPERVISION AND EVALUATION

- A. Career personnel are ultimately responsible to the Department Chief or his designee.
- B. Supervision of career personnel shall rest with the Department Chief or his designee, with the guidance of the applicable Company Chief or their designees. Work assignments shall be of a nature consistent with public safety mission of the County and the Company. Station duties shall be coordinated with the Department Chief, the Company Chiefs or their designees, and shall be standard throughout all companies as established and agreed upon by the

Department and the Operations Team.

- C. In order to provide consistent direction throughout the workday, the senior ranking career employee assigned to a station, in conjunction with the chief operational officers of the Company, shall ensure that routine daily activities of career employees are carried out as assigned.
- D. The Department Chief, the Company Chief or their designees may utilize career personnel for projects or other work-related assignments. Every effort shall be made to ensure that a balance is maintained between Company and County priorities and goals.
- E. The Department Chief or his designee shall be responsible for formal performance evaluations of career employees, as required under County personnel policies. Evaluations of career employees assigned to volunteer companies shall be completed with input from the Company Chief or designee.
- F. The County Administrator shall be responsible for the formal performance evaluation of the Department Chief. The County Administrator shall include all company Chiefs and the Association liaison for input into the performance evaluation of the Department Chief.
- G. Formal complaints concerning a career employees' behavior or performance shall be forwarded from the Company Chief to the employee's immediate supervisor, in writing, for official investigation. As a part of the personnel process, any complaint shall remain confidential between all parties connected with the complaint. The Department Chief or his designee will notify the company Chief or his designee of the status or results, to include any findings or disciplinary action, of the investigation in a timely manner.
- H. Formal complaints concerning a volunteers' behavior or performance shall be forwarded from the Department Chief to the Volunteer Coordinator and Company Chief, in writing, for official investigation. As a part of the personnel process, any complaint shall remain confidential between all parties connected with the complaint. The Company Chief or his designee will notify the Department Chief or his designee and the Volunteer Coordinator of the status or results, to include any findings or disciplinary action, of the investigation in a timely manner.
- I. Leave for career employees shall be taken in accordance with County procedures. When a vacancy occurs, the position will be filled with either a qualified volunteer (approved by the Company Chief) or a full or part-time career employee.

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9. FACILITIES AND WORK ENVIRONMENT

- A. The Companies shall provide career personnel with an adequate, clean, and safe work environment that is conducive to productive performance and good morale among co-workers. As the party responsible to provide and maintain the fire station, it is the Companies' responsibility to provide and maintain a structurally safe and healthy work place that meets all applicable code requirements for occupancy.
- B. The station shall have and maintain potable water, working plumbing, adequate ventilation, heating, cooling, lighting, and trash removal. Any deficiencies in these basic requirements shall be corrected in the most expeditious manner possible.
- C. In addition to the foregoing basic requirements, the Companies shall provide and maintain the following items for the personal needs of career employees during the workday:
 - a) Refrigerator
 - b) Stove and microwave oven
 - c) Personal lockers
 - d) Furnished rest area/lounge
 - e) Shower facility
 - f) File space
 - g) Protective clothing storage
 - h) Separate male and female bunkroom facilities for 24 hour staff.
- D. Station maintenance and major repair is the responsibility of the Companies. Career personnel shall participate in light cleaning and minor repair of the station and grounds to maintain good order. Volunteer and career personnel shall share general custodial duties.

10. APPARATUS AND EQUIPMENT

A. As the owner of the station's apparatus and equipment, the Companies agrees to authorize career employees to drive, operate, and utilize the apparatus and equipment, providing the operation and use is in accordance with an established standard driver/operator course and procedure for all companies as developed and agreed upon by the Company Chief's or their designees and the County. The Company Chief or his designee shall be responsible for providing orientation training to all new career personnel assigned to the station on the proper operation and use of company apparatus and equipment. The Company Chief or his designee shall be responsible for the final approval of all drivers. All Training shall be completed based upon the availability of Companies approved trainers and the experience level of the employee.

- B. The Companies recognizes that in addition to emergency response, its apparatus and equipment will be used by career personnel to perform routine duties such as physical fitness training, public fire and rescue safety education programs, fire prevention inspections, fire and EMS training, pre-fire planning, mapping, etc. Any activities outside of the companies first due response area must be approved by the company Chief or their designee.
- C. It is the responsibility of the Companies to maintain all apparatus and equipment that is in service in proper safe working order. While vehicle maintenance and repair is the responsibility of the Companies, career personnel will participate in a shared responsibility of cleaning and minor preventative maintenance. Career personnel may make minor repairs to apparatus and equipment when such repairs are within their mechanical capability and the Company Chief or designee has authorized the work.
- D. Volunteer and career personnel shall ensure operational readiness and shall perform daily apparatus and equipment inspections and testing. Deficiencies found shall be noted and reported to the appropriate Company Chief.

11. TRAINING

- A. Volunteer and career personnel shall maintain a knowledge and skill level proficient with their appropriate assigned Fire and EMS duties through a curriculum mutually established by the County and the Operations Team.
- B. The Company will be assisted with its training program as available and requested. The development and facilitation of countywide courses will be coordinated through the County Fire and Rescue Training Committee and provided to Frederick County Fire and Rescue volunteers at no cost, if approved in the annual budget process.
- C. From time to time, one or more career staff may be sent to special training programs. When this occurs, the vacant position will be filled with either a qualified volunteer (approved by the Company Chief or his designee) or a full or part-time career employee.

12. INSURANCE AND LIABILITY

A. Each party will cooperate with the other in risk prevention programs to reduce

the risk of bodily injury, property damage, and any consequential liability.

- B. Each party shall provide insurance or a program of self-insurance which will cover damage or loss to real or personal property caused by negligent acts or omissions by their members or employees.
- C. Subject to annual review and approval by the Board of Supervisors, the County shall provide an accident policy for the Companies.

13. MODIFICATION

- A. This Agreement may be amended or modified only by a written document, signed by the parties hereto.
- B. The parties recognize that this Agreement cannot address every policy or procedural issue that may be encountered, and they do state their intention to review this Agreement annually to identify appropriate additions or modifications.

14. TERMINATION

- A. This Agreement may be terminated by either party by six (6) months written notice to the other party.
- B. This Agreement shall terminate in the event of the dissolution of the Company. The Company may be dissolved by voluntary dissolution by the Company or pursuant to the provisions of Virginia Code 27-10.
- C. Since the assets of the Company were derived through public contributions, the Company agrees in the event of dissolution for any reason to vest title to all land, buildings, apparatus, and equipment to the County, to a Town (if the Company's station is located in the Town), or an organization that will be committed to carrying on the Company's public safety mission to the citizens of the County.

15. GENERAL

- A. This document supersedes any and all prior agreements, either written or verbal, entered into between these parties to the extent that the subject matter of any prior agreements is addressed or related to the subject matter of this document.
- B. This agreement defines the working relationship between the County and the

Company. Except as expressly provided to the contrary, nothing in this agreement creates a standard of conduct or a standard of care with respect to citizens, employees, or volunteers.

- It is agreed that each party to this agreement acknowledges its role in providing С. fire and rescue services to the citizens of Frederick County, Virginia. It is further agreed that the relationship between the County, the Company, and their members and employees, shall reflect an attitude of cooperation toward the achievement of effective and efficient fire and rescue services for County
- D. The parties agree to plan, develop and maintain a strategic plan for the future needs of the fire and rescue system of which will be reviewed annually and will include a five and ten year projected plan. The strategic planning group shall consist of the Department Chief, the Operations Team, the Board liaison, the County Administrator, the Association President or their designees as well as career and volunteer field personnel as designated.
- E. The parties each express their intent to work together to develop and/or revise Standard Operating Procedures.
- F. By this Agreement and agreements with other fire and rescue companies the County is providing for fire and rescue services to its citizens by using both government-employed (career) personnel and personnel of the Companies, and the Companies shall be deemed an instrumentality of the County for purposes of Virginia Code 27-23.6.

COUNTY OF FREDERICK, VIRGINIA

DATE: 10 30/07

DATE: 10-7-07

DATE: 9-27-07

By: Roldsei Chairman, Board of Supervisors

COMPANIES

By:

Stephens City Volunteer Fire and Rescue Company, Inc. Chief

By: <u>Turothy J. Vaught</u> Stephens City Volumeer Fire and Rescue Company, Inc.

President

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DATE: 09/12/02

DATE: 09/27/07

DATE: 09/27/2007

DATE: 01/22/07

DATE: 09/27/07

DATE: 27 SEP 2007

DATE: 9/27/07

DATE: 9/27/07

DATE: 09/27/07

DATE: 09/27/07

By: Middletown Volunteer Fire and Rescue Company, Inc.

Chief

By: Middletown V funteer Fire and

scue Company, Inc. President

By: 🧹 Konon 7ice

Clear Brook Volunteer Fire and Rescue, Inc. Chief

Bv:

Clear Brook Volunteer Fire and Rescue, Inc. President

By: <u>Stephen R</u> Holliday Gore Volunteer Fire Company

Chief

By: Fang Gore Volunteer Fire Company

President By:

Round Hill Community Fire and Rescue Company, Inc. Chief

By: Clwood B. Patterson

Round Hill Community Fire and Rescue Company, Inc.

President By: Ugua

Gainesboro Fire Company, Inc. Chief

By: C

Gainesboro Fire Company, Inc. President

DATE: 09/27/07

By: 12

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Star Tannery Volunteer Fire Department Chief DATE: <u>9-27-07</u> By: W Star Tannery Volunteer Fire Department President DATE: 9-27-07 By Greenwood unteer Fire and Rescue Company, Inc. CMef DATE: 9-27-07 By: _ / Greenwood Volunteer Fire and Rescue Company, Inc. President DATE: 9-27-07 By: Keye North Mountain Volunteer Fire Company, Inc. Chief DATE: 9-27-07 By North Mo ain Volunte Fire Company, Inc. President DATE: <u>18/14/0</u> Bv: ≪ Reynolds Store Volunteer Fire and Rescue Company, Inc. Chief DATE: 10/12/07 By: Reynolds Store Volunteer Fire and Rescue Company, Inc. President DATE: 10/ 3/07 B Millwood Station Volunteer Fire and Rescue Company 21, Inc. Chief DATE: 27 Sup 07 By: Millwood Station Volunteer Fire and Rescue Company 21, Inc. President

GUIDELINES FOR COUNTY CONSTRUCTED AND REPLACEMENT VOLUNTEER FIRE STATIONS

When public funds are to be utilized, the following guidelines shall govern the construction of new county owned fire stations and the reconstruction/relocation of existing fire and rescue volunteer stations. Guidelines that are unique to either the new county owned fire stations and the relocation/reconstruction of existing volunteer stations are so noted within this document.

General Guidelines

- 1. The county endorsed prototype fire station, which shall also be the model for replacement stations, shall consist of approximately 11,000 square feet with two stacking bays. The facility shall also contain bunk rooms, showers, kitchen area, conference room, and offices. Satellite offices for the Sheriff's Department, Commissioner of the Revenue, or other county department may be provided within the prototype.
- 2. Frederick County shall finance, construct, and own all new and replacement/relocated fire stations.
- 3. Frederick County shall be responsible for the maintenance and staffing (volunteer and career) of all new county-owned proto-type fire stations.
- 4. Building permit fees shall be waived.
- 5. Previously collected proffers, earmarked for specific fire stations shall remain in place. Upon adoption of these guidelines, any future proffers designated for fire and rescue services may be utilized to fund a portion of the construction of new and replacement fire stations, as part of a county-wide emergency services approach.
- 6. Fund balance shall not be used to fund the construction of new or replacement fire stations.
- 7. In the event a county owned fire station is built on volunteer owned land, then the county and the volunteer company shall enter into a long-term (i.e. 99 years) lease agreement.

Guidelines for New Fire Stations

In addition to the General Guidelines, the following shall govern the construction of new fire stations within Frederick County:

- 1. All new fire stations constructed within Frederick County shall be the county endorsed prototype.
- 2. Frederick County shall own the land upon which all new prototype fire stations will be constructed.

3. Financing of new stations shall be via lease revenue bonds issued through the Frederick County Industrial Development Authority or another financing option acceptable to Frederick County..

Guidelines for Replacement/Relocated Volunteer Stations

In addition to the General Guidelines, the following shall govern the construction of replacement or relocated volunteer stations:

- 1. The county endorsed prototype fire station should be the model for the replacement/relocated fire station, unless the volunteer company owns specialized equipment, such as a ladder truck, that cannot be accommodated within the prototype footprint.
- 2. Because the county will be the owner, it shall fund the total cost of construction of replacement/relocated volunteer stations, including those stations with requirements/building footprints larger than the approved prototype.
- 3. Routine Daily_Maintenance of the replacement/relocated fire station shall be performed by the career and volunteer staff assigned to each of those stations.
- 4. Equipment housed within the replacement/relocation station shall be maintained by those who own the equipment.
- 5. Financing of replacement/relocated stations may be via lease revenue bonds issued through the Frederick County Industrial Development Authority or another financing option acceptable to Frederick County.
- 6. If the replacement/relocated station requires a social hall component, then the social hall may either be connected to the station on land owned by the company or built adjacent to the station on land owned by the company.
- 7. The social hall shall be owned and financed by the respective volunteer company.
- 8. The social hall component may be constructed simultaneously with the replacement/relocated fire station.
- 9. The social hall shall be maintained by the respective volunteer company.

The Frederick County Board of Supervisors reserves the right to make changes to the building plans, financing arrangements, or other matters relative to the construction of fire stations, as deemed appropriate.

The guidelines may be amended by the Frederick County Board of Supervisors, as necessary,

ADDENDUM TO FIRE AND RESCUE JOINT AGREEMENT (Round Hill Community Fire and Rescue Company)

THIS ADDENDUM TO FIRE AND RESCUE JOINT AGREEMENT (this "Addendum"), is dated as of July 1, 2014, by and between the COUNTY OF FREDERICK, VIRGINIA (the "County") and the ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY (the "Company").

<u>RECITALS</u>

A. The County, the Company and the other volunteer fire and rescue companies named therein entered into a Fire and Rescue Joint Agreement, dated as of September 26, 2007 (the "Agreement").

B. The County proposes to enter into a financing with the Virginia Resources Authority which intends to issue its bonds and provide a portion of the proceeds to the County (the "Financing") for the construction and equipping of a fire station (the "Fire Station") and multipurpose building (the "Event Center") to be used by the County and the Company to provide fire and rescue services and community facilities.

C. The Company intends to be bound by the terms of the Agreement for as long as the Financing is outstanding.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained and other valuable consideration, the parties hereto agree as follows:

Section 1. <u>Term of Agreement</u>. The County and the Company agree that the Agreement shall remain in full force and effect with respect to the County and the Company as long as the Financing remains outstanding, subject to the provisions governing dissolution of the Company contained in Section 14.B of the Agreement. The County and the Company each agree that they will not exercise their respective right to terminate the Agreement as long as the Financing is outstanding unless they obtain an opinion of nationally recognized bond counsel acceptable to the County and to the Virginia Resources Authority ("VRA") or such other financing entity as may be deemed to be the lender under the Financing (the "Lender") to the effect that such termination will not adversely affect the treatment for tax purposes of interest on the Financing or any bonds issued by the VRA in connection with the Financing (an "Approving Opinion").

Section 2. <u>Amendment of Agreement.</u> The County and the Company each agree that they will not amend the Agreement as long as the Financing is outstanding without obtaining an Approving Opinion.

Section 3. <u>Use of Facilities.</u> The County and the Company agree that as long as the Financing is outstanding (i) the Fire Station will be used to provide fire and rescue services for the County in accordance with the Agreement and (ii) the Event Center will be used by the

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Company in furtherance of its fire and rescue functions or made available by the Company for use by the general public on such terms and conditions as the Company may establish, which use may include rental of the Event Center to members of the general public for various events. The Company agrees to provide such information relating to the use of the Event Center as the County Administrator may request.

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Section 4. <u>Conveyance of Event Center to Company</u>. The County agrees to convey the Event Center to the Company upon payment by the Company to the County of an amount sufficient to pay principal of and interest and any prepayment premium on the portion of the Financing allocated to payment of the costs of acquisition and construction of the Event Center; provided that no such conveyance shall occur until such portion of the Financing has been paid in full or defeased and the written consent of VRA, or the Lender, if applicable, has been obtained.

Section 5. <u>Ratification and Confirmation</u>. All provisions of the Agreement, as amended by this Addendum, are hereby ratified and confirmed by the parties and shall remain in full force and effect.

Section 6. <u>Counterparts</u>. This Addendum may be executed in any number of counterparts, each of which shall be an original, all of which together shall constitute but one and the same instrument.

Section 7. <u>Governing Law</u>. This Addendum shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

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IN WITNESS WHEREOF, the parties have caused this Addendum to Fire and Rescue Joint Agreement to be duly executed as of the <u>15</u> day of <u>54/y</u>, 2014, by their duly authorized representatives.

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COUNTY OF FREDERICK, VIRGINIA

By: Its:/County Administrator

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

By: Its: Chief

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

DB Patters By:

Its: President

MEMORANDUM OF UNDERSTANDING REGARDING CONSTRUCTION, OWNERSHIP, USE, OPERATIONS, AND MAINTENANCE OF REPLACEMENT ROUND HILL FIRE AND RESCUE STATION

BETWEEN THE COUNTY OF FREDERICK, VIRGINIA AND ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

Dated July __, 2014

INTRODUCTION

This Memorandum of Understanding ("MOU") has been developed as an agreement between the County of Frederick, Virginia (the "County") and Round Hill Community Fire and Rescue Company (the "Company") concerning the construction, ownership, use, operations, and maintenance of a replacement Round Hill Fire and Rescue Station (the "Station"), to be located on Corporate Place near its intersection with National Lutheran Boulevard, approximately one-quarter mile north of U.S. Route 50 (Northwestern Pike) in the Gainesboro Magisterial District of Frederick County (the "Site").

I. CONSTRUCTION AND PHYSICAL CHARACTERISTICS

The County presently intends to obtain financing for and cause the construction of the Station on the Site. The Station shall generally consist of approximately 14,000 square feet, with three stacking bays, bunk rooms, showers, kitchen area, conference room, and offices. The Station shall be located on the Site generally in a manner as shown as Item 3 on the Bid Development Exhibit, dated April 8, 2014, a copy of which is attached hereto as Addendum A. Nothing herein shall, however, obligate the County to construct or cause the construction of the Station and this agreement shall have no force and effect until such time as a certificate of occupancy is issued for the Station as described and the County gives the Company notice of such issuance.

II. OWNERSHIP, OCCUPANCY, AND USE

The County shall own the Station. After issuance of a certificate of occupancy for the Station and the County notifies the Company that the Station is ready for occupancy, within not more than 30 days after the County's notification to the Company, the Company shall commence occupancy of the Station and the conduct of its fire and rescue operations from the Station. The Company shall use the Station only for: the conduct of its fire and rescue operations, that is, the storage, housing, and maintenance of fire and rescue equipment and the use of the Station by fire and rescue personnel, including volunteers, in connection therewith; a base for responding to service calls; for training purposes; and for otherwise directly providing first response services. The County shall permit initial occupancy of the Station by the Company at no cost to the Company (except that the Company shall be responsible for the cost of moving any and all of its equipment into the Station) and shall continue to permit the Company to occupy the Station at no cost to the Company (except as provided herein) as long as the Company shall continue to comply with this MOU.

III. MAINTENANCE AND UTILITIES

The Company shall be responsible for routine day-to-day maintenance and upkeep of the Station, including such activities as cleaning, minor repairs, mowing, and landscaping.

The County shall be responsible for other maintenance of the Station, including major repairs and painting and as needed replacement of capital items such as building fixtures, building mechanical equipment, and building structural items. The County shall be responsible for the payment of the costs of standard utility services for the Station (electric, gas, water, communications). With respect to communications utilities (telephone, cable, internet), the County may, at its option depending upon practicability, arrange for provision of such utilities in conjunction with the provision of such utilities to other County facilities.

IV. STAFFING AND EQUIPMENT

Staffing of the Station by the County and the Company for fire and rescue operations shall be governed by separate existing and any to be determined agreements between the County and the Company. The acquisition and ownership of fire and rescue equipment for the Station, other than building fixtures, shall be governed by separate existing and any to be determined agreements between the County and the Company.

V. EVENT CENTER

The construction, ownership, occupancy, use, operations, and maintenance of an event center on a portion of the Site shall be governed by one or more separate agreements between and/or among the County, the Company, and any third party(ies) as may be necessary.

VI. TERMINATION

Either party may terminate this MOU upon six months written notice to the other, provided, however, that the termination of this MOU shall not affect the obligations and/or rights of the parties with respect to each other under any other agreement(s).

VII. ENTIRE AGREEMENT; AMENDMENT

This MOU constitutes the entire agreement of the parties regarding the subject matter hereof and any amendment to the terms of this MOU shall be effective only upon execution of a writing signed on behalf of both parties hereto.

VIII. AUTHORITY OF SIGNATORIES

Each signatory hereto represents and warrants that he is authorized on behalf of his respective party to bind his party to the terms of this MOU.

COUNTY OF FREDERICK, VIRGINIA

By Its ð, Date

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

Βv

Its

Date

APPROVED AS TO FORM COUNTY ATTORNEY

AGREEMENT

THIS AGREEMENT, made and dated this ______ day of July, 2014, is made by and between the COUNTY OF FREDERICK, VIRGINIA (the "County"), a political subdivision of Virginia, and ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY (the "Company"), a Virginia corporation.

RECITALS:

A. The Company provides fire and rescue services in the general vicinity of its current location at 769 Round Hill Road. The Company provides such services through volunteer personnel and the ownership of various apparatus.

B. The County relies upon the Company to provide fire and rescue services and, in advancement of the Company's provision of fire and rescue services, the County provides certain career staffing and financial support to the Company.

C. The Company relies upon the career staffing and financial support it receives from the County and it also relies upon revenue it receives from activities it conducts at and from the use of the event center located at its current station location.

D. The improvements (in particular, the fire station and event center) at the Company's current location at 769 Round Hill Road are generally in excess of 50 years old and are in need of replacement.

E. The County is the owner of the following lot or parcel of land (the "Round Hill **Property**"), located in the Gainesboro District of Frederick County, Virginia:

That certain lot or parcel of land containing 5.0608 acres, more or less, situated along Corporate Place (to be constructed), west of National Lutheran Boulevard, and more particularly described in the plat recorded with Instrument Number 13_____ among the records of the Clerk of the Circuit Court of Frederick County, Virginia, Tax Parcel Number 52-A-50B.

F. The parties desire to arrange herein for the construction of the following (collectively, the "**Project**"):

i. A certain street, designated as Corporate Place, said street extending westward from National Lutheran Boulevard for a distance of approximately 350 feet, more or less ("Corporate Place").

- ii. A certain street, designated as Spinning Wheel Lane, said street extending northward from Corporate Place for a distance of approximately 50 feet, more or less ("Spinning Wheel Lane").
- iii. Extension of all customary utilities to the Round Hill Property (the "Utilities").
- iv. Site work and parking lots for the Round Hill Property ("Site Work/Parking").
- v. A fire and rescue station, located on the Round Hill Property, to serve as a replacement for the Company's existing fire and rescue station at 769 Round Hill Road (the "**Fire Station**").
- vi. An event center, located on the Round Hill Property, to serve as a replacement for the Company's existing event center at 769 Round Hill Road (the "Event Center").

G. The County has issued an Invitation for Bids for the Project (the "IFB") and received a qualifying low bid in response to the IFB.

H. The scope of the Project is generally shown on that certain exhibit titled "Bid Development Exhibit Round Hill Fire Station", dated April 8, 2014, and prepared by Greenway Engineering, a copy of which is attached hereto marked Exhibit A and incorporated herein by reference as if set out in full. Corporate Place, Spinning Wheel Lane, Utilities, and Site Work/Parking are identified collectively as Items 1 and 2 on Exhibit A and in the response to the IFB, the Fire Station is identified as Item 3 on Exhibit A and in the response to the IFB, and the Event Center is identified as Item 4 on Exhibit A and in the response to the IFB.

I. The parties desire to finance the Project using funds that the County, the Company, and Silver Lake, LLC (the original developer of the Round Hill Property) will provide, this Agreement being intended to govern the provision of funds by the Company for the Project (the "Company Project Funds"). The funds to be provided by Silver Lake, LLC will be \$616,563, representing a portion of the cost of Item 1 in Recital H.

NOW, THEREFORE, WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid by each of the parties unto the other, the receipt and sufficiency of which is hereby acknowledged, the parties do agree as follows:

1. <u>**RECITALS:**</u> The Recitals are made a material part hereof and incorporated herein by reference as if set out in full.

2. <u>THE PROJECT:</u> The Company Project Funds shall be applied and expended in order to construct the Event Center and to cover a portion of the cost of Corporate Place, Spinning Wheel Lane, the Utilities, and Site Work/Parking.

3. <u>COUNTY RESPONSIBILITIES:</u>

a. The County shall act as fiscal agent and project manager for the Project. The County's responsibilities as fiscal agent and project manager shall include arranging for bond financing for the Project from the Virginia Resources Authority, management and oversight of all roadway design, approvals and permitting, construction management, and reviewing and approving Project invoices.

b. The County shall give notice to the Company of the intended commencement of the Project not less than fifteen (15) days beforehand.

c. As project manager, the County shall supervise the Project, which shall be constructed in a good and workmanlike fashion and, as to roadways, in accordance with all applicable Virginia Department of Transportation ("**VDOT**") and local standards.

d. The County shall give written notice to the Company of any unforeseen engineering, environmental, and/or construction issues that are encountered during the Project within forty-eight (48) hours of discovery of such issues. Thereafter, the County shall promptly provide written notice to the Company of the intended remediation measures (the "Remediation Work") and the costs thereof prior to the commencement of the Remediation Work. Such notice shall set forth the date upon which the Remediation Work shall commence, which date shall be not less than five (5) days after the date that the County gives such notice to the Company. Following approval of the Remediation Work by the Company, or in the event that the Company fails to object to the Remediation Work within the five (5) day period referenced above, the Company shall provide payment of the costs of the Remediation Work pursuant to the provisions of Section 4(e) of this Agreement. In the event the Company objects to the Remediation Work during the five (5) day period referenced above, then the County and the Company shall submit such dispute to Greenway Engineering, whose decision shall be final and binding upon the County and the Company and the Company shall then pay, pursuant to the provisions of Section 4(e) of this Agreement, such amounts as are so determined.

4. <u>COMPANY RESPONSIBILITIES:</u>

a. The Company shall provide to the County funds in the amount of \$146,790 representing a proportionate share of the costs of the design for the Project, upon execution of this Agreement.

b. The Company shall provide to the County funds as follows:

- i. in an amount equal to that portion of the bid designated, by the bidder selected by County in response to the IFB, as being for the entirety of the Event Center (referenced as Item 4 in Recital H), said amount being \$1,373,464, and
- thirty-eight percent (38%) of the remainder, after deduction of the \$616,563 being paid by Silver Lake, LLC, of that portion of the bid designated, by the bidder selected by County in response to the IFB, as being for Corporate Place, Spinning Wheel Lane, Utilities, and Site Work/Parking (collectively referenced as Items 1 and 2 in Recital H), 38% of said remainder amount being \$441,967.

c. The Company shall provide to the County such funds as are necessary for all quality assurance and quality control work in connection with the Project. Said amounts are in addition to those set forth in Section 4(a) and (b) of this Agreement.

d. The Company shall provide to the County such funds as are owed for Remediation Work pursuant to the provisions of Section 3(d) of this Agreement. Said amounts, if any, are in addition to those set forth in Section 4(a) and (b) of this Agreement.

e. The Company shall provide to the County funds to cover any change orders that may become necessary.

f. The Company shall provide to the County the funds identified in Section 4(b) of this Agreement on a proportionate basis to the sum of the Virginia Resources Authority bond financing, as set out on Exhibit B hereto, by the dates indicated thereon. Said payments include interest at the same rate as provided for in the Virginia Resources Authority bond financing.

i. Said proportionate amounts shall be calculated by taking the total of the amounts set forth in b of this section and dividing them by the total principal amount shown on Exhibit B and multiplying the resulting percentage by the respective payments shown on Exhibit B. For example, the sum of the amounts in b of this section is \$1,815,431 and the total principal amount shown on Exhibit B is \$5,135,000, resulting in the percentage amount being 35.35%. Therefore, for the debt service amount of \$116,637.51 shown on Exhibit B as due on April 1, 2015, the Company shall pay the County \$41,231.36. The Company shall pay to the County, by the respective dates indicated, 35.35% of each of the annual debt service and principal amounts shown on Exhibit B.

- ii. Exhibit B may be subject to amendment as necessary based upon the requirements of the Virginia Resources Authority in conjunction with closing on the bond issuance.
- iii. Concurrent with execution of this Agreement, the Company will execute a promissory note to reflect the obligations set forth in f of this section.
- iv. The Company and the County shall also enter into a ground lease by which the Company's occupancy of the Event Center is provided for by the County in exchange for and in consideration of payment of the amounts provided for herein.

g. The Company shall provide to the County the funds identified in c, d, and e of this section within 30 days following billing to the Company by the County based upon contractor invoices received by the County for the respective portions of the Project.

h. Upon the County's completion of payment to the Virginia Resources Authority of all sums due to repay the bond issuance and upon the Company's completion of payment to the County of all sums provided for hereunder, the County will cause the conveyance of the Event Center and the underlying land to the Company.

5. <u>CONSTRUCTION DEADLINES</u>

a. The County agrees that the Project shall commence within ninety (90) days after, and only after, final funding approval by the County Board of Supervisors.

b. The County agrees that the Project shall achieve substantial completion within 365 days after the date of the County's notice to proceed to the contractor for the Project.

6. **NOTICES:** All notices, demands, or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered, or when deposited in the United States mail, postage prepaid, first class, registered or certified, return receipt requested, addressed respectively as follows, or to such other address designated by notice given pursuant hereto:

County:

John R. Riley, Jr. County Administrator 107 North Kent Street Winchester, VA 22601

with a copy to:	Roderick B. Williams, Esq. County Attorney 107 North Kent Street
	Winchester, VA 22601
Company:	

with a copy to:

7. ENTIRE AGREEMENT; AMENDMENTS.

a. This Agreement constitutes the entire agreement of the parties and supersedes any prior understandings, whether oral or written, of the parties regarding the subject matter of this Agreement and no amendment of this Agreement shall be effective unless made in a writing signed by the parties.

b. This Agreement shall be binding upon and the obligations and benefits shall accrue to the parties hereto and their successors and assigns.

8. <u>GOVERNING LAW; VENUE:</u> This Agreement shall be governed by and interpreted according to the laws of the Commonwealth of Virginia and any dispute hereunder shall be heard only in the Circuit Court of Frederick County, Virginia.

WITNESS the following signatures:

COUNTY Ø DERICK, VIRGINIA By

ROUND HILL COMMUNITY FIRE AND RESCUE COMPANY

wood B. Patterson, Sr. By

MEMORANDUM OF UNDERSTANDING REGARDING OWNERSHIP, USE, OPERATIONS, MAINTENANCE AND CONVEYANCE OF MILLWOOD FIRE & RESCUE STATION

BETWEEN THE COUNTY OF FREDERICK, VIRGINIA AND MILLWOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY 21, INCORPORATED

DATED June 30, 2015

This Memorandum of Understanding ("MOU") has been developed as an agreement between the County of Frederick, Virginia (the "County"), Millwood Station Volunteer Fire and Rescue Company 21, Incorporated (the "Millwood"), and the Economic Development Authority of the County of Frederick, Virginia (the "EDA") concerning the ownership, use, operations, and maintenance of the existing Millwood Fire Station (the "Fire Station") and the existing Events Center/Banquet Hall (the "Events Center"), located upon that certain parcel of land containing 4.1624 acres, more or less, fronting on the south side of Costello Drive in Shawnee Magisterial District, Frederick County, Virginia, Tax Map No. 64-10-5 (the "Property").

<u>RECITALS</u>

A. Millwood has previously executed that certain Deed dated February 23, 2007, of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia as Instrument No. 070003086 (the "**Deed**") whereby the Property was conveyed to the EDA. Upon conveyance of the Property to the EDA, the EDA issued its \$3,000,000.00 Industrial Development Authority of Frederick County, Virginia, Taxable Lease Revenue Bond (Millwood Station Project), Series 2007 (the "**Bond**") payable to the United States of America acting through the Department of Agriculture ("**USDA**"). Repayment of the Bond is secured, in part, by that certain Deed of Trust dated February 23, 2007 executed by the EDA, of record in the aforesaid Clerk's Office as Instrument No. 070003087 (the "**Deed of Trust**") and that certain Assignment of Rents and Leases dated February 23, 2007 executed by the EDA, of record in the aforesaid Clerk's Office as Instrument No. 070003088 (the "**Assignment**"). Millwood and the EDA have also previously executed that certain Lease, Operating and Management Agreement dated February 23, 2007, attached to and made a part of the Assignment (the "Lease").

B. The Property is improved by that certain fire and rescue station, containing 17,025 square feet, more or less, currently used by the County and Millwood to provide fire and rescue services (the "Fire Station") and that certain Events Center/Banquet Hall, containing 14,808 square feet, more or less, currently used for social events (the "Events Center").

C. The County, Millwood and the other volunteer fire and rescue companies named therein have previously entered into a Fire and Rescue Joint Agreement, dated as of September 26, 2007 (the "Fire & Rescue Operations Agreement").

D. The County presently intends to enter into a financing with the Virginia Resources Authority ("VRA") for various governmental purposes (the "Financing"). The VRA intends to issue its bonds and provide a portion of the proceeds to the County in order to refinance the existing indebtedness due upon the Bond. The following constitutes the amount of the indebtedness due upon the Bond as of March 11, 2015:

Principal:	\$2,707,644.86	5
Interest:	<u>\$ 4,896.02</u>) <u>-</u>
Total as of 3/11/15:	\$2,712,540.88	
Per diem subsequent	to 3/11/15:	\$306.0010

E. The EDA agrees to subdivide the Property so as to create that certain parcel of land containing 2.428 acres, more or less, upon which is located the Fire Station (the "Fire Station **Parcel**") and that certain parcel of land containing 1.733 acres, more or less, upon which is located the Events Center (the "Events Center Parcel"). A copy of the proposed subdivision of the property is attached hereto marked Exhibit "A", with the final acreage and boundaries of the Fire Station Parcel and the Events Center Parcel to be determined in accordance with applicable ordinances and regulations of the County.

F. At the request of Millwood and the County, in connection with the Financing, the EDA agrees to convey fee simple title to the Fire Station Parcel and the Events Center Parcel to the County. Millwood agrees to forever waive any right to acquire title to the Fire Station Parcel and/or the Events Center Parcel from the EDA, as more fully set forth in the Deed, Assignment and Lease once the existing indebtedness due upon the Bond is paid and satisfied in full with a portion of the proceeds of the Financing, as more fully set forth hereinafter. Such waiver by Millwood shall not in any way prohibit Millwood from acquiring title to the Events Center Parcel (which includes the Events Center) once all of the Millwood Reimbursement Payments (as hereinafter defined) are made, as more fully set forth in Section 3, below.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained and other valuable consideration, the parties hereto agree as follows:

Section 1. OWNERSHIP, OCCUPANCY, AND USE

a. The EDA shall convey fee simple title to the Fire Station Parcel and the Events Center Parcel to the County at such time as the Bond is paid and satisfied in full from the proceeds of the Financing. The EDA agrees to convey good and marketable title to the Fire Station Parcel and the Events Center Parcel by special warranty deed.

- b. Millwood shall be authorized to occupy and use the Fire Station Parcel (which includes the Fire Station) as currently being used for the following purposes: the conduct of its fire and rescue operations, that is, the storage, housing, and maintenance of fire and rescue equipment and the use of the Fire Station by fire and rescue personnel, including volunteers, in connection therewith; a base for responding to service calls; for training purposes; and for otherwise directly providing first response services. Except as otherwise provided herein, the County shall permit occupancy of the Fire Station by Millwood at no cost to Millwood and shall continue to permit Millwood to occupy the Station at no cost to Millwood as long as Millwood shall continue to comply with the Fire & Rescue Operations Agreement and this MOU.
- c. Millwood shall be authorized to occupy and use the Events Center Parcel (which includes the Events Center) for purposes of a rental facility for various conferences, banquets and other social events, so long as Millwood shall continue to comply with the Fire & Rescue Operations Agreement and this MOU.

Section 2. PAYMENT OF PORTION OF DEBT SERVICE

- a. Millwood and the County acknowledge and agree that the appraised value of the Events Center Parcel constitutes 45.40% of the total appraised value of the Property.
- b. Millwood agrees to pay unto the County the total sum of \$1,952,516.00 (consisting of \$1,289,937.00 principal and \$662,588.00 interest), payable in annual payments for a period of twenty-seven (27) years in order to reimburse the County for that portion of the Financing necessary to pay the Bond in full (the "Millwood Reimbursement Payments"). The Millwood Reimbursement Payments shall be paid in accordance with the Schedule of Payments attached hereto marked Exhibit "B" attached hereto and incorporated herein by reference as if set out in full. The Millwood Reimbursement Payments shall commence on the anniversary date of the closing and funding of the Financing by the County, and shall continue on the same anniversary date thereafter for a period of twenty-seven (27) years in accordance with the Schedule of Payments attached hereto as Exhibit "B".
- c. The amount of the Millwood Reimbursement Payments are based upon an anticipated rate of interest of 3.36% per annum; however, the applicable rate of interest may change due to market conditions in existence on the date of closing upon the Financing which is tentatively schedule on or about August 19, 2015. Millwood acknowledges and agrees that any change in the rate of interest applicable to the Financing will result in a change in the amount of the Millwood Reimbursement Payments. The final amount of the Millwood Reimbursement Payments will be determined once closing upon the Financing occurs.

Section 3. CONVEYANCE OF EVENTS CENTER

- a. Upon completion of all of the Millwood Reimbursement Payments by Millwood, and provided that Millwood has not defaulted in the timely payment of the Millwood Reimbursement Payments unto the County, the County agrees to convey good and marketable fee simple title to the Events Center Parcel to Millwood by special warranty deed. In the event that Millwood defaults in the timely payment of any Millwood Reimbursement Payment unto the County, then and in such event, the County shall have no obligation whatsoever to convey fee simple title to the Events Center Parcel to Millwood, and shall have no responsibility or liability whatsoever to reimburse Millwood for the Millwood Reimbursement Payments received by the County or any portion thereof. The deed conveying title to the Events Center Parcel to Millwood shall include a reserved parking easement for the benefit of the Fire Station Parcel over the parking lot located on the north side of the Events Center for overflow or special event parking.
- b. Provided that the County is the lessee under the terms of that certain Lease with the Winchester Regional Airport Authority (the "Airport"), as lessor, for the lease of that certain parking lot located upon a portion of the lands owned by the Airport adjacent to the Events Center Parcel ("Airport Parking Lease"), the County agrees to assign and convey all of its rights as lessee under the terms of the Airport Parking Lease to Millwood at the time of conveyance of the Events Center Parcel unto Millwood.

Section 4. MAINTENANCE AND UTILITIES

- a. The County shall be responsible for routine day to day maintenance, upkeep and repair of the Fire Station Parcel (including, but not in any way limited, to the Fire Station) including such activities as cleaning, minor repairs, mowing and landscaping at the County's sole cost and expense.
- b. Millwood shall be responsible for routine day to day maintenance, upkeep and repair of the Events Center Parcel (including, but not in any way limited to, the Events Center) including such activities as cleaning, minor repairs, mowing and landscaping at Millwood's sole cost and expense.
- c. The County shall be responsible for all major repairs, painting, as needed replacement of capital items, such as building fixtures, building mechanical equipment and building structural items, for the Fire Station Parcel (including, but not in any way limited, to the Fire Station) at the County's sole cost and expense.
- d. Millwood shall be responsible for all major repairs, painting, as needed replacement of capital items, such as building fixtures, building mechanical equipment and building structural items, for the Events Center Parcel (including,

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but not in any way limited to, the Events Center), at Millwood's sole cost and expense.

- e. The County shall be responsible for the payment of the costs of standard utility services for the Fire Station (including, but not in any way limited to, electric, gas, water, sewer and other utilities) at the County's sole cost and expense.
- f. Millwood shall be responsible for the payment of the costs of standard utility services for the Events Center (including, but not in any way limited to, electric, gas, water, sewer and other utilities) at the Millwood's sole cost and expense.

Section 5. STAFFING AND EQUIPMENT

- a. Staffing of the Fire Station by the County and Millwood for fire and rescue operations shall be governed by the Fire & Rescue Operations Agreement.
- b. The acquisition and ownership of fire and rescue equipment for the Station, other than building fixtures, shall be governed by separate existing and any to be determined agreements between the County and Millwood.
- c. Staffing of the Events Center by Millwood for banquet and other social events shall be the sole responsibility of Millwood.

Section 6. DEEDS

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- a. As referenced in Section 1(a), above, in the event that the Bond is paid and satisfied in full with a portion of the proceeds of the Financing, the EDA shall convey fee simple title to the Fire Station Parcel and the Events Center Parcel, including all of the EDA's right, title and interest in the Fire Station Parcel and the Events Center Parcel, the Project (as such term is defined in the Lease) and the Lease, to the County by special warranty deed.
- b. In connection with part of the Financing, Millwood agrees to execute that certain Quitclaim Deed and Deed of Release, a copy of which is attached hereto marked Exhibit "C", whereby Millwood forever assigns, conveys, quitclaims and releases unto the EDA, and its successors and assigns all of its right title and interest in and to the Property.

Section 7. DEBT SERVICE RESERVE ACCOUNT

Upon completion of the Financing and payment in full of the Bond, and provided that Millwood has fully complied with the terms and conditions of this MOU, Millwood shall receive the remaining funds on deposit in the Debt Service Reserve Account, currently \$58,461.33 which funds shall be used by Millwood for the maintenance/repair obligations set forth in Section 3(d), above.

Section 8. RIGHT OF FIRST REFUSAL

In the event that Millwood does not default in the payment of the Millwood Reimbursement Payments to the County, as called for in Section 2, above, and in the event that the County conveys the Events Center Parcel to Millwood in accordance with the terms of Section 3, above, the Deed conveying the Events Center Parcel to Millwood shall include that certain Right of First Refusal (the "County Right of First Refusal") upon the terms and conditions set forth below:

- a. The County Right of First Refusal granted to the County herein shall apply to any bona fide written offer received by Millwood from a third party purchaser to purchase the Events Center Parcel.
- b. In the event that Millwood receives a bona fide written offer from a third party to purchase the Events Center Parcel, which bona fide written offer is deemed acceptable by Millwood (the "Offer"), Millwood shall give written notice of the Offer (which shall include the terms and conditions of the Offer) to the County. The County shall have fifteen (15) calendar days after receipt of the written notice from Millwood of the Offer to notify Millwood in writing that the County will purchase the Events Center Parcel upon the same financial terms and conditions as contained in the Offer. If the County fails to give written notice to Millwood within fifteen (15) calendar days after receiving written notice from Millwood of the terms of the Offer, then the County shall be deemed to have declined to have exercised the Right of First Refusal granted to the County herein. If the County exercises the Right of First Refusal granted herein, Millwood and the County agree to enter into a Purchase and Sale Agreement within fifteen (15) calendar days after Millwood receives written notice of exercise of the Right of First Refusal by the County upon the same terms and conditions as were contained in the Offer. Any such Purchase and Sale Agreement shall also include customary terms and conditions then in effect governing the sale and conveyance of commercial/business real property in the Commonwealth of Virginia.
- c. Notice to the County shall be deemed given when (i) received by confirmed e-mail transmission; (ii) hand-delivered by personal delivery; (iii) one (1) business day after pickup by UPS, Federal Express or similar overnight delivery service; or (iv) when received by registered or certified mail (return receipt requested, first-class postage prepaid) to the following address: 107 North Kent Street, Winchester, Virginia 22601, Attn: County Administrator.

Section 9. MISCELLANEOUS

- a. <u>Ratification and Confirmation</u>. All provisions of the Agreement, as amended by this MOU, are hereby ratified and confirmed by the parties and shall remain in full force and effect.
- b. <u>Counterparts</u>. This MOU may be executed in any number of counterparts, each of which shall be an original, all of which together shall constitute but one and the same instrument.
- c. <u>Entire Agreement</u>. This MOU constitutes the entire agreement of the parties regarding the subject matter hereof.
- d. <u>Governing Law</u>. This MOU shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.
- e. <u>Non-Assignment</u>. Millwood shall not be authorized or permitted to assign, transfer or convey, voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or in any other manner, all or any portion of its rights, duties and/or obligations under the terms of this MOU. Any such attempted assignment, transfer or conveyance by Millwood in violation of this provision shall be deemed wholly null and void and of no binding force or effect whatsoever. The foregoing provision shall terminate at such time as fee simple title to the Events Center Parcel is conveyed by the County to Millwood in compliance with the terms of Section 3(a) above.
- f. <u>Time.</u> Time is of the essence as to all matters in the Agreement and this MOU.

IN WITNESS WHEREOF, the parties have caused this MOU to be duly executed as of the ______day of ______, 2015, by their duly authorized representatives.

COUNTY OF FREDERICK, VIRGINIA By Its: County Administrate

MILLWOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY 21, INCORPORATED By: Its: President

ECONOMIC DEVELOPMENT AUTHORITY OF THE COUNTY OF FREDERICK, VIRGINIA

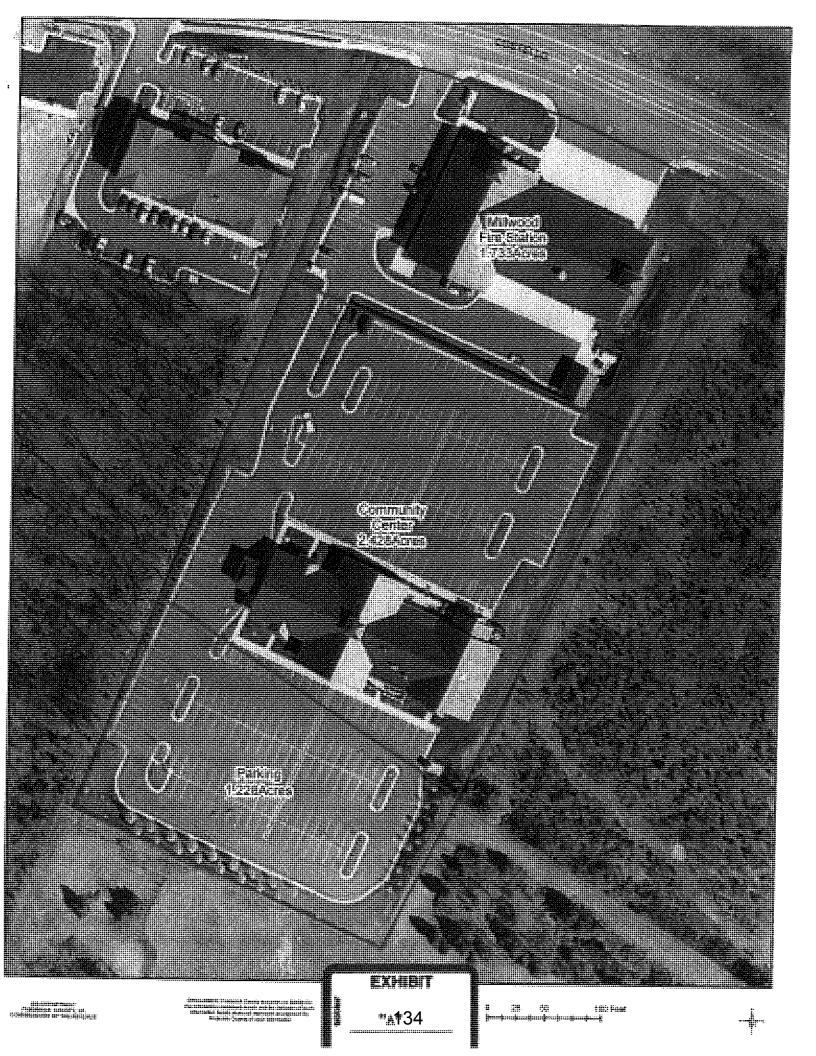
By: J. Atonley Crochett Its: Chairman

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Millwood Station Financing thru Virginia Resources Authority Rates as of May 13, 2015

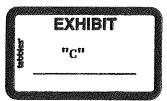
		45.40%
Loan Payoff	\$2,748,672	\$1,247,897
Cost of Issuance	80,992	36,770
Underwriter's Discount	11,607	5,269
	\$2,841,271	\$1,289,937

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EXHIBIT "B" SCHEDULE OF MILLWOOD REIMBURSEMENT PAYMENTS

ANNUAL	ANNUAL	PRINCIPAL	INTEREST	TOTAL
<u>PAYMENT</u> <u>DATE</u>	PAYMENT			DEBT
DAIL	AMOUNT			SERVICE
6/30/2016	\$27,209.00	-0-	\$27,209.00	\$27,209.00
6/30/2017	74,999.00	\$32,198.00	42,801.00	74,999.00
6/30/2018	74,999.00	33,299.00	41,701.00	74,999.00
6/30/2019	74,999.00	34,437.00	40,563.00	74,999.00
6/30/2020	74,999.00	35,614.00	39,386.00	74,999.00
6/30/2021	74,999.00	36,831.00	38,169.00	74,999.00
6/30/2022	74,999.00	38,089.00	36,910.00	74,999.00
6/30/2023	74,999.00	39,391.00	35,608.00	74,999.00
6/30/2024	74,999.00	40,737.00	34,262.00	74,999.00
6/30/2025	74,999.00	42,129.00	32,870.00	74,999.00
6/30/2026	74,999.00	43,569.00	31,430.00	74,999.00
6/30/2027	74,999.00	45,058.00	29,941.00	74,999.00
6/30/2028	74,999.00	46,598.00	28,402.00	74,999.00
6/30/2029	74,999.00	48,190.00	26,809.00	74,999.00
6/30/2030	74,999.00	49,837.00	25,162.00	74,999.00
6/30/2031	74,999.00	51,540.00	23,459.00	74,999.00
6/30/2032	74,999.00	53,302.00	21,698.00	74,999.00
6/30/2033	74,999.00	55,123.00	19,876.00	74,999.00
6/30/2034	74,999.00	57,007.00	17,993.00	74,999.00
6/30/2035	74,999.00	58,955.00	16,044.00	74,999.00
6/30/2036	74,999.00	60,970.00	14,030.00	74,999.00
6/30/2037	74,999.00	63,053.00	11,946.00	74,999.00
6/30/2038	74,999.00	65,208.00	9,791.00	74,999.00
6/30/2039	74,999.00	67,437.00	7,563.00	74,999.00
6/30/2040	74,999.00	69,741.00	5,258.00	74,999.00
6/30/2041	74,999.00	72,124.00	2,875.00	74,999.00
6/30/2042	50,332.00	<u>49,500.00</u>	832.00	50,332.00
Misc/Millwood Station Sch B	Total:	\$1,289,937.00	\$662,588.00	\$1,952,525.00
Street Minimore Provide Balling		135		



3/13/15

Virginia), a political subdivision of the Commonwealth of Virginia, hereinafter sometimes referred to as "Grantee" or "Authority", and <u>THE COUNTY OF FREDERICK</u>, <u>VIRGINIA</u> hereinafter the "County" (for indexing purposes only).

RECITALS:

A. The Grantor has previously executed that certain Deed dated February 23, 2007, of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia as Instrument No. 070003086 (the "**Deed**"), whereby that certain parcel, containing 4.1624 acres, more or less, designated as Lot 5 on that certain plat titled "Final Subdivision Plat for Prince Frederick Office Park Phase 2" dated October 25, 1999, drawn by David F. Spriggs, L.S. (the "**Millwood Station Property**"), was conveyed to the Industrial Development Authority of Frederick County, Virginia, now known as the Economic Development Authority of the County of Frederick, Virginia, a political subdivision of the Commonwealth of Virginia.

B. Upon conveyance of the Millwood Station Property to the Authority, the

Iichael L. Bryan VSB #15737 6 S. Braddock St Vinchester, VA

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Authority issued its \$3,000,000.00 Industrial Development Authority of Frederick County, Virginia, Taxable Lease Revenue Bond (Millwood Station Project), Series 2007 (the "**Bond**"), payable to United States of America, acting through Rural Housing Service, an Agency of the United States Department of Agriculture ("**RHS**"). Repayment of the Bond is secured, in part, by that certain Deed of Trust dated February 23, 2007 executed by the Authority, of record in the aforesaid Clerk's Office as Instrument No. 070003087 (the "**Deed of Trust**"), and that certain Assignment of Rents and Leases dated February 23, 2007 executed by the Authority, of record in the aforesaid Clerk's Office as Instrument No. 070003088 (the "**Assignment**").

C. The Grantor and the Authority have previously executed that certain Lease, Operating and Management Agreement dated February 23, 2007, attached to and made a part of the Assignment (the "Lease").

D. As set forth in the aforesaid Deed and the aforesaid Lease, in the event that the Grantor redeems or pays the Bond in whole (in full), the Authority shall convey fee simple title to the Millwood Station Property, including all of the Authority's right, title and interest in the Millwood Station Property, the Project (as such term is defined in the Lease) and the Lease.

E. The Authority intends to convey title to the Millwood Station Property to The County of Frederick, Virginia. The County intends to borrow funds necessary to pay off or redeem the Bond in whole (in full) with the proceeds of such financing.

Aichael L. Bryan VSB #15737 16 S. Braddock St Winchester, VA

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F. In consideration of the payment of the Bond in whole (in full) by the

County, Millwood Station has agreed to quitclaim and release any right that have it has to again acquire title to the Millwood Station Property as called for under the terms of the aforesaid Deed and Lease, as more fully set forth hereinafter.

NOW THEREFORE WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00), and other consideration deemed adequate at law, the receipt and sufficiency of which is hereby acknowledged, Millwood Station, as Grantor, hereby forever assigns, conveys, quitclaims and releases unto the Authority, as Grantee, and its successors and assigns, all of its right, title and interest, of whatsoever nature and howsoever held, in and to the Millwood Station Property, being more particularly described as follows:

All that certain lot or parcel of land, together with all rights, rights of way, improvements and appurtenances thereunto belonging, lying and being situate in Shawnee Magisterial District, Frederick County, Virginia, containing 4.1624 acres, more or less, designated as Lot 5 on that certain plat titled "Final Subdivision Plat for Prince Frederick Office Park Phase 2" dated October 25, 1999, drawn by David F. Spriggs, L.S., which plat is attached to and made a material part of that certain Deed of Subdivision and Dedication and Easement dated December 9, 1999, of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia as Instrument No. 990014616 (Deed Book 955, at Page 152). Reference is hereby made to the aforesaid instruments and the references contained therein for a more particular description of the property conveyed hereby. Tax Map No. 64-10-5

NOW THEREFORE FURTHER WITNESSETH: That for and in consideration of the sum of Ten Dollars (\$10.00), and other consideration deemed adequate at law, the receipt and sufficiency of which is hereby acknowledged, Millwood Station, as Grantor, hereby forever irrevocably releases any right to have fee simple title to the Millwood Station Property, including all of the Authority's right, title and interest in the Millwood Station

Property, the Project (as such term is defined in the Lease) and the Lease, re-conveyed to

Aichael L. Bryan VSB #15737 16 S. Braddock St Winchester, VA

Millwood Station as called for under the terms of the hereinabove referenced Deed and Lease.

WITNESS the following signature and seal:

MILLWOOD STATION VOLUNTEER FIRE AND RESCUE COMPANY 21, INCORPORATED

By: (SEAL) Robert B. Hall, President

STATE OF VIRGINIA, AT LARGE, CITY/<u>COUNTY</u> OF <u>Frederick</u>, to-wit:

The foregoing instrument was acknowledged before me on the <u>26</u>⁴⁴ day of <u>June</u> 2015 by Robert B. Hall as President of Millwood Station Volunteer Fire and Rescue Company 21, Incorporated.

My commission expires 11-30-2015

Notary Public # 7011423

MLB/pmn c:\Deeds\Millwood Quitclaim Deed 3/13/15

Michael L. Bryan VSB #15737 16 S. Braddock St Winchester, VA

(RG) Arv FY 2015

PAYMENTS TO FIRE COMPANIES

FEE FOR SERVICE

-			-		Squad Truck / Response Unit	COUNTY	WESTMINSTER	
	RECOVERY	MILEAGE	FIRE PROGRAMS	4-FOR-LIFE	SUPPLEMENT	CONTRIBUTION	PAY IN LIEU	TOTAL
STEPHENS CITY	113,319	62,899	21,728			81,874		\$ 279,820
MIDDLETOWN	34,426	27,628	21,728		10,200	59,651		\$ 153,632
CLEARBROOK	53,961	22,622	21,728			66,698		\$ 165,009
GORE	15,749	10,759	21,728			57,907		\$ 106,144
ROUND HILL	93,401	16,550	21,728		5,950	68,869		\$ 206,498
GAINESBORO	30,494	14,765	21,728		4,250	62,098		\$ 133,334
STAR TANNERY	2,327	5,079	21,728			53,310		\$ 82,443
GREENWOOD	114,272	43,317	21,728		4,250	75,557		\$ 259,124
NORTH MOUNTAIN	18,493	10,128	21,728			60,018		\$ 110,367
REYNOLDS STORE			21,728		5,950	55,015		\$ 82,693
MILLWOOD	66,685	27,811	21,728		5,950	61,242		\$ 183,416
F.C. VOL ASSOCIATION				79,829				\$ 79,829
FIRE CO CAPITAL FUND (1)						70,000	36,906	\$ 106,906
TOTAL	\$ 543,127	\$ 241,557	\$ 239,007	\$ 79,829	\$ 36,550	\$ 772,239	\$ 36,906	\$ 1,949,215

(1) FY 2015 year end balance \$274,086

	FY16 AUGUST BUDGET TRANSFERS						
DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	то	ACCT	CODE	AMOUNT
8/1/2015	MIS	PROMOTIONS/RECLASSIFICATIONS	1222	1001	000	032	3,149.66
	SHERIFF		3102	1002	000	006	3,629.15
	SHERIFF		3102	1002	000	026	(3,629.15)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(3,149.66)
8/7/2015	OTHER	COVER CONTRIBUTION	1224	5604	000	079	60,000.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	5605	000	005	(60,000.00)
8/7/2015	REFUSE COLLECTION	COVER P/T HELP NOT RESTORED	4203	1003	000	000	13,574.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(13,574.00)
8/10/2015	COUNTY ADMINISTRATOR	CREATING OTHER OPERATING	1201	5506	000	000	(500.00)
	COUNTY ADMINISTRATOR		1201	5413	000	000	500.00
8/11/2015	FIRE AND RESCUE	TUITION COVERAGE	3505	5506	000	000	(700.00)
	FIRE AND RESCUE		3505	2013	000	000	700.00
8/20/2015	REFUSE COLLECTION	FUND REPAIRS AND MAINTENANCE	4203	3004	000	003	(3,000.00)
	REFUSE COLLECTION		4203	3004	000	002	3,000.00
8/20/2015	IT	IT/MIS REORGANIZATION	1220	1001	000	022	(42,678.00)
	IT		1220	1001	000	026	(5,415.00)
	IT		1220	2001	000	000	(3,679.00)
	IT		1220	2005	000	000	(10,640.00)
	IT		1220	2002	000	000	(6,036.00)
	IT		1220	2006	000	000	(677.00)
	IT		1220	2011	000	000	(48.00)
	MIS		1222	1001	000	055	48,093.00
	MIS		1222	2001	000	000	3,679.00
	MIS		1222	2005	000	000	10,640.00
	MIS		1222	2002	000	000	6,036.00
	MIS		1222	2006	000	000	677.00
	MIS		1222	2011	000	000	48.00
8/20/2015	MAINTENANCE ADMINISTRATION	LAPTOP FOR MAINTENANCE HVAC CLIMATE CONTROL	4301	5401	000	005	1,300.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	005	(1,300.00)
8/25/2015	COUNTY ADMINISTRATOR	PUBLIC INFORMATION OFFICER SALARY & FRINGES	1201	1001	000	037	7,368.00
	COUNTY ADMINISTRATOR		1201	2001	000	000	563.65
	COUNTY ADMINISTRATOR		1201	2002	000	000	781.74
	COUNTY ADMINISTRATOR		1201	2006	000	000	87.68
	COUNTY ADMINISTRATOR		1201	2011	000	000	7.37
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(8,808.44)

County of Frederick, VA Report on Unreserved Fund Balance September 10, 2015

C/F Rose Hill Park C/F Sherando Park master plan C/F DARE C/F Abbott Grant C/F Fire Company Capital Reserve E-summons funds	(108,000) (22,780) (400) (33,854) (237,180) (38,816)	
		(501,030)
Other Funding / Adjustments		
Parks returned unused proffer	(710)	
COR refund - Brookfield Stephenson Village	(20,539)	
COR refund - Ally Financial	(5,405)	
COR refund - Ford Motor Credit	(2,930)	
COR refund - Opal Oil	(4,070)	
Treasurer drive through repair	(30,000)	
Circuit Clerk - deputy clerk position	(10,913)	
Airport capital	(63,818)	
Gainesboro site retainage	5,960	
COR refund - disabled veteran	(3,689)	
COR refund - Greenway Engineering	(12,753)	
COR refund - Navitus Engineering	(42,560)	
COR refund - Citizens Asset Finance	(5,736)	
COR refund - Carrier Enterprises	(144,392)	
		(341,555)
Fund Balance, September 10, 2015	_	41,501,697

Unreserved Fund Balance, Beginning of Year, July 1, 2015

Prior Year Funding & Carryforward Amounts

C/F Rose Hill Park

42,344,282

(168,000)

County of Frederick General Fund August 31, 2015

ASSETS	FY16 <u>8/31/15</u>	FY15 <u>8/31/14</u>	Increase (Decrease)
Cash and Cash Equivalents Petty Cash Receivables:	56,063,901.57 1,555.00	48,935,761.59 1,555.00	7,128,139.98 * A 0.00
Taxes, Commonwealth,Reimb.P/P Streetlights	42,399,629.43 16,476.70	41,699,937.32 17,120.25	699,692.11 (643.55)
Miscellaneous Charges Due from Fred. Co. San. Auth. Prepaid Postage	46,059.63 734,939.23 2,740.20	40,649.84 734,939.23 1,858.34	5,409.79 0.00 881.86
GL controls (est.rev / est. exp)	(8,476,900.86)	(<u>6,270,483.06)</u>	(2,206,417.80) (1) Attached
TOTAL ASSETS	<u>90,788,400.90</u>	<u>85,161,338.51</u>	<u>5,627,062.39</u>
LIABILITIES			
Performance Bonds Payable	446,656.75	443,179.35	3,477.40
Taxes Collected in Advance Deferred Revenue	196,174.53 <u>42,456,861.23</u>	76,563.23 <u>41,746,569.02</u>	119,611.30 * B <u>710,292.21</u> * C
TOTAL LIABILITIES	43,099,692.51	42,266,311.60	833,380.91
EQUITY			
Fund Balance			
Reserved: Encumbrance School	(581,267.27)	(109,448.47)	(471,818.80)
Encumbrance General Fund	723,446.20	351,871.57	371,574.63 (2) Attached
Conservation Easement	4,779.85	2,135.00	2,644.85
Peg Grant Prepaid Items	137,071.75 949.63	244,254.00 949.63	(107,182.25) * D 0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	269,039.57	222,145.76	46,893.81 * E
Historical Markers	17,322.25	17,283.35	38.90
Animal Shelter	335,530.02	335,530.02	0.00
Proffers Economic Development Incentive	5,042,419.80 0.00	4,170,570.67 550,000.00	871,849.13 (3) Attached
E-Summons Funds	38,816.25	0.00	(550,000.00) 38,816.25
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	40,436,270.29	35,845,405.33	<u>4,590,864.96</u> (4) Attached
TOTAL EQUITY	47,688,708.39	42,895,026.91	<u>4,793,681.48</u>
TOTAL LIAB. & EQUITY	<u>90,788,400.90</u>	<u>85,161,338.51</u>	<u>5,627,062.39</u>

NOTES:

*A Cash increase can be mainly attributed to the increase in fund balance.

*B Prepayment of taxes.

*C Deferred revenue includes taxes receivable, street lights, misc.charges,dog tags, and motor vehicle registration fees. *D Upgrade board room audio visual and broadcasting equipment in the amount of \$178,122.95 from Comcast provided

PEG funds.

*E Previously ADA Fees.

BALANCE SHEET

(1) GL Controls	FY16	FY15	Inc/(Decrease)
Est.Revenue	147,542,644	138,308,377	9,234,267
Appropriations	(63,720,264)	(58,805,279)	(4,914,985)
Est.Tr.to Other fds	(93,022,727)	(86,125,452)	(6,897,275)
Encumbrances	723,446	351,872	371,575
	(8,476,901)	(6,270,483)	(2,206,418)

General Fund Purchase Orders @8/31/15

DEPARTMENT	Amount	
Clerk	3,433.87	Konica Minolta Printer/Copier/Scanner
Fire & Rescue	789.28	Dual Band Radio System
	29,943.88	2016 Ford F250 Truck
	11,921.65	Textbooks
	26,893.50	2016 Utility Police Interceptor
	49,223.72	Uniforms
ENGINEERING	26,632.40	2015 Chevrolet Colorado Truck
General Fund Departments	10,893.96	(44) Microsoft Licenses
	29,752.10	(30) Dell Desktop & (14) Laptop PC's
INSPECTIONS	53,264.80	(2) 2015 Chevrolet Colorado Trucks
Parks	6,000.00	Rose Hill Park Engineering Service
	26,115.30	(2) Toro Zero Turn Riding Mowers
	48,750.00	(2) Chevrolet Silverado Trucks
		(1,500) Dry Fit Sports Caps for the Half Marathon
		(1,500) Long Sleeve T-Shirts for the Half Marathon
Refuse Collection		Concrete Wall/Slab for Gainesboro Citizens Site
		Recycling Container & Compactor
		Repair 2006 Ford Pickup
Sheriff	,	(10) 2015 Police Interceptors
		(15) Body Armor
		(17) Pistols and (7)Rifles
		Camera System with (2) Cameras
	•	Uniforms
		(12) Tactical Vests & (24) Hard Armor Plates
	7,215.00	(5) Raptor Radar Units
Treasurer		Envelopes

Total	723,466.20				
(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @8/31/15	3,054,706.90			1,061,293.34	
Designated Other Projects Detail		+55,200.10	131,133.40	1,001,200.04	3,3 12,413,60
Administration	218,936.34				
Bridges	1,000.00				
Historic Preservation	108,000.00	12/11/14 Board Action de	signated \$50,000	for final debt p	bayment
Library	101,206.00	on the Huntsberry proper	ty.		
Rt.50 Trans.Imp.	10,000.00				
Rt. 50 Rezoning Rt. 656 & 657 Imp.	25,000.00 25,000.00				
RT.277	162,375.00				

Sheriff	41,776.00
Solid Waste	12,000.00
Stop Lights	26,000.00
BPG Properties/Rt.11 Corridor	330,000.00
Total	1,061,293.34
Other Proffers @8/31/15	
(4) Fund Balance Adjusted	
Ending Balance 8/31/15	41,809,597.92
Revenue 8/15	9,629,034.61
Expenditures 8/15	(9,972,196.28)
Transfers 8/15	(1,030,165.96)
8/15 Fund Balance Adjusted	40,436,270.29

County of Frederick Comparative Statement of Revenues, Expenditures and Changes in Fund Balance August 31, 2015

REVENUES:	Appropriated	FY16 8/31/15 <u>Actual</u>	FY15 8/31/14 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes Other local taxes Permits & Privilege fees Revenue from use of money	100,608,073.00 31,899,849.00 1,663,682.00	3,594,867.68 1,038,981.42 412,828.95	3,263,739.06 865,267.96 308,417.76	331,128.62 (1) 173,713.46 (2) 104,411.19 (3)
and property Charges for Services Miscellaneous Recovered Costs	152,466.00 2,478,226.00 529,528.00 1,317,191.00	47,995.21 407,038.66 10,943.94 494,170.86	41,706.76 394,267.89 94,908.67 640,565.04	6,288.45 (4) 12,770.77 (83,964.73) (146,394.18) (5)
Intergovernmental: Commonwealth Federal Transfers	8,854,629.00 39,000.00	3,611,595.20 10,612.69 0.00	3,790,374.67 0.00 0.00	(178,779.47) (6) 10,612.69 (7) 0.00
TOTAL REVENUES	147,542,644.00	9,629,034.61	9,399,247.81	229,786.80
EXPENDITURES:				
General Administration Judicial Administration Public Safety Public Works Health and Welfare Education Parks, Recreation, Culture Community Development	9,745,649.46 2,363,965.85 32,177,642.68 4,837,982.68 8,177,956.00 56,000.00 6,312,979.24 1,996,044.95	$\begin{array}{c} 1,423,567.31\\ 350,954.13\\ 5,079,408.64\\ 494,654.11\\ 1,297,438.29\\ 14,000.00\\ 1,110,231.06\\ 201,942.74\end{array}$	1,293,079.18 313,447.49 5,416,985.74 435,621.12 1,187,113.83 14,000.00 1,027,656.74 776,510.55	130,488.13 37,506.64 (337,577.10) 59,032.99 110,324.46 0.00 82,574.32 (574,567.81)
TOTAL EXPENDITURES	65,668,220.86	9,972,196.28	10,464,414.65	(492,218.37) (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	91,074,770.20	1,030,165.96	1,617,059.55	(586,893.59) (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(9,200,347.06)	(1,373,327.63)	(2,682,226.39)	(1,308,898.76)
Fund Balance per General Ledger	-	41,809,597.92	38,527,631.72	3,281,966.20
Fund Balance Adjusted to reflect Income Statement 8/31/15	`	40,436,270.29	35,845,405.33	4,590,864.96

1)General Property Taxes	FY16	FY15	Increase/Decrease
Real Estate Taxes	1,306,260	1,200,246	106,014
ersonal Property	2,169,171	1,943,834	225,337
enalties and Interest	53,592	38,928	14,663
edit Card Chgs./Delinq.Advertising	(20,134)	(16,643)	(3,491)
m.Fees For Liens&Distress	85,979	97,373	(11,395)
	3,594,868	3,263,739	331,129
Other Local Taxes			
nmunications Sales Tax	174.10	-	174.10
ity Taxes	252,404.84	128,097.56	124,307.28
siness Licenses	132,174.80	126,031.62	6,143.18
otor Vehicle Licenses Fees	39,566.18	37,475.90	2,090.28
cordation Taxes	267,823.46	225,747.03	42,076.43
als Tax	310,525.88	323,058.57	(12,532.69)
ging Tax	35,620.94	24,139.03	11,481.91
eet Lights	390.36	538.25	(147.89)
r Fort Fees	300.86	180.00	120.86
ıl	1,038,981.42	865,267.96	173,713.46
Permits&Privileges			
g Licenses	1,850.00	10,462.00	(8,612.00)
sfer Fees	588.60	486.90	101.70
elopment Review Fees	85,088.54	72,439.50	12,649.04
ing Permits	218,481.40	167,037.13	51,444.27
State Fees	9,345.41	3,729.73	5,615.68
trical Permits	28,674.00	10,947.00	17,727.00
nbing Permits	5,319.00	1,890.00	3,429.00
hanical Permits	36,659.00	8,842.50	27,816.50
Permits	900.00	350.00	550.00
mits for Commercial Burning	-	50.00	(50.00)
osive Storage Permits	-	300.00	(300.00)
ting Permits	60.00	75.00	(15.00)
d Disturbance Permits	25,863.00	31,508.00	(5,645.00)
age Installation License	-	300.00	(300.00)
1	412,828.95	308,417.76	104,411.19
Revenue from use of			
oney	36,003.52	37,887.90	(1,884.38)
perty	11,991.69	3,818.86	8,172.83
al	47,995.21	41,706.76	6,288.45



(5) Recovered Costs	FY16	FY15	Increase/Decrease
			(222.22)
Recovered Costs Treas.Office		200.00	(200.00)
Worker's Comp	250.00	-	250.00
Recovered Costs-IT/GIS	313.98	-	313.98
Reimbursement Circuit Court	2,482.27	1,399.28	1,082.99
Reimb.Public Works/Planning Clean Up	570.00	-	570.00
Clarke County Container Fees	18,466.27	7,737.98	10,728.29
City of Winchester Container Fees	13,469.60	8,110.50	5,359.10
Refuse Disposal Fees	19,333.91	13,001.62	6,332.29
Recycling Revenue	7,836.60	9,612.90	(1,776.30)
Fire & Rescue Merchandise(Resale)	1,050.00	-	1,050.00
Container Fees Bowman Library	437.64	284.38	153.26
Litter-Thon/Keep VA Beautiful Grant	500.00	-	500.00
Restitution Victim Witness	3,171.00	2,174.00	997.00
Reimb.of Expenses Gen.District Court	3,469.99	5,448.17	(1,978.18)
Reimb.Task Force	11,161.44	16,069.72	(4,908.28)
Sign Deposits Planning	(50.00)	(50.00)	-
Reimbursement-Construction Projects	-	385,799.69	(385,799.69)
Comcast PEG Grant	17,879.40	17,741.25	138.15
Proffer-Other	157,500.46	449.50	157,050.96
Fire School Programs	8,120.00	10,305.00	(2,185.00)
Proffer Redbud Run	19,362.00	12,908.00	6,454.00
Clerks Reimbursement to County	2,418.09	1,715.29	702.80
Proffer Canter Estates	12,263.91	-	12,263.91
Proffer Village at Harvest Ridge	3,078.00	3,078.00	-
Proffer Snowden Bridge	108,498.72	74,592.87	33,905.85
Proffer Meadows Edge Racey Tract	80,576.00	60,432.00	20,144.00
Sheriff Reimbursement	1,011.58	4,673.89	(3,662.31)
Proffer Westbury Commons	1,000.00	-	1,000.00
Proffer Cedar Meadows Proffer	-	4,881.00	(4,881.00)
Total	494,170.86	640,565.04	(146,394.18)

*1 Reimbursement for the Round Hill Fire and Rescue Station and Event Center design.

*2 Blackburn Commerce Center Rezoning/Transportation Improvement \$153,600.46

(6) Commonwealth Revenue	8/31/2015	8/31/2014	
	FY16	FY15	Increase/Decrease
Motor Vehicle Carriers Tax	37,180.73	182.92	36,997.81
Mobile Home Titling Tax	29,477.94	21,558.45	7,919.49
Recordation Taxes	81,547.51	90,332.37	(8,784.86)
P/P State Reimbursement	2,610,611.35	2,610,611.27	0.08
Shared Expenses Comm.Atty.	36,708.00	31,522.72	5,185.28
Shared Expenses Sheriff	166,142.91	165,160.27	982.64
Shared Expenses Comm.of Rev.	16,641.68	16,464.21	177.47
Shared Expenses Treasurer	11,477.17	11,382.51	94.66
Shared Expenses Clerk	28,272.36	26,944.59	1,327.77
Public Assistance Grants	494,996.41	449,616.92	45,379.49
Emergency Services Fire Program	-	35,714.00	(35,714.00)
DMV Grant Funding	5,462.99	12,342.03	(6,879.04)
DCJS & Sheriff (State Grants)	-	99,064.88	(99,064.88)
JJC Grant Juvenile Justice	32,090.00	32,090.00	-
Rent/Lease Payments	49,283.74	27,051.57	22,232.17
Wireless 911 Grant	5,410.75	158,603.43	(153,192.68)
State Forfeited Asset Funds	6,291.66	1,732.53	4,559.13
Total	3,611,595.20	3,790,374.67	(178,779.47)

*1 Increase for Special Needs

*2 Abbott Grant FY15 \$99,064.88

*3 FY15 included the \$150,000 for CPE Phone System

<u>County of Frederick</u> <u>General Fund</u> August 31, 2015

(7) Federal Revenue	FY16	FY15	Increase/Decrease
Federal Forfeited Assets	10,612.69	-	10,612.69
Total	10,612.69	-	10,612.69

(8) Expenditures

Expenditures decreased \$492,218.37. **Public Safety** decreased \$337,577.10. Included in this difference is the Sheriff's department payment for (17) vehicles in the previous year for a total of \$412,580.00. The \$574,567.81decrease in **Community Development** reflects the \$500,000.00 transfer to the Economic Development Authority for the H.P. Hood incentive. The Transfers decreased \$586,893.59. See chart below:

(9) Transfers Decreased \$586,893.59	FY16	FY15	Increase/Decrease]
Transfer to School Operating	581,267.27	109,448.47	471,818.80	*1
Transfer to Debt Service County	151,387.95	147,789.96	3,597.99	
Transfer to Capital Projects Fund	0.00	1,000,000.00	(1,000,000.00)	*2
Operational Transfers	297,510.74	359,821.12	(62,310.38)	*3
Total	1,030,165.96	1,617,059.55	(586,893.59)	

*1 Increase in FY15 School Operating Transfer.

*2 Proffer for Round Hill Fire and Rescue and Event Center Site Plan Development.

*3 Timing of Insurance Charge Outs.

County of Frederick FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER August 31, 2015

Cash Accounts Recei GL controls(est		FY2016 <u>8/31/2015</u> 5,940,834.89 0.00 <u>(645,911.60)</u>	FY2015 <u>8/31/2014</u> 5,433,506.68 33,960.55 <u>(501,109.65)</u>	Increase (<u>Decrease)</u> 507,328.21 * 1 (144,801.95)
	TOTAL ASSETS	<u>5,294,923.29</u>	<u>4,966,357.58</u>	<u>362,526.26</u>
Accrued Operat	LIABILITIES ing Reserve Costs	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
	TOTAL LIABILITIES	2,258,904.00	<u>2,115,099.00</u>	<u>143,805.00</u>
Fund Balance Reserved	EQUITY			
Encumbrances		132,240.74	23,580.02	108,660.72
Undesignated Fund Balance		<u>2,903,778.55</u>	<u>2,827,678.56</u>	<u>76,099.99</u> * 2
	TOTAL EQUITY	<u>3,036,019.29</u>	<u>2,851,258.58</u>	<u>184,760.71</u>
	TOTAL LIABILITY & EQUITY	<u>5,294,923.29</u>	<u>4,966,357.58</u>	<u>328,565.71</u>

NOTES:

*1 Cash increased \$507,328.21. Refer to the following page for comparative statement of revenues and expenditures and changes in fund balance.

*2 Fund balance increased \$76,099.99. The beginning balance for FY16 was \$3,209,470.54 and includes adjusting entries, budget controls FY16(\$725,046.00), and the year to date revenue less expenditures of \$419,354.01.

Current Unrecorded Accounts Receivable-	<u>FY2016</u>
Prisoner Billing:	25,725.97
Compensation Board Reimbursement 8/15	. 447,271.15
Total	472,997.12

County of Frederick Comparative Statement of Revenues, Expenditures and Changes in Fund Balance 8/31/2015

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

FUND IT NORTHWESTERN REGIONAL ADU	FUND IT NORTHWESTERN REGIONAL ADULT DETENTION CENTER						
		FY2016	FY2015				
REVENUES:		8/31/2015	8/31/2014	YTD Actual			
	Appropriated	<u>Actual</u>	<u>Actual</u>	<u>Variance</u>			
Credit Card Probation	-	20.77	22.59	(1.82)			
Supervision Fees	41,696.00	5,310.50	7,316.00	(2,005.50)			
Drug Testing Fees	5,000.00	-	225.00	(225.00)			
Work Release Fees	355,828.00	25,449.49	27,281.18	(1,831.69)			
Federal Bureau Of Prisons	0.00	0.00	0.00	0.00			
Local Contributions	6,495,106.00	1,623,776.50	1,460,218.50	163,558.00			
Miscellaneous	15,000.00	626.77	3,066.39	(2,439.62)			
Phone Commissions	345,000.00	0.00	0.00	0.00			
Food & Staff Reimbursement	130,000.00	0.00	0.00	0.00			
Elec.Monitoring Part.Fees	90,000.00	6,062.77	7,389.46	(1,326.69)			
Share of Jail Cost Commonwealth	1,097,197.00	0.00	0.00	0.00			
Medical & Health Reimb.	68,000.00	7,604.47	5,644.36	1,960.11			
Shared Expenses CFW Jail	5,090,140.00	391,202.33	397,598.50	(6,396.17)			
State Grants	250,263.00	0.00	0.00	0.00			
Local Offender Probation	252,286.00	0.00	0.00	0.00			
Transfer From General Fund	5,103,298.00	1,275,824.50	1,295,491.62	(19,667.12)			
TOTAL REVENUES	19,338,814.00	3,335,878.10	3,204,253.60	131,624.50			
EXPENDITURES:	20,116,966.34	2,916,524.09	2,509,697.27	406,826.82			
Excess(Deficiency)of revenues over							
expenditures		419,354.01	694,556.33	(275,202.32)			
FUND BALANCE PER GENERAL LEDGER		2,484,424.54	<u>2,133,122.23</u>	<u>351,302.31</u>			
Fund Balance Adjusted To Reflect Income Statement 8/31/15		2,903,778.55	2,827,678.56	76,099.99			

County of Frederick Fund 12 Landfill August 31, 2015

- 3	FY2016	FY2015	Increase
ASSETS	<u>8/31/2015</u>	<u>8/31/2014</u>	(Decrease)
ABOE TO	0/01/2010	0/01/2014	
Cash	32,130,780.72	31,087,447.26	1,043,333.46
Receivables:	02,100,100.12	01,007,111.20	1,010,000110
Accounts Receivable	0.00		
Fees	662,914.47	610,263.83	52,650.64 * 1
Accounts Receivable Other	(566.13)	76.00	(642.13)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	43,682,208.64	43,287,786.24	394,422.40
Accumulated Depreciation	(25,115,864.21)	(23,311,767.48)	(1,804,096.73)
GL controls(est.rev/est.exp)		,	
GL controis(est.rev/est.exp)	<u>(647,034.70)</u>	<u>(2,344,874.34)</u>	<u>1,697,839.64</u>
TOTAL ASSETS	E0 600 100 70	10 211 021 51	1 202 507 20
TOTAL ASSETS	<u>50,628,438.79</u>	<u>49,244,931.51</u>	<u>1,383,507.28</u>
LIABILITIES			
LIABILITIES			
Accounts Payable	_	_	
Accrued VAC.Pay and Comp TimePay	191,362.47	178,911.24	12,451.23
Accrued Remediation Costs	12,233,415.93	11,938,535.78	294,880.15 * 2
Retainage Payable	9,244.62	0.00	9,244.62
Deferred Revenue Misc.Charges	•	<u>76.00</u>	9,244.02 (642.13)
Deletted Revenue Misc. Charges	<u>(566.13)</u>	<u>70.00</u>	<u>(042.13)</u>
TOTAL LIABILITIES	12,433,456.89	<u>12,117,523.02</u>	<u>315,933.87</u>
TOTAL EIABIETTIES	12,400,400.09	12,117,525.02	515,955.07
EQUITY			
Fund Balance			
Reserved			
Encumbrances	84,435.30	715,514.88	(631,079.58) * 3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated	0,000,000.00	0,000,000.00	0.00
Fund Balance	<u>28,252,104.60</u>	<u>26,553,451.61</u>	<u>1,698,652.99</u> * 4
			<u>.,</u>
TOTAL EQUITY	<u>.</u> <u>38,194,981.90</u>	<u>37,127,408.49</u>	<u>1,067,573.41</u>
	<u></u>	<u></u>	
TOTAL LIABILITY AND EQUITY	<u>50,628,438.79</u>	49,244,931.51	<u>1,383,507.28</u>
	<u> </u>	<u>,,,</u>	.,000,001.20

NOTES:

*1 Landfill receivables increased \$52,650.64. Landfill fees at 8/15 were \$493,931.11 compared to \$446,953.00 at 8/14 for an increase of \$46,978.11. Delinquent fees at 8/15 were \$166,126.00 compated to \$159,448.06 at 8/14 for a decrease of \$6,677.94.

*2 Remediation increased \$294,880.15 and includes \$265,000.00 for post closure and \$29,880.15 interest.

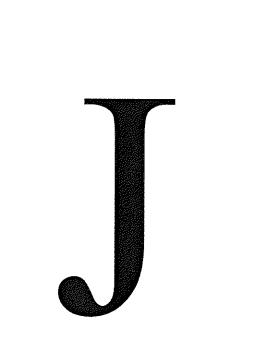
*3 The encumbrance balance at 8/31/15 was \$84,435.30 and includes a 329E Compact Track Loader for \$50,552.75, a 2016 Ford F250 with snow plow for \$32,042.00, (2) Microsoft licenses for \$495.18, and (1) Dell desktop and (1) Dell laptop totaling \$1,345.37.

*4 Fund balance increased \$1,698,652.99. The beginning balance was \$28,206,876.76 and includes adjusting entries, budget controls for FY16(\$75,138.00), and year to date revenue less expenditures of \$120,365.84.



County of Frederick Comparative Statement of Revenue,Expenditures and Changes in Fund Balance August 31, 2015

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY16 8/31/2015 <u>Actual</u>	FY15 8/31/2014 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge Interest on Bank Deposits	0.00 60,000.00	381.04 2,470.14	935.28 2,453.09	(554.24) 17.05
Salvage and Surplus	0.00	20,597.80	35,517.10	(14,919.30)
Sanitary Landfill Fees	5,080,500.00	916,360.83	810,700.56	105,660.27
Charges to County	0.00	71,622.32	61,091.36	10,530.96
Charges to Winchester	0.00	22,527.60	16,479.72	6,047.88
Tire Recycling	120,000.00	17,689.93	36,927.68	(19,237.75)
Reg.Recycling Electronics	60,000.00	8,836.00	8,524.00	312.00
Greenhouse Gas Credit Sales		0.00	0.00	0.00
Miscellaneous	60,000.00	0.00	0.00	0.00
Wheel Recycling	120,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	22,451.80	12,254.48	10,197.32
Landfill Gas To Electricity	394,620.00	69,904.65	77,863.51	(7,958.86)
Waste Oil Recycling		1,169.82	3,758.57	(2,588.75)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,011,382.00	1,154,011.93	1,066,505.35	87,506.58
Operating Expenditures	5,391,520.00	377,027.34	357,082.18	19,945.16
Capital Expenditures	1,351,332.00	656,618.75	579,345.65	77,273.10
TOTAL Expenditures	6,742,852.00	1,033,646.09	936,427.83	97,218.26
Excess(defiency)of revenue over				
expenditures		120,365.84	130,077.52	(9,711.68)
Fund Balance Per General Ledger		28,131,738.76	26,423,374.09	1,708,364.67
FUND BALANCE ADJUSTED		28,252,104.60	26,553,451.61	1,698,652.99



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COUNTY of FREDERICK



Finance Department Cheryl B. Shiffler Director

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

TO:	Board of Supervisors
FROM:	Finance Committee
DATE:	October 21, 2015

SUBJECT: Finance Committee Report and Recommendations

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, October 21, 2015 at 8:00 a.m. Member Richard Shickle was absent. Nonvoting liaison William Orndoff was absent. (b) Items 1, 2 and 8 were approved under consent agenda. (x = no action required)

- (b) The Sheriff requests a <u>General Fund supplemental appropriation in the amount of \$250.</u> This amount represents a donation from the Exchange Club of Winchester to the K-9 program. No local funds required. See attached memo, p. 4.
- (b) The Sheriff requests a <u>General Fund supplemental appropriation in the amount of \$13,049</u>. This amount represents the unbudgeted portion of the DMV grants for alcohol enforcement and occupant protection. No local funds required. See attached information, p. 5 9.
- 3. (The Commissioner of the Revenue requests a <u>General Fund supplemental</u> <u>appropriation in the amount of \$85,945</u>. This amount represents salary and fringes for the remaining eight months of FY 2016 in order to hire two assessors. The addition of the positions has been approved by the HR Committee. Local funds are required. See attached, p. 10 14. The committee makes a motion to support a budget transfer of \$85,945 from contingency funds.

Finance Committee Report and Recommendations October 21, 2015 P a g e | 2

- The County Attorney provides information for discussion on tax exempt property/organizations. See attached, p. 15 - 80. The committee recommends removing #19 from the proposed ordinance. (Mr. Ewing abstained)
- 5. (The County Administrator requests discussion on the involvement of Finance Committee in the Capital Improvements Plan (CIP) process. The committee recommends that the County Administrator formulate a proposed process for further discussion.
- 6. () The Finance Director requests discussion on unfunded FY16 capital requests. See attached list of requests, p. 81 84. The committee makes a motion to support a budget transfer from contingency funds in the amount of \$294,250 to purchase ten (10) police cruisers and associated equipment. The committee also postpones action on the remainder of the list pending prioritization.
- The Finance/Audit Committee charter adopted by the Board of Supervisors requires an annual review and reassessment. Per the Committee's request, a survey was distributed to members and a summary of the results is provided. See attached, p. 85 -88. The committee recommends approval of the charter with no changes. The committee also recommends increasing involvement with the internal audit per the charter.
- (**p**) The County Administrator requests a <u>General Fund supplemental appropriation in</u> <u>the amount of \$47,897.40.</u> This amount represents a PPEA review fee refund to R150 SPE, LLC. Local funds are required. See attached information, p. 89 - 94.
- 9. (🗙) The Finance Committee Chairman provides FY 2017 budget priorities. See attached letter, p. 95.

Finance Committee Report and Recommendations October 21, 2015 P a q e \mid 3

INFORMATION ONLY

- 1. The Finance Director provides a Fund 10 Transfer Report for September 2015. See attached, p. 96.
- 2. The Finance Director provides an FY 2016 Fund Balance Report ending October 15, 2015. See attached, p. 97.
- 3. The Finance Director provides financial statements for the month ending September 30, 2015. See attached, p. 98 - 108.
- At the request of the Committee, the Northern Shenandoah Valley Regional Commission (NSVRC) provides supplemental information per discussions at the August Finance Committee meeting. See attached information, p. 109 - 128.
- 5. The Airport will provide an update on the Airport's budget at the November Finance Committee meeting.

Respectfully submitted,

FINANCE COMMITTEE Charles DeHaven, Chairman Judy McCann-Slaughter Gary Lofton Bill Ewing Angela Rudolph

By Cherry D Shiffle

Cheryl B. Shiffler, Finance Director

FR	EDERICK COUNTY SHERIF	F'S OFFICE
ROBERT T. WILLIAMS Sheriff	SON	MAJOR C.L. VANMETER Chief Deputy
	1080 COVERSTONE DRIVE WINCHESTER, VIRGINIA 22602 540/662-6168 FAX 540/504-6400	FREDERICK COUNTY SEP 1 4 2015 FINANCE DEC
TO	: Angela Whitacre – Treasurer's Office	FINANCE DERARTINGAN
FROM	: Sheriff R. T. Williamson RTN	
SUBJECT	: Donation – Check	
DATE	: September 14, 2015	

Attached please find a check from The Exchange Club of Winchester in the amount of \$250.00. This check is replacing a check that was returned. This amount represents a donation to the department's K-9 program.

6

We are requesting this amount be posted to 10CR - 3-010-018990-0006.

A copy of this memo will be sent to Finance requesting appropriation in our budget.

Thank you.

RTW/asw

ŗ

Cc: Finance – appropriate into 3102-5402-000-0	01 C.S. 9/15/15
THE EXCHANGE CLUB OF WINCHESTER PROJECT ACCOUNT P. O. BOX 731	1984 68-251/514
Pay to the Frederick W. SkirAl's Offe	Date Date
Two hundred titly and ogue -	Dollars I fraining
For K-G UNICHESTER, VA 22601	and the m

FREDERICK COUNTY SHERIFF'S OFFICE

ROBERT T. WILLIAMSON Sheriff



MAJOR C.L. VANMETER Chief Deputy

1080 COVERSTONE DRIVE WINCHESTER, VIRGINIA 22602

540/662-6168 FAX 540/504-6400

ТО	: Cheryl Shiffler – Director of Finance Finance Committee
FROM	: Sheriff R. T. Williamson RW

SUBJECT : Supplemental Appropriation

DATE : October 14, 2015

The Frederick County Sheriff's Office is requesting a supplemental appropriation in the amount of \$13,049.00. When we submitted our budget request for FY15-16, we listed revenue from DMV grants in the amount of \$25,000.00. DMV grants are awarded at a later date and this was an estimation based on information available to our agency at that time. Since our budget submission, we have been awarded two DMV grants totaling \$38,049.00 therefore; we are requesting a supplemental appropriation in the amount of \$13,049.00.

If this request is approved, please appropriate as follows:

3102-5409-000-000 \$13,049.00

Thank you for your consideration in this request.

RTW/asw

3-010-024040-0022

W w w. d m v Now. c o m Virginia Department of Motor Vehicles Post Office Box 27412 Richmond, Virginia 23269-0001

Purpose: Virginia's Highway Safety Program Sub Recipients use this form to certify and assure that they will fully comply with all terms of the Highway Safety Grant Agreement.

Instructions: Sub Recipients must read the contract, complete all applicable information on the first and last page, initial the subsequent pages, and return all pages to the Department of Motor Vehicles.

This Highway Safety Grant Agreement is entered into between the Virginia Department of Motor Vehicles (hereinafter "Department"), 2300 West Broad Street, Richmond, Virginia 23220, and the following:

Sub Recipient:	Frederick County
Project Title:	Selective Enforcement - Alcohol
Project Number/CFDA Number:	154AL-2016-56262-6462-20.607
Grant Award Amount	\$34,049.00
Source of funds obligated to this award:	U.S. Department of Transportation, National Highway Traffic Safety Administration
Period of Performance for this project (hereinafter "Grant Period"):	From October 1, 2015, or the date the Highway Safety Grant Agreement is signed by the Director, Virginia Highway Safety Office (whichever is later) through September 30, 2016. Allow 21 days for the Department to complete its review and signature. FINAL VOUCHER IS DUE ON OR BEFORE NOVEMBER 5, 2016

In performing its responsibilities under this Highway Safety Grant Agreement, the Sub Recipient certifies and assures that it will fully comply with the following:

- · Applicable Department regulations and policies and state and federal laws, regulations, and policies
- · Statement of Work and Special Conditions and an Approved Budget, included with this Highway Safety Grant Agreement
- · General Terms and Conditions, also included with this Highway Safety Grant Agreement

Sub Recipient's signature below indicates that the Sub Recipient has read, understands and agrees to fully comply with all terms and conditions of this Highway Safety Grant Agreement without alteration. This Highway Safety Grant Agreement (hereinafter "Grant Agreement"), consisting of this certification; the attached Statement of Work and Special Conditions; the attached General Terms and Conditions; the attached Project Budget; the Sub Recipient's proposal; and the letter awarding the grant to the Sub Recipient constitutes the entire agreement between the Department and the Sub Recipient, supersedes any prior oral or written agreement between the parties and may not be modified except by written agreement as provided herein. Where any conflict arises between terms, the following is the order of governance of one term over another: (1) applicable Department regulations and policies, except where superseded by federal laws, regulations, or policies (2) applicable state laws, regulations, and policies, except where superseded by federal laws, regulations, or policies (3) applicable federal laws, regulations, and policies; (4) Statement of Work and Special Conditions; (5) General Terms and Conditions; (6) Project Budget; (7) Sub Recipient's proposal; and (8) grant award letter.

SIGNATURES OF AUTHORIZED APPROVING OFFICIALS

For Sub Recipient:	For Virginia Department of Motor Vehicles:
WARREN WI GOSNELL, G. TRAFFIL DIV. Name and Title of Project Director (print)	John/Saunders Director, Virginia Highway Safety Office (print)
Signature Constan Course La Date	Signature Date Date
Name and Title of Authorized Approving Official (print) Sub Recipient's DUNS Number <u>DL 937 2647</u>	OCT - 5 2015
Does your locality/legal entity expend \$750,000 or more annually initotal federal funds? (check one) Yes No	CRANTS MAGT
Signature Date 6	Contration P

Sel.	Departme Gra	ent of Mot nt Budget	or Vehicles Lines			ate Run: 22- JUI	
154AL-2016 - 56	262 - 6462 - Frederick County	PM: I	Doug Stader	Project Dir	ector Initials (DA-Date 9/2	115
Category	Line Item Desc		Qty	Individual Cost	Total Cost	Fed Fund Amount	Matching Funds
Personnel	Approx. 550/hrs @ 40.00/hr selective enforcement -Spe	eding	1	22,000.00	22,000.00	22,000.00	0.00
Equipment	AXON Body Camera Kits		10	650.00	6,500.00	6,500.00	0.00
Equipment	Python III Radar Units	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2	1,825.00	3,650.00	3,650.00	0.00
Equipment	Speed Laser S Lidar Unit		1	1,899.00	1,899.00	1,899.00	0.00
Matching Funds	fuel and vehicle maintenance		1	17,025.00	17,025.00	0.00	17,025.00
				Total:	51,074.00	34,049.00	17,025.00

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www.dmvNow.com Virgina Department of Motor Vehicles Post Office Box 27412 Richmond, Virginia 23269-0001

Purpose:

Virginia's Highway Safety Program Sub Recipients use this form to certify and assure that they will fully comply with all terms of the Highway Safety Grant Agreement.

Instructions: Sub Recipients must read the contract, complete all applicable information on the first and last page, initial the subsequent pages, and return all pages to the Department of Motor Vehicles.

This Highway Safety Grant Agreement is entered into between the Virginia Department of Motor Vehicles (hereinafter "Department"), 2300 West Broad Street, Richmond, Virginia 23220, and the following:

Sub Recipient:	. Frederick County
Project Title:	Selective Enforcement - Occupant Protection
Project Number/CFDA Number:	OP-2016-56267-6467-20.600
Grant Award Amount	\$4,000.00
Source of funds obligated to this award:	U.S. Department of Transportation, National Highway Traffic Safety Administration
Period of Performance for this project	From October 1, 2015, or the date the Highway Safety Grant Agreement is signed
(hereinafter "Grant Period"):	by the Director, Virginia Highway Safety Office (whichever is later) through September 30, 2016. Allow 21 days for the Department to complete its review and signature. FINAL VOUCHER IS DUE ON OR BEFORE NOVEMBER 5, 2016

In performing its responsibilities under this Highway Safety Grant Agreement, the Sub Recipient certifies and assures that it will fully comply with the following:

· Applicable Department regulations and policies and state and federal laws, regulations, and policies

· Statement of Work and Special Conditions and an Approved Budget, included with this Highway Safety Grant Agreement

· General Terms and Conditions, also included with this Highway Safety Grant Agreement

Sub Recipient's signature below indicates that the Sub Recipient has read, understands and agrees to fully comply with all terms and conditions of this Highway Safety Grant Agreement without alteration. This Highway Safety Grant Agreement (hereinafter "Grant Agreement"), consisting of this certification; the attached Statement of Work and Special Conditions; the attached General Terms and Conditions; the attached Project Budget; the Sub Recipient's proposal; and the letter awarding the grant to the Sub Recipient constitutes the entire agreement between the Department and the Sub Recipient, supersedes any prior oral or written agreement between the parties and may not be modified except by written agreement as provided herein. Where any conflict arises between terms, the following is the order of governance of one term over another: (1) applicable Department regulations and policies, except where superseded by federal laws, regulations, or policies (2) applicable state laws, regulations, and policies, except where superseded by federal laws, regulations, or policies (2) applicable state laws, regulations, and policies; (4) Statement of Work and Special Conditions; (5) General Terms and Conditions; (6) Project Budget; (7) Sub Recipient's proposal; and (8) grant award letter.

SIGNATURES OF AUTHORIZED APPROVING OFFICIALS

For Sub Recipient:	For Virginia Department of Motor Vehicles:
WARREN K. CDSUILL, LT. TRAFFIC Name and Title of Project Director (print) Signature Divid a G. Guilton Counter Aministration Name and Title of Authorized Approving Official (print) Sub Recipient's DUNS Number Dig 937 2647	John Saunders Director, Virginia Highway Safety Office (print) Signature Date
Does your locality/legal entity expend \$750,000 or more annually in total federal funds? (checklone) Yes No AMA AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	OCT - 5 2015

Sol I	mv	Department of Motor Vehicle Grant Budget Lines	S		E	Date Run: 22- JUI	L- 2015
OP- 2016 - 56267	- 6467 - Frederick County	PM: Doug Stad	er	Project Dire	ector Initials	De Date Sig	
	Line Item Desc		Qty	Individual Cost	Total Cost	O Fed Fund Amount	Matching Funds
Category		ve enforcement Occupant Restraints	1	4,000.00	4,000.00	4,000.00	0.00
Personnel Matching Funds	fuel and vehicle maintenance		1	2,000.00	2,000.00	0.00	2,000.00
Matching Funds				Total:	6,000.00	4,000.00	2,000.00

ä.

County of Frederick



Paula A. Nofsinger Director of Human Resources

> Office : (540) 665-5668 Fax: (540) 665-5669 <u>pnofsinger@fcva.us</u>

TO:	Board of Supervisors	
FROM:	HR Committee	

DATE: October 13, 2015

SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00am on Friday, October 9, 2015. All members were present with the exception of Supervisor Wells.

*** Items Requiring Action***

1. The Committee recommends approval to create two (2) new Assessor positions within the Commissioner of Revenue's office.

Items Not Requiring Action

1. The HR Director provided to the group an update of the projects and priorities and the position allocation chart.

There being no further business, the meeting was adjourned.

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

Respectfully Submitted,

Human Resources Committee

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

By:

Paula A. Nofsinger / / Director of Human Resources



Jrederick County, Dirginia OFFICE OF COMMISSIONER OF THE REVENUE 107 North Kent Street P.O. Box 552 Winchester VA 22601 Winchester VA 22604-0552 emurphy@fcva.us www.fcva.us/cor



Phone: 540-665-5681 Fax: 540-667-6487

ELLEN E. MURPHY COMMISSIONER

September 28, 2015

To: Paula Nofsinger for:

Personnel Committee Finance Committee Frederick County Board of Supervisors

By Hand

The Commissioner's office has a proposal before you today, relating to real estate personnel and reassessment:

The real estate assessment section in the office of the Commissioner of the Revenue is in dire need of personnel in order to complete daily tasks AND the Reassessment of Real Estate for the next assessment due for hearings in September 2016.

For your information, we are much more conservative than localities of a similar number of parcels who do their own reassessment. An example: The City of Hampton has about 50,000 parcels (we have 46,201 taxable). They employ 16 field assessors and 5 part time assessors to do reassessment work only (information provided by the real estate division of the Virginia Department of Taxation.)

<u>Real estate is absolutely off the charts!</u> Eastern real estate home sales are up 10.5% and we are experiencing a very large volume of permits, deeds and of course build outs requiring new assessments.

Here is where we are at 7/31/2015: We have two assessors in the COR section of our budget. They handle the day to day additions and changes to real property, caused by deeds and transfers, handle land use assessment, and interview and if appropriate adjust for three tax relief programs. These staff members also assist with the reassessment although they have enough to do without adding that. Other staff handle generation of billings twice annually, Public Service Corporation adjustments from state and billings, street lights, Star Fort billings, sanitary districts, legal work, Pictometry and mapping, recording deeds & transfers, and phones/walk-ins. Of course my chief deputy and GIS analyst also do reassessment and other real estate work on the computer and in-house chores – they shouldn't have to but they do because it is the only way to successfully get everything done. My chief deputy regularly loses time off because she doesn't take it in order to get our work done. I also work an average of 50 hours per week – year round.

In the reassessment budget section we have one assessor, one data collector who is full time and two part-time data collectors - one who works $\frac{1}{2}$ week or less and one working about a 30 hour week.

Commissioner of the Revenue Duties & Responsibilities Page 2

We desperately need two more full time assessors! I would suggest these be hired under the Reassessment budget since that will be their primary objective and assignment.

I implore you to approve the advertisement and eventual hiring of two qualified assessors. **My request is for a total of \$85,944.48 for 8 months in the current FY 2016 budget. This is a base salary of \$45,200 per year plus fringes of \$19,258.36 (\$128,916.72 annualized).** I do not want to see our quality of assessment – which has always been superlative – to suffer from lack of man power.

<u>I had included one such assessor in my FY 2016 budget but it was cut.</u> Growth and activity in real estate now indicate that we will need at least two. Also applications for a part time assessor to replace one leaving at the end of this month have been less than fruitful.

My sincere appreciation for your time and consideration!

It is my pleasure to serve the citizens of Frederick County and provide the high level of service and accurate assessment that we generate.

Ellen Musphy

Ellen E. Murphy Commissioner of the Revenue

Locality - under COR or designated dept.	Parcels	% Commercial & Industrial	# Full Time Assessors (Office & other RE duties not incl)	# Part Time Assessors	# Data Collectors	Annual Budget - Reassess- ment only	Average Cost per Parcel per year - KNOWN SALARIES ONLY	Average Salary - Full time staff		Frequency of Property Visits Years
ALBEMARLE	42,629	3.0	11	1		1,300,000	20.50	52.244		
ARLINGTON	64,309								ANNUAL	PERIODIC
CULPEPER	22,530		3		1	1,991,000			ANNUAL	PERIODIC
HAMPTON	48,900	5.0		1	1	493,830			BIENNIAL	PERIODIC
HANOVER	45,941	5.0				1,111,851	22.74		ANNUAL	TWO-FOUR
HARRISONBURG	12,514	20.5	4		Ζ	1,200,000	26.12		ANNUAL	TWO
JAMES CITY-CNTY	32,511	4.0				312,970			ANNUAL	THREE
LOUDOUN	129,836	4.0				821,877	25.28		BIENNIAL	TWO-FOUR
LOUISA	28,700	4.0		VARIES		NOT PROVIDED	K		ANNUAL	CYCLED
LYNCHBURG	29,980		4	1		NOT PROVIDED			FIVE YEARS	FIVE YEARS
ROANOKE CITY		8.5	5		1	724,070	24.15		BIENNIAL	TWO
	43,473	11.4	10			1,583,119	36.42	48,455		THREE-FOUR
ROANOKE CNTY	43,989	4.4	8			872,000	19.82	56,300		TWO-THREE
ROCKINGHAM	48,000	4.0	3	4	6	NOT PROVIDED	COMM/IND HIRE OUT	36,000	FOUR YEARS	FOUR-SIX
SPOTSYLVANIA	61,903	4.2	8	3	2	1	15.01	55,000	BIENNIAL	VARIES
STAFFORD	52,724	3.8	8		M	628,800	11.93	63,700	ANNUAL	TWO-FOUR
WISE	28,103	15.7		VARIES	VARIES	165,000	SOME HIRED @ REASS.	35,000	FOUR YEARS	FOUR
YORK	24,027	5.9	5	1	2	550,000	22.89	47,200	BIENNIAL	THREE-FOUR
FREDERICK	47,664	2.8	2**	1	1	268,546	5.63	45,235	BIENNIAL	TWO
Culpeper is tryi	ng to hire now									
* Loudoun depa	rtment budge	et not broke	n out by real es	state, busines	s and persona	al property				
-igures - provid	ed by localitie	s and as rep	orted and varif	ied on VAAO	annual statist	ical report f	or in house asses	ssment		
VAAO = Virginia	Association o	of Assessing	Officers					Sinch		
				le general res	a octato EVCI	DT Frederic	k includes one a			

ANALYSIS OF REAL ESTATE STAFFING

	<i>co</i> Assessors	MMISSIONERS BUDGET DATA COLL PART TIME		TAL AFFING YR
2003/2004	Sam Bobby	Kim	0 0	
	Neil		(Paid firm did reassessment at this time)	4
2007-2008	BJ Neil Ginger		Seth Laura Keith	
	Bobby			7
2014-2015	BJ	Shelly	Seth	
	Troy		Dianna (Had another - left Sept)	4.5
			(funding for 1 more PT- no appl.)	

COUNTY OF FREDERICK

Roderick B. Williams County Attorney

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

MEMORANDUM

TO:	Finance Committee
FROM:	Roderick B. Williams County Attorney
DATE:	September 30, 2015

RE: Tax Exempt Property/Organizations

The Finance Committee last year began a review of tax exempt organizations and tax exempt property in the County. One issue the review identified was that many of the exemptions were specific exemptions by designation previously granted by the General Assembly and as to which the County does not have direct control. The primary means of County control over such exemptions going forward is to request that the General Assembly repeal such exemptions and leave to the County the matter of whether to continue such exemptions.¹ The purpose of this memorandum is to seek a recommendation from the County wishes to maintain as designated for exemption, regardless of General Assembly designation.

As background regarding this matter, last year, at the County's request, Delegate LaRock filed legislation to repeal exemptions by designation involving organizations and property in Frederick County, so as to leave to the County whether to continue the exemptions. A

¹ By way of review, Virginia recognizes two types of tax exemptions, exemptions by classification and exemptions by designation. Exemptions by classification, as the name suggests, cover broad classes or categories of organizations, based upon their particular purposes. Thus for instance, Virginia law exempts property of churches, nonprofit schools, museums, and certain other general categories of organizations. Va. Const. art. X, § 6(a); Va. Code §§ 58.1-3606 and 58.1-3609 through 58.1-3622. As a practical matter, exemptions by classification represent well-established public policy and either cannot be changed absent a constitutional amendment or are not likely to be changed. Exemptions by designation, on the other hand, involve organizations specifically designated by name in special legislation. Va. Code §§ 58.1-3650 through 58.1-3652. Exemptions by designation can be changed by simple legislation (General Assembly legislation if involving an exemption by designation granted prior to January 1, 2003 or local legislation if involving an exemption by designation.

subcommittee of the House Finance Committee recommended tabling the legislation and the legislation died in the House Finance Committee. One concern that the legislation presented was that the legislation covered all organizations with exempt property in the County, with no apparent assurance that the County would reinstate any of the exemptions.

This matter now returns to the County's Finance Committee in an effort to ensure that the County Code contains exemptions for the property of those organizations that the County wishes to maintain as designated for exemption. A draft ordinance to such effect is attached. This would permit the reintroduction in the 2016 Session of the General Assembly of legislation similar to the 2015 legislation, without raising the concern that the legislation would end all County exemptions by designation. To the extent that the Committee agrees with the draft ordinance, proper action for the Committee would be to recommend that the Board of Supervisors schedule a public hearing on adoption of the ordinance.

For reference purposes, certain property in the County currently owned by the following organizations is subject to exemption by classification and therefore the names of such organizations are not included in the attached draft, as their exempt status will continue regardless of any County action (see footnote 1):

American Legion American Red Cross Back Creek Ruritan Club Clearbrook Fire Company Elks Club of Winchester Gainesboro Fire Company Gainesboro Ruritan Club Girl Scouts of Shawnee Council Gore Fire Company Grafton School Greenwood Fire Company Middletown Fire Company National Trust for Historic Preservation North Mountain Fire Company Outreach to Asian Nationals Phazz 1 Ministries Reynolds Store Fire Company Round Hill Fire Company Round Hill Ruritan Club Shenandoah Area Council [Boy Scouts] Star Tannery Fire Company Stephens City Fire Company Stephens City Lodge No. 2483 Stonewall District Ruritan Club Tri-County Virginia OIC Trustees of the Gravel Springs Virginia Housing Development Authority Winchester Medical Center Winchester Rescue Mission

The following other organizations currently own property in the County, are subject to exemption by designation, and are therefore included in the draft ordinance (the following list also shows whether each exemption was granted by the General Assembly or by the County and whether the organization filed an application for exemption with the County last year, in which case a copy of the application is included with this memorandum, with individuals' personal contact information redacted):

	GA <u>Exempt</u>	County <u>Exempt</u>	Return <u>Filed</u>	
1	Х		No	ARC – Northern Shenandoah Valley, Inc., The
2	Х		Yes	Belle Grove, Inc.
3		Х	Yes	Blue Ridge Hospice, Inc. (Thrift Shop in Stephens City)
4	Х		Yes	Cedar Creek Battlefield Foundation, Inc.
5		Х	Yes	Conservation Club [Winchester–Frederick County Conservation Club, Inc.]
6		Х	Yes	Fort Collier Civil War Center, Inc.
7	Х		No	Frederick United Methodist Housing Development Corp.
8		Х	Yes	Kernstown Battlefield Association, Inc.
9		Х	Yes	Leary Educational Foundation, Inc. ²
10	Х		Yes	Nature Conservancy, The
11	Х		Yes	NW Works, Inc. (formerly known as Northwestern Workshop, Inc.) ³
12	Х		Yes	People-to-People Health Foundation, Inc., The (Project Hope)
13	Х		No	Potomac Appalachian Trail Club
14	Х		No	Salvation Army, The
15			No	Shenandoah Valley Battlefields Foundation ⁴
16	Х		Yes	Shenandoah Valley Community Residences, Inc.
17	Х		Yes	Stone House Foundation
18	Х		No	Wayside Foundation for the Arts, Inc., The
19	Х		Yes	Westminster-Canterbury of Winchester, Inc.
20	Х		No	Winchester Chapter of the Izaak Walton League
21		Х	Yes	Woodmen of the World
22		Х	Yes	Youth Development Center, Inc., The

² Organization acquired a second parcel some years after Board exemption granted, but Board exemption generically refers just to "property" owned by the organization, without necessarily being limited to the original parcel. The second parcel is included in draft ordinance

³ Organization acquired a second parcel some years after Board exemption granted and disposed of the original parcel, but Board exemption generically refers just to "property" owned by the organization, without necessarily being limited to the original parcel. The second parcel (only) is included in draft ordinance. ⁴ Various Shenandoah Valley Battlefields Foundation property has in the past been considered exempt, but

research has not located the specific General Assembly or Board of Supervisors granted exemption for its property.

For any of the organizations, listed above and included in the draft, as to which the Committee wishes to recommend be stricken, the Committee can include such statement in its recommendation to the Board.⁵

Finally, for the Committee's information, the following organizations have previously received General Assembly exemptions, but no longer own property in the County:

National Wildlife Federation Robert E. Rose Memorial Foundation, Inc. Shalom Et Benedictus, Inc. Special Love, Inc. Wayside Museum of American History and Arts

Attachments

⁵ The County also received additional applications or requests for exemption as follows: Blue Ridge Hospice, Inc. (tax parcel 64-1-A1), Civil War Preservation Trust (tax parcels 84-A-72, 84-4-1, and 90 New Middletown parcels), Fort Collier Civil War Center, Inc. (tax parcel 56-A-18A), and Potomac Appalachian Trail Club (tax parcels 14-4-1, 14-4-2, 14-4-3, 14-4-4, 14-4-5, and 14-4-6). Because these are not existing exemptions, they are not set out in the draft ordinance, but the Committee has the prerogative to recommend adding any or all to the draft ordinance. Copies of the applications or requests are included with the other materials here.



The Board of Supervisors of Frederick County, Virginia hereby ordains that Section 155-153 (Property exempted from taxation by designation) of Article XXV (Exemption for Nonprofit Organizations) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia be, and the same hereby is, amended by enacting an amended Section 155-153 (Property exempted from taxation by designation) of Article XXV (Exemption for Nonprofit Organizations) of Chapter 155 (Taxation) of the Code of Frederick County, Virginia, as follows (additions are shown in **bold underline**):

CHAPTER 155 TAXATION

Article XXV Exemption for Nonprofit Organizations

§ 155-153 Property exempted from taxation by designation.

- A. The real <u>or personal</u> property of an organization designated by the Board of Supervisors and used by such organization exclusively for one or more of the purposes as set forth in Article X, Section 6(a) of the Constitution of Virginia shall be exempt from taxation so long as such organization is operated not for profit and the property so exempted is used in accordance with the purpose(s) for which the organization is classified. <u>The indicated real or personal property of each of the</u> <u>following organizations is so designated by the Board of Supervisors</u> <u>pursuant to this section:</u>
 - 1. ARC-Northern Shenandoah Valley, Incorporated, The (formerly known as Winchester-Frederick County Association for Retarded Citizens and as Northern Shenandoah Valley Association for Retarded Citizens, Inc., The) – tax parcels 54J-2-3-59, 54J-2 3-60, and 54J-2-3-61;
 - 2. Belle Grove, Inc. tax parcels 90-A-33A and 90-A-37;
 - 3. <u>Blue Ridge Hospice, Inc. personal property of thrift shop in Stephens</u> <u>City;</u>
 - <u>4.</u> <u>Cedar Creek Battlefield Foundation, Inc. tax parcels 90-A-23A, 90-A-23B, 90-A-32A, 90-A-34, 90-A-55, 90-A-59A, and 91-A-28C;</u>

- 5. <u>Conservation Club [Winchester- Frederick County Conservation Club, Inc.]</u> <u>– tax parcels 19-A-27, 19-A-49, 19-A-50, 19-A-51, 19-A-52E, 19-A-53A, 19-A-81A, 29-A-37B, 29-A-38, and 29-A-43B;</u>
- 6. Fort Collier Civil War Center, Inc. tax parcel 54-A 81G;
- 7. Frederick United Methodist Housing Development Corp. tax parcel 75-A-80B;
- 8. <u>Kernstown Battlefield Association, Inc. tax parcels 63-A-6A, 63-A-7A, 63-A-18, 63-A-18A, 63-A-18B, 63-A-18C, and 63-A-18D;</u>
- 9. Leary Educational Foundation, Inc. tax parcels 6-A-17 and 6-A-18;
- <u>10. Nature Conservancy, The tax parcels 48-A-45 and 48-A-47;</u>
- <u>11.NW Works, Inc. (formerly known as Northwestern Workshop, Inc.) tax</u> parcel 75-A-1F;
- <u>12. People-to-People Health Foundation, Inc., The (Project Hope) tax parcel</u> <u>64-A-40C;</u>
- <u>13. Potomac Appalachian Trail Club tax parcels 19-A-41D, 28-A-119A, 48-A-</u> <u>29C, 48-A-33A, 48-A-37, 48-A-37I, 48-A-37A, 48-A-37R, 48-A-49B, and 49-1-2-</u> <u>48;</u>
- <u>14. Salvation Army, The tax parcel 54-A-36F;</u>
- <u>15. Shenandoah Valley Battlefields Foundation tax parcels 43-A-154, 43-A-</u> <u>155, 43-A-159A, 54-A-1B, 54-A-1C, 54-A-88, 54-A-89C, 54-A-90, 55-A-3, and</u> <u>55-A-4;</u>
- <u>16. Shenandoah Valley Community Residences, Inc. tax parcels 54N-2-2-32</u> and 65H-12A-108;
- <u>17. Stone House Foundation tax parcels 74A03-A-77, 74A03-A-141, 74A03-A-142, 74A03-A-144, and 74A03-A-146;</u>
- <u>18. Wayside Foundation for the Arts, Inc., The tax parcel 91B-1-B-27;</u>
- <u>19. Winchester Chapter of the Izaak Walton League tax parcels 77-A-72 and</u> <u>77-A-76A;</u>
- 20. Woodmen of the World tax parcel 54E-8-33; and
- 21. Youth Development Center, Inc., The tax parcel 63-A-110B.
- B. Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

C. Exemptions of property from taxation under this article shall be strictly construed in accordance with the provisions of Article X, Section (6)(f) of the Constitution of Virginia.

Enacted this _____ day of _____, 2015.

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

A COPY ATTEST

Brenda G. Garton Frederick County Administrator Code of Virginia Title 58.1. Taxation Chapter 36. Tax Exempt Property

This section has more than one version with varying effective dates. To view a complete list of the versions of this section see Table of Contents.

§ 58.1-3651. (Effective until July 1, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003

A. Pursuant to subsection 6 (a) (6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;

2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property;

3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;

4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;

5. Whether the organization provides services for the common good of the public;

6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;

7. The revenue impact to the locality and its taxpayers of exempting the property; and

8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032;2004, c. 557.

§ 58.1-3651. (Effective July 1, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003

A. Pursuant to subsection 6 (a)(6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;

2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Board of Directors of the Virginia Alcoholic Beverage Control Authority to such organization, for use on such property;

3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;

4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;

5. Whether the organization provides services for the common good of the public;

6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;

7. The revenue impact to the locality and its taxpayers of exempting the property; and

8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032;2004, c. 557;2015, cc. 38, 730.



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re

DATE:	
FILE APPLICAT	ION
TRIENNIALLY	1

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

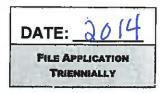
This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Each organiz pursuant to d the Commiss the Revenue	esignation of the General Assembly shall file t ioner of the Revenue as a requirement for ret shall send notice of this requirement to each	riennially, commenc tention of the exemp such organization	to designation of the Board of Supervisors or ing on November 15, 2014, an applica tion with ot status of the property. The Commissioner of by not later than September 15 preceding the
such other inf	ormation as the entity deems desirable, for the	cation shall show the property for which i	ne ownership and usage of such property, and retention of such exemption is sought.
₽	*** COMPLETE'AS LEGALLY APPROPRIAT	E PER THE DATE C	DF THIS APPLICATION. * * *
Organization's Na	me: Belle Grove Inc.		
Organization's Fee	deral Employer Identification No. (EIN):		
Contact Name:	Kristen Laise	Phone I	Number: 540-869-2028
Contact Title:	Executive Director	Email: Kla	rise o belle grove, org
Mailing Address:	PO Box 537, Middleton	12, VA 22	-645
Frederick Count Location Address	1 331 Rella Glave Rock		
Date Organizatio	n Began or Will Begin Operating in Frederick	County:	
1. What is the org	anization's purpose?		
	in and preservation of Hist		Museum
	anization's federal tax designation (select on		
3. How is the orga	□ 501(c)(4) □ 501(c)(6) □ 501(c)(7)	Other [specify	y]:
······································	ions, Grants and Donation		
	or services does the organization provide that	<u>, , , , , , , , , , , , , , , , , , , </u>	ck County and its sisters?
	se open for tours for reside		and the second sec
exemption (attach	ed list of all real property owned by the orga additional sheet, if necessary):	nization for which i	t is seeking a Frederick County tax
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
90 A 37	3.3 Acres along route Water Plantized 9 11	05/2004	Varant land
90 A 33 A	336 Belle Grove Rd. middletown, VA 22645	07/2012	Overseer's College on Belle From Property

AP	PLICATION FC		ROPER1	TY TAX EXE	MPTION		
6. Select the category of	f exemption under wh	ich your organiz	ation qualifies	S.			
Church or Religious B	Body or Religious Organ	nizațion <i>(provide</i>	supporting d	ocumentation]			
Non-Profit Cemetery	Non-Profit Cemetery						
Library or Non-Profit Institution of Learning							
図 Museum							
Historic Preservation	i i i i i i i i i i i i i i i i i i i						
🛛 Park							
Playground							
🛛 🛛 Club, Scouts, or natio	nally-known helpful or	ganization [spec	:ify]:				
College Foundation o	r Alumni Association						
🛛 Recognized Farming	Association <i>[specify]</i> : _						
Veterans Association	or Auxiliary of same [s	pecify]:		····			
NOTE: A copy of your m	ost recent exempt IRS	tax return and/	or your latest	detailed financial s	tatements may be requ	ested.	
7. List the following info	ormation for all officers	who have the l	egal authority	to represent the o	rganization:		
NAME	TITLE	MAILING	ADDRESS	TELEPHONE NO	EMAIL ADDRE	SS	
John Adamson	chairman	1010 Sandy Strasburg	VA				
Sandra Dunkle	Chairmon- Elect	200 Sothe winchester 10027 Joh	by ct. , VA 12602				
James Gable	Treasurer	10027 Joh Hay- Upperville					
Deborah Ritenour	Secretary	267 W. C Strasburg	Queen St.				
	DE	CLARATION A	ND SIGNAT	URE			
complete, and correct t	r, executive officer, or oth sign. It is a misdemeanor (Code Va. Sec. 58.1-11) ear or affirm under penal to the best of my knowled by authorized in writing to	er person specific for any person to ty of perjury (1) th ge and belief, and sign this Applicat	ally authorized i willfully subscrib hat the informa I (2) that I am ti ion and represe	n writing by the trust be a return which is n tion herein and in an he owner or a membe ant the organization	, partnership, limited liabili ot believed to be true and c y attachment(s) hereto are er, partner, executive office during the tax exemption	ity correct e true, er, or	
Chisten Laise	Kristen L Print N	Mise	□ Owner <u>OR</u> _ ∯Å if Business, T	itle: <u>Execum</u> (e.g., President,	re Director 10/2 VP etc.) Date	14	
• ••• •••		* * * FOR OFFIC	EUSEONLY * *	F.#			
Date Received:	Copy sent to Rod Williams		Initials:	<u></u>			
					[Rev.	10/2014]	



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Each organization pursuant to design the Commissioner the Revenue shall November 15 on w	ation of the General Assembly shall file tr of the Revenue as a requirement for rete send notice of this requirement to each	iennially, commenci ention of the exemp such organization b cation shall show th	o designation of the Board of Supervisors or ng on November 15, 2014, an application with t status of the property. The Commissioner of by not later than September 15 preceding the e ownership and usage of such property, and etention of such exemption is sought.
***0	OMPLETE AS LEGALLY APPROPRIATE	PER THE DATE O	F THIS APPLICATION. * * *
Organization's Name:	Blue Ridge Host	pire Inc	
Organization's Federal	Employer Identification No. (EIN):		
Contact Name:	engl Ringer	Phone N	lumber: 5-10-536-5210
Contact Title: VP	of Finance + CFO # 405	A contract of the second se	ereblueridgehospice.org
Address: 33	3 W. Cork St Winc	hester l	1A 22601
Frederick County	86 Wincress Dr. Win		
Date Organization Beg	an or Will Begin Operating in Frederick	County:	1979
1. What is the organiza			
Blue Ridge H Families and to	bspice provides-quality support anyone in the comm	end of lu mily affected	by death duing of 1055.
	tion's federal tax designation (select one		
💢 501(c)(3) 🗆 50:	1(c)(4) 🗆 501(c)(6) 🗆 501(c)(7)	Other [specify]	/):
3. How is the organizat	on funded?		
Donations (4. What activities or ser	Community support ins	urance bill	k County and its citizens?
Blue Ridge Hospic	e provides quality end c anyone in the community	of life care	to individuals + their families
5. Provide a detailed list	t of all real property owned by the organitional sheet, if necessary).		
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
6418A	186 Wincrest Drive Winchester VA 22601	reased 2/209 purchase & 3/2013	bailing manipus for lingth

APPLI	CATION FO	R REAL P	ROPER	ΤΥ ΤΑΧ ΕΧΕ	MPTION
			GE 2		
6. Select the category of exe			······································		
Church or Religious Body o	or Religious Organi	zation [provid	e supporting a	documentation]	
Non-Profit Cemetery					
Library or Non-Profit Instit	ution of Learning				
Historic Preservation					
🖸 Park					
Playground					
🗀 Club, Scouts, or nationally	known helpful org	anization [spe	cify]:		<u></u>
College Foundation or Alux					
Recognized Farming Assoc	ia tion <i>[specify]</i> :		··	·····	
U Veterans Association or Au					
NOTE: A copy of your most re	ecent exempt IRS ta	ax return and/	or your latest	detailed financial s	tatements may be requested.
7. List the following informat				······································	
NAME	TITLE	MAILING	ADDRESS	TELEPHONE NO	. EMAIL ADDRESS
See all all					
See attached	Isting		·····		
				-	. **
		LARATION	and the second se		
If the real estate owner is a busine signed by a member, partner, exec	ss entity such as a tru utive officer, or othe	ust, partnership, r person specific	limited liability ally authorized	company, or corporation writing by the trust	tion, this Application must be
company, or corporation to sign. I	t is a misdemeanor fo	or any person to	willfully subscri	be a return which is n	ot believed to be true and correct
as to every material matter. (Code DECLARATION: I do swear or		y of perjury (1) t	hat the informa	ntion herein and in an	y attachment(s) hereto are true,
complete, and correct to the other person specifically auth	best of my knowledg	e and belief, and	<mark>i (2) that i am</mark> t	the owner or a memb	er, partner, executive officer, or
application process.					
(hill King >	('hory)S.	Kinzer	□ Owner <u>OR</u> □ If Business □	Title: Pof Fr (e.g., President,	anco (50 10/23/14
Siçnature 8	Print Ne	ame 0		(e.g., President,	VP etc.) Date
	*	* * FOR OFFIC	EUSEONLY *	**	
Date	Copy sent to			· · · • · · · · · · · · · · · · · · · ·	Disposition: Approved
Received:	Rod Williams o	n	Initials: _		
	· · · _ · · ·		·		[Rev. 10/2014]



Board of Directors 2014 - 2015

****** Executive Committee

** Chair	DELMERICO, Paul General Manager SpecialMade Goods & Services, Inc. 141 Marcel Drive Winchester, VA 22602	
**Vice Chair	KAPLAN, Mary Ann (Fundrais 116 Cora Lane Stephens City, VA 22655	
**Secretary	BERMAN, Bethanne 247 Laurel Grove Road Winchester, VA 22602	
**Treasurer	TRUBAN, Jared PO Box 267 Winchester, VA 22604	
**Immediate Past Chair	t MOWERY, Robert, CPA 5493 Main Street Stephens City, VA	
**At Large	**CALEY, George 223 Jeb Dr Winchester, VA 22602	
	 **SAYLES, Lynne (Finance Con First Vice President Wells Fargo Advisors, LLC 201 N Loudoun St. Winchester, VA 22601 	

**ZEBARTH, Helen 112 Shockey Circle Winchester, VA 22602

**CARNEVALE, Jr., Ernest J. President & CEO, Blue Ridge H 723 Galloway Dr. Leesburg, VA 20175

Directors

**CURRAN, Christopher (Board 487 Bell Lane Berryville, VA 22611

HARDESTY, John 517 Longmarsh Rd. Berryville, VA 22611

JACKSON, Mary Jo Box A Rectortown, VA 20140

THOMAS, Sherry 920 Breckinridge Lane Winchester, VA 22601

**YANG, Leonard, MD (Quality 1537 Dalton Place Winchester, VA 22601



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487

DATE:	11/14/14
	PPLICATION

www.fcva.us/cor • www.fcva.us/re

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

		OMPLETE AS LEGALLY APPROPRIATI	E PER TH	e date of this A	APPLICATION. * * *				
Organization's N	lame:	Cedar Creek Battlefield Foundation							
Organization's Fe	ederal I	Employer Identification No. (EIN):							
Contact Name:	Brian	S. Scheulen	Phone Number:	540.347.5144					
Contact Title:	Treas	urer	brianscheulen@comcast.net						
Mailing Address:	T I D () Rev 220 Middleteum VA 00245								
Frederick Coun Location Addres	· 184	37 Valley Pike, Middeltown, VA							
Date Organizati	ion Beg	an or Will Begin Operating in Frederick	County:	1988					
1. What is the or	ganizat	tion's purpose?							
preservation of Civ	vil War I	battlefields and education.							
2. What is the or	ganizat	ion's federal tax designation (select on	e):	<u> </u>					
■ 501(c)(3)	G 501	.(c)(4)		er [specify]:					
3. How is the org	anizati	on funded?			· · · · · · · · · · · · · · · · · · ·				
Donations and Civi	il War r	eenactments				<u> </u>			
4. What activities	s or ser	vices does the organization provide that	t enhanc	es Frederick County	y and its citizens?				
Living history educ	ation e	vents; walking trail self-guided history tou	rs.						
5. Provide a deta exemption <i>(attac</i>	iled list h addit	t of all real property owned by the orga ional sheet, if necessary):	nization f	or which it is seeki	ng a Frederick County tax	·			
MAP NO.		PROPERTY ADDRESS	DATE A	CQUIRED	USE OF PROPERTY				
		SEE ATTACHED LIST							
			1						

AP	PLIC	CATION FO	R REAL P	ROPERT	ΓΥ ΤΑΧ ΕΧΕΙ	MPTION		
		-		GE 2				- 1
6. Select the category of								
Church or Religious B		Religious Organi	ization <i>[provide</i>	supporting d	ocumentation]			
Non-Profit Cemetery								
Library or Non-Profit	institu	tion of Learning						
Historic Preservation								
Park								
D Playground								
Club, Scouts, or natio			ganization [spec	lfy]:				
College Foundation of								
Recognized Farming A								
Veterans Association	or Aux	iliary of same [s	pecify]:					
NOTE: A copy of your me	ost rec	ent exempt IRS t	ax return and/c	r your latest	detailed financial st	atements ma	y be requeste	ed.
7. List the following info	rmatio	n for <u>all</u> officers	who have the le	gal authority	to represent the o	ganization:		
NAME		TITLE	MAILING	DDRESS	TELEPHONE NO.	EMA	IL ADDRESS	
Tim Stowe	Presid	lent	P.O. Box 229 Middletown, V	A 22645				
Stan Hirschberg	Vice P	President	P.O. Box 229 Middletown, V	A 22645				_
Brian Scheulen	Treasu	urer	P.O. Box 229 Middletown, V	A 22645				
Sean Cadden	Secret	ary	P.O. Box 229 Middletown, V	A 22645				
		DE	CLARATION A	ND SIGNAT	TURE			
If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. I im Stowe Print Name Print Name Declaration Declaration Print Name Declaration Declaration Declaration Print Name Declaration D								
* * * FOR OFFICE USE ONLY * * *								
Date Received:		Copy sent to Rod Williams		initials:		Disposition:		

DENIED [Rev. 10/2014]

LANDS OWNED BY CEDAR CREEK BATTLEFIELD FOUNDATION FREDERICK COUNTY, VA 11/14/2014

Location	Tax Map #	Area (ac)	Address	Date Acquired	Use of Property
(reenactment area)	90 A 32A	95.86	no address (vacant)	1/2/1000	historic preservation
	91 A 28C	62.38	no address (vacant)	1/3/1990	historic preservation
(HQ and Parking area)	90 A 59A	12.06	no address (vacant)	8/10/2000	historic preservation
	90 A 55	3.21	8437 Valley Pike	3/27/1996	Foundation headquarters
VI Corps site	90 A 23A	32.07	no address (vacant)	7/25/2008	historic preservation
XIX Corps site (Trenches Property)	90 A 34	123.75	no address (vacant)	9/5/2000	historic preservation
VI Corps site	90 A 23B	4.54	no address (vacant)	7/31/2012	historic preservation



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 *Phone*: 540-665-5680 *Fax*: 540-667-6487



www.fcva.us/cor • www.fcva.us/re

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Each organization pursuant to design the Commissione the Revenue sha November 15 on	Il send notice of this requirement to each	iennially, commencing o ention of the exempt sta such organization by no cation shall show the ov	n November 15, 2014, an application with tus of the property. The Commissioner of ot later than September 15 preceding the vnership and usage of such property, and
***	COMPLETE AS LEGALLY APPROPRIAT		
Organization's Name	CIVIL WAR PRO	SERVATION	TRUST
Organization's Federa	Employer Identification No. (EIN):		
	thleen Rabertson	Phone Num	ber: 202-367-1861 27209
Contact Title: De	outy Director of Real Estate		ERTSON@CivilWAR.ORG
Malling {/ Address:	56 15th St NW S Washington DC	Suite 900 20008	
Frederick County Location Address:			
Date Organization B	egan or Will Begin Operating in Frederic	County: 1995	
1. What is the organiz	zation's purpose?		
The Ciril h dedicated as well as	lar Preservation Trus to the preservation educational program	t is America's C of America's C and her	a's largest non-profit rvil War battlefields, ritage tourism.
2. What is the organiz	ation's federal tax designation (select or	ie):	
💢 501(c)(3) 🗆 5	i01(c)(4)	□ Other [specify]:	
3. How is the organization	and the second		
MEMBER			· · · · · · · · · · · · · · · · · · ·
4. What activities or s	services does the organization provide th	at enhances Frederick C	ounty and its citizens?
Heritage to	ourism, open space a	nd histori	c And preservation
	list of all real property owned by the org ditional sheet, if necessary):	anization for which it is	seeking a Frederick County tax
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
84-A-7	2 294 Rienzi Knoll La Middletown VA	ne 4/27/12	historic preservation Farm / open space
84-4-1	294 Rienzi Knoll Lan Middletown VA	e 4/27/12	Farm/open space
(See	attached)		

AP	PLICATION FC	OR REAL PR		TAX EXEN	IPTION
6. Select the category of	of exemption under whi			k	
Church or Religious I	Body or Religious Organ	ization [provide s	upporting d	ocumentation]	
Non-Profit Cemetery		•			
Library or Non-Profit	t Institution of Learning				
Historic Preservation	ו				
Di Park					
D Playground					
Club, Scouts, or nation	onally-known helpful or	ganization [specij	fy]:		
College Foundation	or Alumni Association				
Recognized Farming	Association [specify]: _			····	
U Veterans Association	n or Auxiliary of same [s	pecify]:	<u>-</u>		_
NOTE: A copy of your m	nost recent exempt IRS	tax return and/or	vour latest	detailed financial sta	atements may be requested.
	ormation for all officers				
NAME	TITLE	MAILING A	and a star of	TELEPHONE NO.	I - William St. Monthly Supervised
OiJames		1156 15+	" 5+ NN	202-367-	JUGHTHIZER®
Lighthizer	President	1156 15+ Weshing 2	0005	1861	civil war. org
Ronald M.	Chief	1156 15+5 S Suite	+ NW	202-367-	RCOGSWEILE
Cogswell	Operating	Washing	ton D(1861	Civil War. org
	- Orricei		10005		
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94	DE	CLARATION A	ND SIGNAT	TURE	
signed by a member, partne company, or corporation to as to every material matter DECLARATION: 1 do su complete, and correct other person specifica	business entity such as a t er, executive officer, or oth o sign. It is a misdemeanor r. (Code Va. Sec. 58.1-11) wear or affirm under pena to the best of my knowled Ily authorized in writing to	rust, partnership, lin ner person specifica for any person to w Ity of perjury (1) the lge and belief, and o sign this Application	mited liability lly authorized <i>villfully subscri</i> at the informe (2) that I am to on and repres I Owner <u>OR</u> I f Business,	company, or corporati in writing by the trust, ibe a return which is no ation herein and in any the owner or a member ent the organization d Title: <u>Chies Ope</u> (e.g., President,	on, this Application must be partnership, limited liability t believed to be true and correct attachment(s) hereto are true, r, partner, executive officer, or uring the tax exemption wating Officer, <u>Joj16/17</u> VP etc.) Date
Date	Copy sent to		Initials: _		Disposition: APPROVED
Received:	Rod Williams	on			DENIED [Rev. 10/2014]

Tax Map	Property Address	Date Acquired	Use of Property		
1A03 147 1	4th and Commerce St	7/31/2014	open space		
1A03 147 2	4th and Commerce St	7/31/2014	open space		
1A03 147 3	4th and Commerce St	7/31/2014	open space		
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1A03 147 6	4th and Commerce St	7/31/2014	open space		
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WINCHESTER-FREDERICK COUNTY CONSERVATION CLUB, Inc. Eric Heflin, President 1061 McDonald Road, Winchester, VA 22602

9 November 2014

Frederick County, Virginia Office of Commissioner of the Revenue P.O. Box 552 Winchester, VA 22604-0552

Attn: Ms. Ellen E. Murphy, Commissioner

Subj: Property exempted from taxation by designation

Ref: Your ltr of October 9, 2014

Encl: Application For Real Property Tax Exemption (Rev. 10/2014), No Form Number

Dear Ms. Murphy:

In accordance with referenced letter, enclosure (1) is hereby submitted this date for Winchester-Frederick County Conservation Club, Inc., EIN:

If I may be of further assistance please feel free to contact me directly.

Sincerely,

Termant

Mac Tlumach Treasurer, WFCCC 733 Old Bethel Church Road Winchester, VA 22603 Ph. No. 540-664-2350©

1 CONTINUED PROTECTION, CONSERVATION & DEVELOPMENT OF OUR NATURAL RESOURCES, BUILDING GAME FOOD PLOTS. # 5 CONTINUED

MAP NO.	PROPERTY ADDRESS	DATE ACQ'D UDE OF PROPERTY
29 A 37B	WINCHESTER, VA	12 NOV 1993 FORESTRY / OPEN LAND
29 A .43B		26 OCT 1994
19 A 81A		15 DET 1998
19 A 53A		15 OCT 1998
19 A 27		10 501 2002
19 A 51	V	20 201 2011

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6. Select the category	ofexer	aption under				****
Church or Religious		· · · · · · · · · · · · · · · · · · ·				
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Library or Non-Prof	•	ution of Loom	ling			
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Historic Preservation						
Park	PT1					
Playground						
Club, Scouts, or nat	ionalke	known holnfi	d organization for	att I		
College Foundation				:ujyj:	· · · · · · · · · · · · · · · · · · ·	
Recognized Farming						
Veterans Associatio	-				······	
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7. List the following in NAME	(oma):	and the second second	The other days of the local da		THE REAL PROPERTY AND A	
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MAC .	+1-		7330128			
TLUMACH	12	SABURER	WINCHEST	22603		
RICHARD	6		2962 MiD	DIETO		
BANKOVICH	ØE	LAETARY	WINCHEST	ER VA		
			DECLARATION	AND SIGNATU	DE	1
f the real estate owner is a	busines					tion, this Application must be
signed by a member, partn	er, exec	itive officer, or	other person specific	ally authorized in v	writing by the trust	t. partnership, limited liability
os to every material matte	r. (Code [:]	Va. Sec. 58.1-11	L)			ot believed to be true and correct
DECLARATION: 1 do se complete, and correct	wear or (to the b	affirm under pe est of my know	enalty of perjury (1) t	hat the information of (2) that I am the	on herein and in an	y attachment(s) hereto are true, er, partner, executive officer, or
other person specifica application process.	lly autho	orized in writin	g to sign this Applica	tion and represent	the organization	er, partner, executive officer, or during the tax exemption
opplication process.	- 1	Ln-	~	Owner <u>OR</u> ,		
Signature		Ħ.[1]. [L	-UMALH int Name	II If Business, Title	(e.g., President,	
	<u> </u>				(o.g., i rociooni,	
			*** FOR OFFIC	E USE ONLY * * *		
Date Received:		Copy sent Rod Willia		Initials:		Disposition: C Approved

[[]Rev. 10/2014]

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		www.fcva.us/cor	www.fcva.us/re		
	PLICATION F cation must be com		ts seeking to mail	ntain their existing	
pursuant to design the Commissioner the Revenue shall November 15 on w such other informat	which owns real pro ation of the General A of the Revenue as a send notice of this re hich such application ion as the entity deen	perty exempt from (ssembly shall file the requirement for rete quirement to each is due. Such applic ns desirable, for the p	annially, commencin ntion of the exempt such organization b ation shall show the property for which re	ng on November 15, status of the prope y not later than Sec e ownership and use stention of such exer	
	OMPLETE AS LEGA	LLY APPROPRIATE	PER THE DATE O	F THIS APPLICATION	on.***
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Contact Name	Sha V. Sre	vens		mper 540	327 - 7403
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	it Institution of Learning			
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		LARATION AND SIGN	nee jaaren er	
he real estate owner is a ned by a member, partne	Dusiness entity such as a true.	ust, partnership, limited liab	lity company, or corp	pration, this Application must be rust, partnership, limited liability
mpany, or corporation to	sign. It is a misdemeanor fo	or any person to willfully sub	scribe a return which	is not believed to be true and correct
to every material matter DECLARATION: 1 do su	vear or affirm under penalty	y of perjury (1) that the info	rmation herein and in	any attachment(s) hereto ore true,
complete, and correct t	to the best of my knowledg	e and belief, and (2) that I a	m the owner or a me	mber, portner, executive officer, or on during the tax exemption
application process.	y and one of the officing to a	ιγα ταν κρρητατισά απά τερ	resent the organizati 	on during the tax exemption
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Signature	Print No	ame		ant, VP etc.) Date
	Copy sent to			Disserbler
ceived:	Rod Williams or	n Initiak	s:	Disposition: APPROVED
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FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re

DA	ATE:
	FILE APPLICATION
	TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.
* * * COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. * * *
Organization's Name: FORT COLLIER CIVIL WAR CENTER INC
Organization's Federal Employer Identification No. (EIN):
Contact Name: Katkerine Solenbergen Phone Number: 340 323-0221
contact Title: President Email: KSWBntelos.net
Mailing Address: 1454 Apple Pie Ridy Rd WINCHester UKTIEG3
Frederick County Location Address: 922 Martinsburg Dike
Date Organization Began or Will Begin Operating in Frederick County: 2000
1. What is the organization's purpose?
FURTCOTTIET CIVIT War Center Is established to provide Cirel
Was Education + Queservation of Civil Was resources in
2. What is the organization's federal tax designation (select one): The Windlistel Fruit Co Arra
501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other [specify]:
3. How is the organization funded?
Fort Collier is funded through membership Contribution
4. What activities or services does the organization provide that enhances Frederick County and its citizens? I rentered in the provide that enhances Frederick County and its citizens? I rented in the provide
Fort Collier is actively providing acress + proservation to the
5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):
MAP NO. PROPERTY ADDRESS DATE ACQUIRED USE OF PROPERTY
54-A-816- 922 Machinsburg Pike 2001 historical publication

APF	LICATION FC	OR REAL PI	ROPERT	Y TAX EXE	IPTION	
		PAG	E 2			
6. Select the category of	exemption under whi	ich your organizat	tion qualifies	*		
Church or Religious Bo	dy or Religious Organ	ization <i>[provide</i> :	supporting de	ocumentation]		
Non-Profit Cemetery						
🗆 Library or Non-Profit In	nstitution of Learning					
Museum						
Historic Preservation						
🛛 Park						
Playground						
🛛 🗆 Club, Scouts, or nation	ally-known helpful or	ganization [speci	fy]:			
College Foundation or	Alumni Association					
🛛 Recognized Farming As	ssociation [specify]: _			<u>.,,.,.</u>	<u> </u>	
Veterans Association of Control of Contro	or Auxiliary of same [s	pecify]:		···· ·· · · · · · · · · · · · · · · ·		
NOTE: A copy of your mo	st recent exempt IRS	tax return and/o	your latest	detailed financial st	atements may	be requested.
7. List the following infor	mation for all officers	who have the le	al authority	to represent the o	rganization:	
NAME	TITLE	MAILING A	DDRESS	TELEPHONE NO.	EMAIL	ADDRESS
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If the real estate owner is a busined by a member, partner, company, or corporation to si as to every material matter. (In DECLARATION: 1 do swe complete, and correct to other person specifically application process.	, executive officer, or oth ign. <i>It is α misdemeanor</i> Code Va. Sec. 58.1-11) ar or affirm under pena the best of my knowled	ner person specifica for any person to w ity of perjury (1) th ige and belief, and o sign this Applicati Warne	Ily authorized <i>illfully subscrit</i> <i>at the informa</i> <i>(2) that I am t</i> <i>on and represe</i> <i>Owner <u>OR</u> <i>If Business, T</i></i>	in writing by the trust be a return which is no ntion herein and in an he owner or a membe ent the organization of Title: <u>PJJSI JJ</u> (e.g., President,	, partnership, limi ot believed to be t y attachment(s) h e r, partner, execu	ited liability rue and correct nereto are true, tive officer, o r
		* * * FOR OFFICE	USE ONLY *	**		
Date Received:	Copy sent to Rod Williams		Initials: _	· .		
					<u> </u>	[Rev. 10/2014]



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487

www.fcva.us/cor • www.fcva.us/re

DATE:

FILE APPLICATION TRIENNIALLY

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors of pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, an such other information as the entity deems desirable, for the property for which retention of such exemption is sought.
COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. * * *
Organization's Name: Kernstown Battlefield Association, Inc.
Organization's Federal Employer Identification No. (EIN):
Contact Name: Gary Grawford Phone Number: 540-869-2896
contact Title: President Email: gcrawford@kernstownbattle.or
Address: P.O. Box 1327, Winchester, VA 22603
Frederick County Location Address: 2877 Middle Road, Winchester, VA 22602
Date Organization Began or Will Begin Operating in Frederick County: 2000
1. What is the organization's purpose?
To preserve, protect and present the Kernstown Battlefield
(Artichard-Grim farm) To current and all future generations.
2. What is the organization's federal tax designation (select one):
501(c)(3) □ 501(c)(4) □ 501(c)(6) □ 501(c)(7) □ Other [specify]:
3. How is the organization funded?
Donations and membership dues,
4. What activities or services does the organization provide that enhances Frederick County and its citizens?
Provides regular free access for The public To explore The STIP of Three Significant Civil War battles. Also provides Venue for School Cross-Country
5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax
exemption (attach additional sheet, if necessary):
MAP NO. PROPERTY ADDRESS DATE ACQUIRED USE OF PROPERTY
63 A GA 2877 Middle Rd. Winch. 14 2000 HISTORIC Preservation,
63 A 7A " 2000 Gattle grazing, Hay.
63 A 18 " " 2000
63 A 18 A - Z000
63 A 188 - 2000
63 A 18D - 2000

APPLI	CATION FO		ROPERT	ΓΥ ΤΑΧ ΕΧΕ	EMPTION
6. Select the category of exer	nption under whic	h your organiz	ation qualifies	SI .	
Church or Religious Body of	or Religious Organi	zation [provide	e supporting d	locumentation]	
🛛 Non-Profit Cemetery					
🗇 Library or Non-Profit Instit	ution of Learning				
🛛 Museum					
Historic Preservation					
🗆 Park					
Playground					
🗆 Club, Scouts, or nationally-	known helpful org	anization [spe	cify):	·	
College Foundation or Alur	nni Association				
Recognized Farming Associ	iation [specify]:				
Veterans Association or Au	xiliary of same [sp	ecify]:			
NOTE: A copy of your most re	cent exempt IRS ta	ax return and/	or your latest	detailed financial	statements may be requested.
7. List the following informat					
NAME	TITLE	MAILING	ADDRESS	TELEPHONE NO	D. EMAIL ADDRESS
Crawford, Gary P. Bwers, Dr. David View	resident	195 Minel Middlere	wn, VA 22645		
Powers, Dr. David Viel	e President	1389 App Ridge Winchess	Red. Red. ZZE03		
Vaughn, Steven Tra		22	2602		
Hagan, Dr Charles S	ecretary	199 Cante Winchest Z	Er Court Ter, VA 2602		
	DEC	LARATION	AND SIGNAT	URE	
	utive officer, or othe t is a misdemeanor fa Va: Sec. 58.1-11) affirm under penalty pest of my knowledg	r person specific or any person to of perjury (1) ti e and belief, and ign this Applicat	ally authorized i wiilfully subscrib hat the informa i (2) that I am ti	in writing by the trus be a return which is r tion herein and in an he owner or a memb ent the organization	st, partnership, limited liability not believed to be true and correct any attachment(s) hereto are true, ber, partner, executive officer, or a during the tax exemption
	ne de proef e	* * FOR OFFIC	EUSEONLY * *	**	······································
Date Received:	Copy sent to Rod Williams o	n	Initiais:		Disposition: Approved Denied [Rev. 10/201



FREDERICK COUNTY, VIRGINIA

Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487



www.fcva.us/cor • www.fcva.us/re

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

pursuant to designat the Commissioner of the Revenue shall s November 15 on wh	which owns real property exempt from to tion of the General Assembly shall file trie of the Revenue as a requirement for reter send notice of this requirement to each s	nnially, commencing ation of the exempt such organization by ation shall show the	designation of the Board of Supervisors or g on November 15, 2014, an application with status of the property. The Commissioner of not later than September 15 preceding the ownership and usage of such property, and tention of such exemption is sought.
	DMPLETE AS LEGALLY APPROPRIATE	PER THE DATE OF	THIS APPLICATION. * * *
Organization's Name:	Leary Educational T	Foundation	i, Inc
Organization's Federal E	mployer Identification No. (EIN):		
Contact Name: Rb	bie Morchant	Phone Nu	imber: 540-888-3456
Contact Title: Dires	tor of Financial Services	Email: Morc	hant @ trschool.org
Malling Address: POF	3 3160 Winchester	VA 2260	4
Frederick County Location Address:	163 New Hope Rd	cross Ju	unction, VA 22624
	an or Will Begin Operating in Frederick (969
1. What is the organizat	ion's purpose?		
Residential Sc	bool suring 11-22 yes	wolds with	ha history of
Service emot	tool suring 11-22 yes	ions diffic	withes.
	ion's federal tax designation (select one		
🕱 501(c)(3) 🗆 501	.(c)(4)	Other [specify]	7:
3. How is the organization			
Virginia CSA	Virginia Reblic Schools, We	st Virginia D	HAR+ DOE, Medicaid, Dorothing
4. What activities or ser	vices does the organization provide that	enhances Frederic	k County and its citizens?
Mental health	, a educating traibled	h youth	
5. Provide a detailed list	of all real property owned by the organional sheet, if necessary):		is seeking a Frederick County tax
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
06 A 18	1463 New Hope RJ Crossilint	7/6/94	CAMPUS - Residential School
IL A 36	ц	4/17/00	CAMPUS - Residential School
06 A 17	1340 New Hope Rol Criss Jun VA 2262	1/25/2005	CAMPUS - Residential Schol
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	

AP	PLICATION FO	R REAL PROPER	RTY TAX EXE	MPTION .	
6. Select the category o	f exemption under which	h your organization qualif	les:		
		ation (provide supporting		·····	
Non-Profit Cemetery			-		
🕺 Library or Non-Profit					
Historic Preservation					
🛛 Park					
Playground					
	nally-known helpful org	anization <i>[specify]</i> :			
College Foundation o	r Alumni Association				
Recognized Farming /	Association [specify]:				
Veterans Association	or Auxiliary of same [sp	ecify]:			
NOTE: A copy of your m	ost recent exempt IRS ta	x return and/or your late	st detailed financial s	tatements may be requested.	
7. List the following info	ermation for <u>all</u> officers v	who have the legal author	ity to represent the o	rganization:	
NAME	TITLE	MAILING ADDRESS	TELEPHONE NO	EMAIL ADDRESS	
TROY GLEMBOT	CHAVEMAN OF BOARD	708360 Winchesher UA 	540 885-34	156	
PATRICIA TRALLOR	VICE CHANE	. 22604	~ ~ ~		
Pennis McLoy-lin	secretar . / Trasa	ix.			
Idon Lemenna	Executive Diretor		<u> </u>		
	DECLARATION AND SIGNATURE				
If the real estate owner is a l		(I)) Million (International Contraction of the Cont		tion, this Application must be	
				t, partnership, limited liability ot believed to be true and correct	
as to every material matter.	(Code Va. Sec. 58.1-11)				
complete, and correct t	o the best of my knowledg	e and belief, and (2) that I ai	m the owner or a memb	y attachment(s) hereto are true , er, partner, executive officer, or	
other person specificall	y authorized in writing to s	ign this Application and rep	resent the organization	during the tax exemption	
(La borney		D Owner Q	R Frankler (Describer 10/15 (2014	
Signature	Print Na	me	s, Title: Erccutic D (e.g., President,	VP etc.) Date	
<u>/</u>	······································				
	<u> </u>	* * FOR OFFICE USE ONLY			
Date Received:	Copy sent to Rod Williams o	n Initials	:	Disposition: Approved	
				[Rev. 10/2014]	



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy. Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re

DATE: 10/5/14	
FILE APPLICATION TRIENNIALLY	

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Each organiza pursuant to de the Commissio the Revenue s November 15	y Code Section 155-153(B): ation which owns real property exempt from esignation of the General Assembly shall file ioner of the Revenue as a requirement for re- shall send notice of this requirement to each on which such application is due. Such app	triennially, commencing on N atention of the exempt status h such organization by not la lication shall show the owner	ovember 15, 2014, an application with of the property. The Commissioner of ter than September 15 preceding the ship and usage of such property, and
1	ormation as the entity deems desirable, for th		the second s
	* * COMPLETE AS LEGALLY APPROPRIA	TE PER THE DATE OF THIS	Application. * * *
Organization's Na	ame: The Nature C	or Servancy	
Organization's Fed	deral Employer Identification No. (EIN):		
Contact Name:	Sam G. Lindblom	Phone Number:	434-951-0580
	Director of Land Mont	Email: Slindla	m@trc.org
	490 Westfield Road		
Erederick County			
And the second s	on Began or Will Begin Operating in Frederic	· · · · · · · · · · · · · · · · · · ·	
1. What is the orga	anization's purpose?		
Nature P	reservation, Natural .	area managem	t
2. What is the orga	anization's federal tax designation (select o	ne):	
,⊠ 501(c)(3) □	□ 501(c)(4) □ 501(c)(6) □ 501(c)(7)	□ Other [specify]:	
3. How is the organ	nization funded?		
Private fo	undraising Non-profi	+	
4. What activities of	or services does the organization provide th	hat enhances Frederick Coun	ty and its citizens?
This propert	ty is monaged for TN in maintains many mil	c by the Potos	nac Appalachian Trail trails in the country
5. Provide a detaile	ed list of all real property owned by the org additional sheet, if necessary):	ganization for which it is see	ding a Frederick County tax
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
<u> </u>			
	<u> </u>		

APPLIC			IPTION
6. Select the category of exemp	PAG		
 G. Select the category or exemp Church or Religious Body or F 			
	cengious Organization (provide s	upporting documentations	
Non-Profit Cemetery			
Library or Non-Profit Instituti	ion of Learning		
Museum			
Historic Preservation			
🗶 Park			
Playground			
Club, Scouts, or nationally-kn	nown helpful organization (speci	ify]:	
College Foundation or Alumn			
Veterans Association or Auxi	liary of same [specify]:		
NOTE: A copy of your most rece	ent exempt IRS tax return and/o	r your latest detailed financial st	atements may be requested.
7. List the following information	n for <u>all</u> officers who have the le	gal authority to represent the o	ganization:
NAME	TITLE MAILING	ADDRESS TELEPHONE NO.	
Same as conta	et info on first	page	
		3	
		AND SIGNATURE	
signed by a member, partner, execut company, or corporation to sign. It as to every material matter. (Code V DECLARATION: I do swear or a complete, and correct to the bu	itive officer, or other person specific is a misdemeanor for any person to /a. Sec. 58.1-11) iffirm under penaity of perjury (1) t est of my knowledge and belief, and prized in writing to sign this Applica	limited liability company, or corpora ally authorized in writing by the trus willfully subscribe a return which is n hat the information herein and in an d (2) that I am the owner or a memb tion and represent the organization	c, partnership, influed hability ot believed to be true and correct any attachment(s) hereto are true, er, partner, executive officer, or during the tax exemption
Signature	Sam Lindblom Print Name	□ Owner <u>QR</u> _□ If Business, Title: <u>Dtr. of L</u> (e.g., President	VPetc.) Dete
	* * * FOR OFFIC	E USE ONLY * * *	
Date	Copy sent to		Disposition: APPROVED
Received:	Rod Williams on	Initials:	
			[Rev. 10/2014



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487

DATE: 2014 FILE APPLICATION TRIENNEALLY

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APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Each organization pursuant to design the Commissioner the Revenue shall November 15 on w	ation of the General Assembly shall file tr of the Revenue as a requirement for reto send notice of this requirement to each	iennially, commenci ention of the exemp such organization l cation shall show th	o designation of the Board of Supervisors or ing on November 15, 2014, an application with t status of the property. The Commissioner of by not later than September 15 preceding the e ownership and usage of such property, and etention of such exemption is sought.
* * * C	OMPLETE AS LEGALLY APPROPRIATI	PER THE DATE O	F THIS APPLICATION. * * *
Organization's Name:	NW Norks, Jm		
Organization's Federal	Employer Identification No. (EIN):		
Contact Name: J	Ohn Brauer	Phone N	lumber: 545-313-9408
Contact Title:	220		ravere numori. Con
Mailing Address:	3085 Shawree 7		
Frederick County Location Address:	Shady Elm, Mar	#54-A-81	D
Date Organization Beg	an or Will Begin Operating in Frederick	County: 19=	10
1. What is the organizat	tion's purpose?		
TO ASSI	st Individual with	Lisabilitu.	to Select Secure and
Sustan	Valued engloyment .	me trainin	7.
the second se	tion's federal tax designation (select one		
501(c)(3) 🗆 501		Other (specify)	d:
3. How is the organizati			
Medicaid.	Dept on Rehabditch,	grate bu	Runter Incom
4. What activities or ser	vices does the organization provide that	t enhances Frederic	k County and its citizens?
pronding p	and when and training to re also allows parents	Individue	es with discollings the
5. Provide a detailed list	of all real property owned by the organional sheet, if necessary):		
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
54-A-81D	Shady Ely RD	alno	Currenty Not 1= Use. Hepeto sell to the for-protor entry.
			the four-protor eaching.
		·	

	PLICATION FOR	R REAL PROPER PAGE 2	IT TAX EXEM	PHON
6. Select the category of	of exemption under which	h your organization qualifie		
Church or Religious	Body or Religious Organiz	ation <i>[provide supporting d</i>	locumentation]	
Non-Profit Cemetery	v	ŝ		
🖞 Library or Non-Profit	t Institution of Learning			
/ Museum				
Historic Preservation	n			
🗅 Park				
Playground				
Club, Scouts, or national club, Scouts,	onally-known helpful orga	anization <i>[specify]</i> :		
College Foundation	or Alumni Association			
Recognized Farming	Association [specify]:			
Veterans Association		ecify]:		
	,	x return and/or your latest		itements may be requeste
		vho have the legal authorit		
NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	
See altal	0			
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	DEC	LARATION AND SIGNA	TURE	
	business entity such as a tru	ist, partnership, limited liability	y company, or corporation	
igned by a member, partn	business entity such as a tru er, executive officer, or other	ist, partnership, limited liability r person specifically authorized	y company, or corporation d in writing by the trust,	partnership, limited liability
igned by a member, partn ompany, or corporation to s to every material matter	a business entity such as a tru ler, executive officer, or other o sign. <i>It is a misdemeanor fo</i> r. (Code Va. Sec. 58.1-11)	ist, partnership, limited liability r person specifically authorized or any person to willfully subsci	y company, or corporation d in writing by the trust, ribe a return which is not	partnership, limited liability believed to be true and corre
igned by a member, partn ompany, or corporation to is to every material matter DECLARATION: 1 do su	a business entity such as a tru ler, executive officer, or other o sign. <i>It is a misdemeanor fo</i> r. (Code Va. Sec. 58.1-11) <i>wear or affirm under penalty</i>	ist, partnership, limited liability r person specifically authorized or any person to willfully subsci y of perjury (1) that the inform	y company, or corporation d in writing by the trust, ribe a return which is not mation herein and in any	parthership; limited liability t believed to be true and corre attachment(s) hereto are tru
igned by a member, partn ompany, or corporation to is to every material matter DECLARATION: I do su complete, and correct other person specifica	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	ist, partnership, limited liability r person specifically authorized or any person to willfully subsci	y company, or corporation d in writing by the trust, ribe a return which is not nation herein and in any the owner or a member	parthership, limited liability believed to be true and corre attachment(s) hereto are tru , partner, executive officer, o
igned by a member, partn ompany, or corporation to is to every material matter DECLARATION: 1 do su complete, pgd correct	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	ist, partnership, limited liability r person specifically authorized or any person to willfully subscr y of perjury (1) that the inform e and belief, and (2) that I am ign this Application and repre	y company, or corporation d in writing by the trust, ribe a return which is not mation herein and in any the owner or a member sent the organization de	partnership, limited liability believed to be true and corre attachment(s) hereto are tru r, partner, executive officer, o uring the tax exemption
igned by a member, partn ompany, or corporation to is to every material matter DECLARATION: I do su complete, and correct other person specifica	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	ist, partnership, limited liability r person specifically authorized or any person to willfully subscr y of perjury (1) that the inform e and belief, and (2) that I am ign this Application and repre	y company, or corporation d in writing by the trust, ribe a return which is not mation herein and in any the owner or a member sent the organization de	partnership, limited liability believed to be true and corre attachment(s) hereto are tru r, partner, executive officer, o uring the tax exemption
igned by a member, partn ompany, or corporation to s to every material matter DECLARATION: 1 do su complete, and correct other person specifica	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	ist, partnership, limited liability r person specifically authorized or any person to willfully subscr y of perjury (1) that the inform e and belief, and (2) that I am ign this Application and repre	y company, or corporation d in writing by the trust, ribe a return which is not mation herein and in any the owner or a member sent the organization do	partnership, limited liability believed to be true and corre attachment(s) hereto are tru r, partner, executive officer, o uring the tax exemption
igned by a member, partn ompany, or corporation to s to every material matter DECLARATION: I do so complete, and correct other person specifica application process.	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	Ist, partnership, limited liability r person specifically authorized or any person to willfully subscr y of perjury (1) that the inform e and belief, and (2) that I am lign this Application and repre	y company, or corporation d in writing by the trust, ribe a return which is not nation herein and in any the owner or a member sent the organization du Title: (e.g., President, N	partnership, limited liability believed to be true and corre attachment(s) hereto are tru r, partner, executive officer, o uring the tax exemption
igned by a member, partn ompany, or corporation to s to every material matter DECLARATION: I do so complete, and correct other person specifica application process.	a business entity such as a tru ler, executive officer, or other o sign. It is a misdemeanor for r. (Code Va. Sec. 58.1-11) wear or affirm under penalty t to the best of my knowledge	ist, partnership, limited liability r person specifically authorized or any person to willfully subscr y of perjury (1) that the inform e and belief, and (2) that I am ign this Application and repre	y company, or corporation d in writing by the trust, ribe a return which is not nation herein and in any the owner or a member sent the organization du Title: (e.g., President, N	partnership, limited liability believed to be true and corre- attachment(s) hereto are tru r, partner, executive officer, o uring the tax exemption



Board of Directors July 1, 2014 – June 30, 2015

Officers:

President Andrea Koenker 500 Jefferson Street Winchester, VA 22601



Vice President Jason Aikens 382 Creola Drive Winchester, VA 22603

<u>Secretary</u> Joe Graber 37388 Hunt Valley Lane Purcellville, Virginia 20132

<u>Treasurer</u> Ellen Mason 512 Courtfield Avenue Winchester, VA 22601

Members:

Fred Anderson 160 Darby Drive Winchester, VA 22602

Douglas Butler 646 Ewell Street Winchester, VA 22601

Toni Cary 113 Berkshire Circle Winchester, VA 22601

C. Bruce Dawson 1833 Handley Avenue Winchester, VA 22601

Pat Dawson 1833 Handley Avenue Winchester, VA 22601

Amy B. Fox 20209 St. Louis Road Purcellville, VA 20132

Ben Hallam 1586 Jordan Springs Road Stephenson, VA 22656

Rick Hardy 73 Niblick Court Martinsburg, WV 25405

Lawrence (Larry) Kelly 313 Clydesdale Drive Stephens City, VA 22655

Kelly Kremer 827 Armistead Street Winchester, VA 22601

Rick Learn 221 Darby Drive Winchester,VA 22602

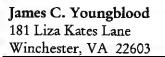
Stephen Maclin 46 S. Loudoun Street Winchester, VA 22601

H. Paige Manuel 118 Armstrong Place Winchester, VA 22602

Lisa Rutherford First Bank 112 W. King Street Strasburg, VA 22657



Tom Tarrant 1633 Van Couver Street Winchester, VA 22601



Staff Contact:

John Brauer, CEO

540-313-9408 (Work) 540-722-4710 (Fax) Email: jbrauer@nwworks.com

Glenda Anderson, Executive Director

540-313-9407 (Work) 540-722-4710 (Fax) Email: ganderson@nwworks.com

Betsey Anderson, Director of Administration

540-313-9406 (Work) 540-722-4710 (Fax) Email: <u>banderson@nwworks.com</u>

Scott Dawson, Director of Business Enterprises

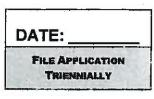
540-313-9403 (Work) 540-722-4710 (Fax) Email: <u>sdawson@nwworks.com</u>

Luana Murray, Director of Finance

540-313-9414 (Work) 540-722-4710 Email: lmurray@nwworks.com



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.
* * * COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. * * *
Organization's Name: Project HORE-The Reople-to-People Health Foundation, Inc.
Organization's Federal Employer Identification No. (EIN): 53-0242942
Contact Name: Donald M. Hill Phone Number: 540-837-2100
contact Title: Vice President and CFO Email: dhill@projecthope.org
Mailing Address: P.O. Box 250 millwood, VA 22446
Frederick County Location Address: 402 Bufflick Road, 2000 Millwood, VA 20446
Date Organization Began or Will Begin Operating in Frederick County:
1. What is the organization's purpose?
to provide health education/humanitarian assistance.
2. What is the organization's federal tax designation (select one):
□ 501(c)(3) □ 501(c)(4) □ 501(c)(6) □ 501(c)(7) □ Other [specify]:
3. How is the organization funded?
distations
4. What activities or services does the organization provide that enhances Frederick County and its citizens?
5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):
MAP NO. PROPERTY ADDRESS DATE ACQUIRED USE OF PROPERTY
64 A 40C 402 Bufflick Road 4-3-1987 warehouse/dist. ctr.

AP	PLICATION F		ROPER	ΤΥ ΤΑΧ ΕΧΕ	MPTION
6. Select the category o	f exemption under w	annes		st	
Church or Religious E	·······			· · · · · · · · · · · · · · · · · · ·	
D Non-Profit Cemetery				-	
Library or Non-Profit	Institution of Learnin	g			
🛛 Museum		-			
Historic Preservation	I				
🛛 Park					
Playground					
Club, Scouts, or natio	nally-known helpful o	organization [spe	ity: free	+ HOPE -:	mil / teatth
College Foundation o					
Recognized Farming	Associ ation [specify]: _		. .	. , 	_
Veterans Association	or Auxiliary of same [specify]:		• ··· • • • • • • • • • • • • • • • • •	
NOTE: A copy of your m	ost recent exempt IRS	tax return and/	or your latest	detailed financial s	tatements may be requested.
7. List the following info					
NAME	TITLE	MAILING	ADDRESS	TELEPHONE NO	EMAIL ADDRESS
John P. Howe II, M.D.	President and CEO	P.D. 1300 Millwood	250 NA 122646	540-837- 2100	5 rodgers@project nope.org
Donald m. Hill	V.P. and CFO	P.O. Box of Millwood	50	540-837- 21 00	ssantini & projecthopeorg
	DI	ECLARATION A	ND SIGNAT	TIDE	
company, or corporation to s as to every material matter. DECLARATION: I do sw complete, and correct to	ousiness entity such as a f r, executive officer, or otl sign. <i>It is a misdemeanor</i> (Code Va. Sec. 58.1-11) <i>ear or affirm under pena</i>	trust, partnership, her person specific for any person to ity of perjury (1) th lge and belief, and	imited liability ally authorized willfully subscrib at the informa (2) that I am t ion and represe Owner OR	company, or corporat in writing by the trust be a return which is no ttion herein and in an the owner or a membe	, partnership, limited liability ot believed to be true and correct y attachment(s) hereto are true, er, partner, executive officer, or during the tax exemption
		* * * FOR OFFICI	USE ONLY *	**	
Date Received:	Copy sent to Rod Williams	on	Initials:	· · · · · · · · · · · · · · · · · · ·	Disposition: C Approved

-		
[Rov	10/2014	Ł
TIVEA'	10/2014	



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487



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APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought. *** COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. ***

in the second	100	A MARTINE AND		C. A. A. A. C. C. A. A. C. C. C.	
Organization's N	ame:	Shenandoah Valley Con	nmunity 1	Lesidences, I	Enc.
Organization's Fe	deral E	mployer Identification No. (EIN):			
Contact Name:	Ral	ph Combs, Jr.		Phone Number:	(540) 536-0337
Contact Title: Executive Director Ema		Email:	: ralph combs @ svcr.org		
Mailing Address:	301	N. Cameron St., Suite 1	os, Winc	hester VA za	2601
Frederick Coun Location Addres		#5 (below)			
Date Organizati	on Beg	an or Will Begin Operating in Frede	erick County:	1995	
1. What is the or			a harden	Lange and	Service of the service of the
Commonwealt	th by	operating community in for adults with men	ntegrated	residential s	sabled citizens of the ettings and associated
		tion's federal tax designation (selec			
₩ 501(c)(3)	50	L(c)(4) 🗆 501(c)(6) 🗆 501(c)	(7) 🗆 Oth	ner <i>[specify]</i> :	
3. How is the org	anizəti	on funded?		Chine In Project	
79% Medica	'd, 3	% State, 11% client +	Fees, 7%	contribution	s + investment income
4. What activities	s or ser	vices does the organization provid	e that enhanc	es Frederick Count	y and its citizens?
Intellectur	ally of	disabled citizens are b meet their needs con	neing serv	ed in the mo- with their c	st integrated settings hoice -

5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):

MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROPERTY
65H 1ZA 108	123 Wickham Terrace	3-15-2010	Virginia DBHDS-licensed group home for 8 adult women.
54N 22 32	100 Fortress Drive	7-28-2004	Virginia DBHDS-licensed group home for 6 adult men.

AP	PLICATION FO	OR REAL PR PAG		TAX EXEN	IPTION
6. Select the category of	exemption under wh				
Church or Religious B					
D Non-Profit Cemetery					
🗆 Library or Non-Profit	Institution of Learning	50	(c (3)		
🗆 Museum	1991 5	ission Gen	-	bly of Vi	rginia
Historic Preservation		常期59 1 3 1	the second		650.684
🗆 Park		<i>载</i> 期58.1~365	(see a	(Hached)	
🛱 Playground			C = -		
🗆 Club, Scouts, or nation	nally-known helpful o	rganization [specif]	v]:		
College Foundation or	Alumni Association				
Recognized Farming A	ssociation [specify]: _			·····	
Veterans Association	or Auxiliary of same [
NOTE: A copy of your mo	ost recent exempt IRS	tax return and/or	vour latest deta	iled financial sta	tements may be requested.
					anization:
NAME	TITLE	MAILING AL	DRESS TE	LEPHONE NO.	EMAIL ADDRESS
Ellen E. Murphy	President	40 SVCR, 301 N. Camer Suite 103 Windester V	n St. (54	i)665-5681	emurphyefcva.us
				, ð	
				T 0	
			nu star - control -	2	
as to every material matter. (DECLARATION: <i>i do sw</i> e	usiness entity such as a t , executive officer, or oth ign. It is a misdemeanor Code Va. Sec. 58.1-11) for or affirm under pena the best of my knowled authorized in writing to	her person specificall for any person to wil lty of perjury (1) that dge and belief, and (2 o sign this Application	ited liability comp y authorized in wri <i>lfully subscribe a r</i> t the information <i>i</i> t) that I am the ov n and represent th Owner OB	eany, or corporation iting by the trust, eturn which is not therein and in any wher or a member the organization du	partnership, limited liability believed to be true and correct attachment(s) hereto are true, , partner, executive officer, or uring the tax exemption
		* * * FOR OFFICE L	JSE ONLY * * *		
Date Received:	Copy sent to Rod Williams		Initials:		Disposition: Approved Denied

DIGEST OF THE ACTS

OF THE

GENERAL ASSEMBLY OF VIRGINIA

AT THE

1996 SESSION

which commenced at the Capitol in the City of Richmond on January 10, 1996, and adjourned sine die March 11, 1996



Published for

THE VIRGINIA CODE COMMISSION

by.

THE DIVISION OF LEGISLATIVE SERVICES

Commonwealth of Virginia Virginia Code Commission General Assembly Building Richmond, Virginia 23219 1996

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lease to pay the personal property tax on the vehicle. SB 108; CH. 603.

OCT-14-1996 13:39

1996 DIGEST

§ 58.1-3506 amended. Classifications of tangible personal property of volunteer public safety workers. Authorizes commissioners of revenue to accept late certifications from persons applying for certain personal property tax classifications. Currently, persons seeking to have their motor vehicles qualify for the reduced personal property tax rates available to volunteer members of rescue squads or fire department volunteers, or to auxiliary police officers, must submit a certificate from the organization or local government by January 31 of each year. This measure allows commissioners of revenue, in their discretion, to waive the deadline for good cause shown and if the member is not at fault. SB 186; CH. 605.

§ 58.1-3506 amended. Classification of motor carrier transportation property for taxation. Clarifies the definition of motor carrier transportation property that constitutes a separate class of property for local tangible personal property taxation. Only motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce will qualify for this classification. The rate of tangible personal property tax on items in this class cannot exceed the machinery and tools tax rate. SB 631; CH. 537.

§ 58.1-3508.1 added. Classification of semiconductor manufacturing and food processing machinery and tools. Declares machinery and tools used in semiconductor manufacturing and in food processing to be separate classifications of machinery and tools for local taxation. Localities may tax property in these classifications at rates or assessment ratios that are not greater than those for other machinery and tools. HB 496; CH. 971.

§ 58.1-3516 amended. Proration of personal property tax on motor carrier transportation property. Authorizes the governing body of any county, city, or town to exempt property of motor carriers engaged in interstate commerce from the proration of tangible personal property tax. The property of interstate carriers that may be excluded from a proration ordinance includes motor vehicles, trailers, and semitrailers with a gross vehicle weight of 10,000 pounds or more used to transport property for hire. SB 630; CH. 536.

§ 58.1-3518.1 amended. Personal property tax; alternative method of filing certain returns. Expands the current statute which allows localities to provide an alternative method of filing personal property tax returns for motor vehicles to include trailers and boats. HB 760; CH. 322.

§ 58.1-3603 amended. Tax exempt property. Allows leased tax exempt property to maintain its tax exempt status when rent from the property is applied to reduce the principal of a loan against the property, if the loan is held by a political subdivision of the Commonwealth and the lessee is a § 501 (c) (3) entity using the property exclusively for charitable purposes. Currently, property loses its tax exempt status if it is leased or is a source of revenue or profit. This measure overturns the Virginia Supreme Court's holding in *City of Newport News v. Warwick County* that the reduction of indebtedness against property by payment of principal of a loan out of earnings from the property is profit. SB 124; CH. 534.

§§ 58.1-3650.650 through 58.1-3650.665 added. Property tax exemptions. Grants property tax exemptions to the following organizations: Rapidan Habitat for Humanity, Inc.: Our Lady of Hope Health Center, Inc.; Family Life Services of Southern Virginia, Inc.: Appalachian Educational Communications Corporation; Mid-Atlantic Teen Challenge, Inc.; Virginia Península Shelter for Abused Children, Inc., t/a Safehaven; Triad Foundation, Inc.; Jefferson Area Board for the Aging, Inc.; Habitat for Humanity in the Roanoke Valley, Inc.; Crisis Pregnancy Center of Roanoke Valley, Inc.; Richmond Metropolitan Habitat for Humantity, Inc.; St. Chivas Corporation; Pathway Visions, Inc.; Louisa County Library Foundation; George C. Marshall Home Preservation Fund, Inc.; and George C. Marshall Home Preservation Fund, Inc. SB 104; CH. 602.

§§ 58.1-3650.650 through 58.1-3650.684 added. Property tax exemptions. Grants property tax exemptions to the following organizations: Louisa County Library Foundation; Shenandoah Valley Community Residences, Inc.; Special Love, Inc.; Cedarwoods Residential, Inc.; Windmore Foundation for the Arts; Rapidan Habitat for Humanity, Inc.: Purcellville Preservation Association; Save the Railroad Station, Inc.; Serve Inc.; Pamily and Child Services of Washington, D.C., Inc.; Bruton Park Home, Inc.; Colony Pines Residents' Association, Inc.; Crisis Pregnancy Center of Roanoke Valley, Inc.; The Menokin Foundation, Inc.; Serenity House Substance Abuse Recovery Program; Mid-Atlantic Teen Challenge, Inc.; Saddleer Home, Inc.; Chase City Community Services, Inc.; Loudoun Hospital Center; Richmond Metropolitan Habitat for Humanity, Inc.; Pamplin Foundation; Wayside Muscum of American History and Arts; Culpeper Cavalry Museum, Inc.; Birdsong Trust Fund; Wesley Agape House, Inc.; Kent Gardens Recreational Club, Inc.; Iverson Properties, Inc.; Terjo Properties, Inc.; Winters Hill Properties, Inc.; Habitat for Humanity in the Roanoke Valley, Inc.; Family Life Services of Southern Virginia, Inc.; Cape Charles Historical Society, Inc.; Oxbow Human Services Consortium, Inc.; John Paul I Knights of Columbus; and E-TRON Systems, Inc., d/b/a Wildflour Breadmill, HB 44; CH. 751.

§ 58.1-3660.1 added. Property tax classification; certified stormwater management developments and property. Provides a separate classification for certified stormwater management developments and property for purposes of local property taxation. Such property may, by ordinance, be exempt or partially exempt from local taxation. Such developments and property are defined as real estate improvements constructed from permeable materials which are certified by the Department of Environmental Quality as being designed and constructed for the primary purpose of reducing stormwater runoff. HB 863; CH. 595/SB 179; CH. 581.



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FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487

DATE:	
File Appli Trienni	

www.fcva.us/cor • www.fcva.us/re

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

Each organization pursuant to designa the Commissioner of the Revenue shall November 15 on w	tion of the General Assembly shall file trie of the Revenue as a requirement for reter send notice of this requirement to each s	ennially, commencir ntion of the exempt such organization b ation shall show the	o designation of the Board of Supervisors or ng on November 15, 2014, an application with t status of the property. The Commissioner of y not later than September 15 preceding the e ownership and usage of such property, and etention of such exemption is sought.		
* * * C	OMPLETE AS LEGALLY APPROPRIATE	PER THE DATE O	F THIS APPLICATION. * * *		
Organization's Name:	Stone House Founda	stien			
Organization's Federal E	imployer Identification No. (EIN):				
Contact Name: B.	Iron C. Smith	Phone N	umber: 540 - 869 - 7102		
Contact Title: D	rector & Curator	Email: besmit	h@newtownhistorycenter.org		
Mailing Address: P. C	Box 143, Stephens	City, VA	22655-0143		
Frederick County	5408 Main Street, St	lephens Cit	ry, VA 22655		
	an or Will Begin Operating in Frederick (May 1990		
 What is the organization's purpose? The Stone House Foundation preserves the buildings, artifacts, and history associated with the town of Stephens City. It operates a museum called the Newtown History Center offering exhibits and programs. What is the organization's federal tax designation (select one): 501(c)(3) = 501(c)(4) = 501(c)(6) = 501(c)(7) = Other [specify]: How is the organization funded? What activities or services does the organization provide that enhances Frederick County and its citizens? A addition to our museum exhibits and educational programming; we work to preserve cultural resources in the town of Stephens City. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax 					
exemption (attach additional sheet, if necessary):					
MAP NO. 74 A 63 A 146	5428 Main St. Stephens City	6 Nov 1990	Exhibition Building /Museum		
74A 63 A 144	5420-5414 Main St. Stephens City	11 June 1992	Exhibition Building/Museum, Gollections		
74A 03 A 185	5310 Mulberry St. Stephens City	31 Oct. 1993	Leased to Independent Pantecostal Religious Congregation		
74A03 A 142	5408 Main St. Stephens City	15 June 2001			
(See attached sheet	·)				

[continues 62 page 2]

AF	PPLICATION FO		ROPERT	ΓΥ ΤΑΧ ΕΧΕΙ	MPTION			
6. Select the category of	of exemption under whic	h your organiz	ation qualifie	Bi				
Church or Religious	Church or Religious Body or Religious Organization [provide supporting documentation]							
Non-Profit Cemeter	Y							
🛛 Library or Non-Profit	t Institution of Learning							
🗹 Museum						i		
Historic Preservation	1							
🛛 Park								
Playground								
🗆 Club, Scouts, or natio	onally-known helpful org	anization (spec	:ify]:	,				
College Foundation	or Alumni Association							
🛛 🗆 Recognized Farming	Association [specify]:			- , ,	,			
Veterans Association	n or Auxiliary of same [sp	ecify]:			_			
NOTE: A copy of your n	nost recent exempt IRS ta	ax return and/o	or your latest	detailed financial s	tatements may	y be requestéd.		
7. List the following info	ormation for all officers v	who have the k	agal authority	to represent the o	rganization:			
NAME	TITLE	MAILING	ADDRESS	TELEPHONE NO	EMAI	L ADDRESS		
		P.O.Box	190					
Linden A. Fravel	President	Stephens City,						
Vickie S. Hollis	Vice President	4975 Main St.						
-		Stephens Ci-	ry VA 22655	r				
Mary S. Dyke	Treasurer	215 Spanisl	n Oak					
Jung J. Dyke		Stephens C	ity, VA 2265	-				
	2:2 Vice President	3142 North	Quincy St.					
Linda C. Simmons	& Secretary	Arlington, Vi	A22207					
		LARATION A	The second second	URE				
signed by a member, partne company, or corporation to as to every material matter. DECLARATION: 1 do sw complete, and correct	business entity such as a tru er, executive officer, or othe sign. It is a misdemeanor fo	ist, partnership, r person specific or any person to y of perjury (1) th e and belief, and	limited liability ally authorized willfully subscri nat the informa (2) that I am t ion and represe	company, or corporat in writing by the trust be a return which is no ation herein and in an the owner or a membe	, partnership, lin ot believed to be y attachment(s) er, partner, exec	nited llability true and correct hereto are true, utive officer, or		
Adminely L.A. Fravel, Jr. Owner OR Signature Print Name If Business, Title: <u>President</u> 30 Oct 2014 (e.g., President, VP etc.) Date								
* * * FOR OFFICE USE ONLY * * *								
Date	Copy sent to		Initials:		Disposition:			
Received:	Rod Williams o	n						

Map No.	Property Address	Date Acquired	Use of Property
74A 03 A 141	805 Fairfax St.	22 June	Collections Storage and
	Stephens City	1998	Meeting Space/Labratory
7// ()]	5353 & 5357 Main	12 Dec.	Exhibition Building Museum Leased to Virginia Dept. of
74A03A77	Stephens City	2001	Leased to Virginia Dept. of Historic Resources - Collections Storage

-



FREDERICK COUNTY, VIRGINIA

Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor www.fcva.us/re

DATE:	
FILE APPLICATION TRIENNIALLY	

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Code Section 155-153(B): Each organization which owns real property exempt from taxation pursuant to designation of the Board of Supervisors or pursuant to designation of the General Assembly shall file triennially, commencing on November 15, 2014, an application with the Commissioner of the Revenue as a requirement for retention of the exempt status of the property. The Commissioner of the Revenue shall send notice of this requirement to each such organization by not later than September 15 preceding the November 15 on which such application is due. Such application shall show the ownership and usage of such property, and such other information as the entity deems desirable, for the property for which retention of such exemption is sought.

* * * COMPLETE AS LEGALLY APPROPRIATE PER THE DATE OF THIS APPLICATION. * * *
Organization's Name: Westminster Canterbury of Winchester, Inc.
Organization's Federal Employer Identification No. (EIN):
Contact Name: Duane A Wernecke CPA Phone Number: (540) 665-5917
Contact Title: CFO Email: DWernecke @SVWC-0rg
Mailing Address: 300 Westminster- Conterbury Dr. Winchester VA 22603
Frederick County Location Address: - Same -
Date Organization Began or Will Begin Operating in Frederick County: March 31, 1982
1. What is the organization's purpose?
Please see attachment
2. What is the organization's federal tax designation (select one):
∽501(c)(3) □ 501(c)(4) □ 501(c)(6) □ 501(c)(7) □ Other [specify]:
3. How is the organization funded?
Entrance fee and monthly maintenance service fee payments from
4. What activities or services does the organization provide that enhances Frederick County and its citizens?
Please see attachment
5. Provide a detailed list of all real property owned by the organization for which it is seeking a Frederick County tax exemption (attach additional sheet, if necessary):
MAP NO. PROPERTY ADDRESS DATE ACQUIRED USE OF PROPERTY
53 A 63 A Drive, Winchester VA 0 22603 7/18/1985 living, assisted living and health carre skilled living services and support.

[continues on page 2]

AP	PLICATION FC		PROPER	RTY TAX EXE	MPTION	*
6. Select the category of	of exemption under whi			es:		
Church or Religious I						
Non-Profit Cemetery				-		
🗆 Library or Non-Profit	t Institution of Learning					
🗆 Museum						
Historic Preservation	ı					
🗆 Park						
Playground						
🗆 Club, Scouts, or natio	onally-known helpful org	ganization [spe	cify]:			
College Foundation o	or Alumni Association					
Recognized Farming	Association [specify]:					
□ Veterans Association	or Auxiliary of same [sp	ecify]:				
NOTE: A copy of your m	ost recent exempt IRS t	ax return and/	or your lates	t detailed financial s	statements may be re	quested
7. List the following info						questeu.
NAME	TITLE	Constant of the	ADDRESS	TELEPHONE NO	and the second second	DRESS
Gloria J.	President	300 West		(540) 665-	Jshiley @sv	
Shiley	° CEO	Canter bu Wincheste	22:003	5935	je	
Duane A. Wernecke	CFD	300 West Canterbu Winchest	minster ury fr ere VA z.2.003	(540) 665- 5917	Dwerneche	siwe.
Michael Williams	Administrator	300 West Canterb	twinster Lurg Dr	540)665- 5913	MWilliams @	SVWC.
		_				
11	DEC	LARATION	ND SIGNA	TURE		
complete, and correct to	r, executive officer, or other sign. It is a misdemeanor fo	r person specific or any person to of perjury (1) th and belief, and ign this Applicat	ally authorized willfully subscri hat the informe (2) that I am 1	in writing by the trust ibe a return which is no ation herein and in an the owner or a member the organization of	, partnership, limited lia ot believed to be true and y attachment(s) hereto er, partner, executive of during the tax exemptio	bility d correct are true, ficer or
* * * FOR OFFICE USE ONLY * * *						
Date	Copy sent to				Disposition: D	
Received:	Bod Williams or	-	Initials:		Disposition: 🗌 Appr	KOVED

	DENIE	D	
_			

[Rev. 10/2014]

Frederick County, Virginia

Application for Real Property Tax Exemption Attachment for Additional Information

RE: Westminster Canterbury of Winchester, Inc. d.b.a. Shenandoah Valley Westminster Canterbury (SVWC)

Question #1: What is the Organization's Purpose?

Establishing and operating a residential home for the life-care of aged men, women and couples. Westminster Canterbury of Winchester, Inc. is a not-for-profit, intimate, church related continuing care retirement community that is committed to enabling residents to use their gifts fully, live their lives richly, and enjoy with dignity the years God has given them.

Question #4: What activities or services does the organization provide that enhances Frederick County and its citizens?

Beyond providing accommodations, services and potential financial assistance to elders of Frederick County and surrounding communities, Westminster Canterbury of Winchester, Inc. is a responsible community member by providing meeting space for local non-profit and civic organizations and hosting community events such as the annual Apple Blossom Festival each spring. SVWC was also pleased to partner with many different national organizations such as the Alzheimer's Association, Arthritis Foundation, and American Cancer Society to sponsor many different local events.

SVWC has also supported the following regional and local organizations such as The Garden Club of Winchester, Teens Opposing Poverty, First Night Winchester and the Winchester Orchestra. Moreover, SVWC donates medical supplies to the Free Medical Clinic, building supplies to Habitat for Humanity, hot and cold meals as well as driver time to the Shenandoah Area on Aging Meals on Wheels program and launders the bed linens during the duration of the WATTS program. Lastly SVWC serves as a clinical site for Shenandoah University, Lord Fairfax Community College and the American Red Cross.

SVWC Sponsorship Info:

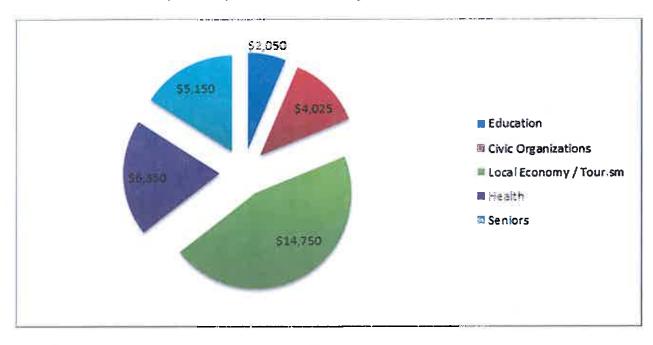
Winchester Star Kiwanis Apple Blossom Adult Day Care **First Night Winchester** Free Medical Clinic Rotary TRIAD Literacy Volunteers **Kiwanis Club** Alzheimer's Association (Reston) **Our Health** American Cancer Society Quota Shen. Valley Music Festival MS Walk Teens Opposing Poverty Winchester Education Foundation Alzheimer's Association (Winchester) Winchester Star - View from the Valley Book Winchester Shawnee Lion's Club 2014 Golf Classic American Red Cross **Clarke County Rotary Golf Tournament Blue Ridge Hospice**

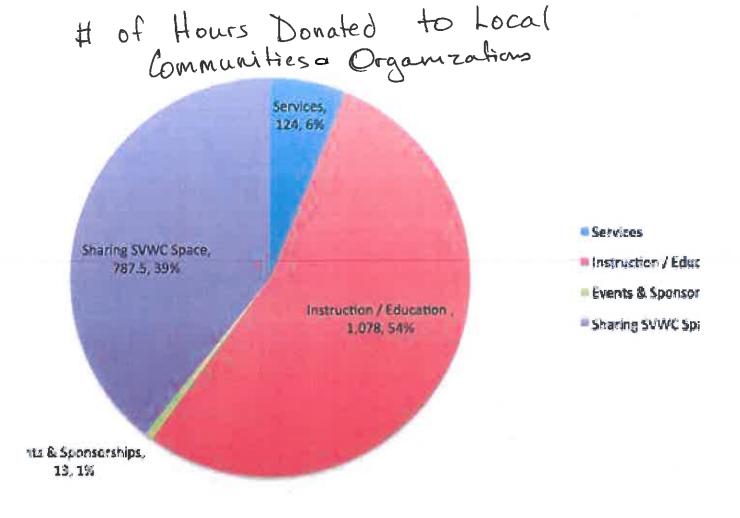
Warren County Girls Little League Softball (Front Royal Fire) Apple Blossom 2014-2015 sponsorship Literacy Volunteers Masterworks Chorus

Grand total spent thus far in 2014: \$32,325.00

Newspapers in Education Pancake placemat (2013) '14 Theme Party / Breakfast Walk 20th Anniversary Party **First Night Celebration** Silver sponsor for Taste of the town Kaleidoscope Seniors Festival - Seniors Armed with Knowledge Adult Spelling Bee Pancake Day place mat ad sponsor (2014) Exhibitor sponsor Tee sponsor for 13th annual golf tournament Relay for Life event kitchen kapers sponsor (chef level) Sponsorship Donation in honor of John Impact the Valley Season Long Sponsorship Silver sponsor -- JHHS walk Silver sponsorship Hole sign sponsor - requested by Linn Power 15 tickets @\$10 each for 2014 Wine event (Michelle Thomas) Requested by Sylvia Wilson \$175 hole sponsor 5K Run/Walk

Patrick's daughter, Nat, plays on the team 15 Theme Party / Breakfast Walk Storybook Ball program ad per request from Sally Walters The breakdown of these sponsorships falls into these categories:





Shenandoah Valley Westminster-Canterbury

Community Benefit Policy

I. What is Community Benefit?

A standard definition for Community Benefit as it relates to our community's purposes, is the activities and services Shenandoah Valley Westminster-Canterbury (SVWC) provides – beyond its stated mission and purposes – for the betterment of the greater community of Winchester and Frederick County.

II. Why is a Community Benefit Plan needed?

As stated in our mission statement, SVWC is a church-related continuing care retirement community. Therefore, SVWC has a responsibility to have a genuine care and concern for the lives at SVWC, as well as in Winchester, and Frederick County.

Five main categories have been identified in which SVWC benefit efforts will be organized and quantified:

- Executive Experience
 - For individuals who serve on a Board in which his/her experience and background is the basis for recruitment, and provides a high level of expertise to the organization. This would also include consultation requests.
- Professional Experience/Training
 - For individuals that are using special training, as in clinical, specifically for the activity in which he/she is volunteering.
- Time and Talent
 - To be used for all volunteer activity that is not directly related to his/her professional background, work experience or volunteering.
- Sharing of SVWC Space
- Sponsorship and Monetary Support

III. What is SVWC's mission and how does this relate in offering benefit to the greater Winchester/Frederick County community? Shenandoah Valley Westminster-Canterbury is a not-for-profit, intimate, church-related continuing care retirement community that is committed to enabling residents to use their gifts fully, live their lives richly and enjoy with dignity the years God has given them.

As a nonprofit organization, SVWC must be able to "tell the story" of its good works.

In addition to the fact that helping others is just the right thing to do, studies have indicated that volunteering provides benefits that include improved physical and mental health and greater life satisfaction.

IV. What is the purpose of SVWC's Community Benefit Plan?

The purpose of SVWC's Community Benefit plan is to:

- Focus, monitor and assess community need and the benefits being conferred
- Inform, engage, encourage and organize community outreach, service and activities
- Document and report the charitable activities of the community.

In following the advice of Larry Minnix, President & CEO of Leading Age, we need ask ourselves: "What should we start doing, stop doing and keep on doing?" This includes documentation, quantifying, clarifying, improving and continuously evaluating efforts in this regard.

V. How will SVWC track and report on community benefit activity?

SVWC will track community benefit activities utilizing a specifically designed Excel spreadsheet. While this is still being developed, it will allow for information to be organized and analyzed by multiple users for specific purposes. The spreadsheet will capture detailed information including:

• Category

- Organizations receiving aid
- Number served
- Event description
- Costs
- SVWC Contacts



Ellen E. Murph. 540-667-6487 Fax: To: CPA 21 November 2014 Date From: kana Three 540-665-5680 Pages: Phone: Attachment for Question CC: #6 Rei Numés phone 540 665-5917 m Application for Neal Property Tax Exemption - As I mentioned previously in Voice message I left you carlier this day Friday, November 21 at approximately 4:40 pm I would like for the following attackment to be included with our original application and to then be resubmitted for possible review, if possible. Thank you

IF THERE IS A PROBLEM WITH THIS TRANSMISSION, PLEASE CALL (540) 665-0156

CONFIDENTIALITY NOTICE:

This facsimile is intended only for the use of the named addressee and may contain information that is confidential or privileged. If you are not the intended recipient, or you are not the employee responsible for delivering the facsimile for the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this facsimile is strictly prohibited. If you have received this facsimile in error, please notify the sender immediately. Thank you.

300 Westminster Canterbury Drive • Winchester, VA 22603 • 540-665-0166

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THIS AGREEMENT, Made this ______ day of ______, 1982, by and between VIRGINIA DIOCESAN HOMES and WESTMINSTER PRESBYTERIAN HOMES, INCORPORATED, Virginia corporations, parties of the first part, and WESTMINSTER-CANTERBURY, WINCHESTER, INCORPORATED, a Virginia corporation, party of the second part:

WHEREAS, the parties of the first part were organized, respectively, by the Episcopal Diocese of Virginia and the Presbyterian Synod of the Virginias far the purpose of acting on behalf of the Diocese and Synod in their ministry to the aging to establish, maintain, operate, manage, control and regulate residential homes for aged men, women and couples; and

WHEREAS, the party of the second part has been organized and created by Episcopalians and Presbyterians within the geographical boundaries of the parties of the first part for the purpose of establishing and operating a residential home for the life-care of aged men, women and couples, to be located in the vicinity of Winchester, Virginia.

NOW, THEREFORE, For and in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. The parties of the first part agree that the party of the second part shall be known as Westminster-Canterbury, Winchester, Incorporated, a corporation organized for the purpose of establishing, maintaining, operating, managing, controlling and regulating a residential home or home for aging man, women and couples, including the raising of capital and other funds for the development of facilities, with all other powers necessary and convenient to effect such purposes.

2. The Board of Trustees of Westminster-Canterbury, Winchester, Incorporated, shall be elected half by Virginia Diocesan Homes and half by Westminster Presbyterian Homes, Incorporated, or their successors or assigns, in such manner as provided in its Articles of Incorporation or Bylaws, provided only that at all times during the existence of the party of the second part, its Board and each class thereof shall reflect equal representation between Virginia Diocesan Homes and Westminster Presbyterian Homes, Incorporated.

3. The Articles of Incorporation of the party of the second part shall not be changed without the approval of the parties of the first part.

4. The parties of the first part pledge to assist the party of the second part in its initial development and in obtaining financial essistance until sufficient funds are in hand for its_own operation. The parties of the first part further agree to advise in a continuing compaign to obtain financial assistance for needy residents of the party of the second part.

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(1, 2)

5. The facilities of the party of the second part shall be open to serve all people regardless of race, color or religious affiliation. Preference for financial assistance in the form of "fellowships" shall be given to needy communicants, clergy and other professional church employees and their families from the Episcopal Diocese of Virginia and the Presbyterian Synod of the Virginias.

6. The mode of operation of the facility operated by the party of the second part shall include a full range of services providing life-care for the residents to insure independent living by them in dignity and respect, a sound financial basis for construction and operation of the facility and the providing of life-care for the residents, a continuing participation of the residents in their own affairs, a financial assistance program which will not disclose the identity of recipients of fellowships and the development of programs and activities to keep residents active in the facility and in its community.

7. The governing body of the party of the second part shall from time to time report to and consult with the parties of the first part.

8. The specific policies under which the party of the second part shall operate shall be established by it's governing body. A professional administrator shall be employed by the party of the second part to execute policies established by the governing body of the party of the second part.

WITNESS the following signatures and seals:

VIRGINIA DIOCESAN HOMES

(SEAL:

WESTMINSTER PRESBYTERIAN HOMES, INCORPORATED

(SEAL

WESTMINSTER-CANTERBURY, WINCHESTER, INCORPORATED

0 0 SEAL



FREDERICK COUNTY, VIRGINIA Ellen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487 www.fcva.us/cor • www.fcva.us/re

D	ATE:	
	FILE APPLICATIO	
	TRIENNIALLY	

APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Frederick County Cod			axation pursuant to	o designation of the Board of Supervisors or
pursuant to designat the Commissioner of	ntion of the General Ass of the Revenue as a re	embly shall file tri quirement for rete	ennially, commenci ntion of the exemp	ing on November 15, 2014, an application with t status of the property. The Commissioner of
November 15 on wi	hich such application is	due. Such applic	ation shall show th	by not later than September 15 preceding the e ownership and usage of such property, and
				etention of such exemption is sought. OF THIS APPLICATION. * * *
				r mis Application.
Organization's Name:			World	
Organization's Federal E	Employer Identification	No. (EIN):		
Contact Name: Wi	nston King		Phone N	iumber: 540-553-4785
Contact Title: Ar	eg Manager		Email: WO	King e Woodmen. Org
Mailing Address: //	09 Boundary	* AVE	Winches	Her, VA 22602
Englandel Country	ล	.		
Date Organization Beg	an or Will Begin Opera	ting in Frederick	County: 19	01
1. What is the organizat	tion's purpose?			
		s from fin	augul hard shi	p and to promote componing
in volvement among	our momourship	to provide fra	e Spruters to	our nersilons.
2. What is the organizat	ion's federal tax design	ation (select one):	
¥ 501(c)(3) □ 501	l(c)(4) 🗆 501(c)(6)	□ 501(c)(7)	Other [specify]	v]:
3. How is the organization				
Members Porchase Arnance Office Will Match	fonds spent a	the Company	the local Chapte	or per events member. The coppress
4. What activities or ser	vices does the organization	tion provide that	enhances Frederic	ck County and its citizens?
			-	S in mil in produvick Co.
				Br poles. Will attach other prompties.
exemption (attach addit			ization for which i	t is seeking a Frederick County tax
MAP NO.	PROPERTY A	DDRESS	DATE ACQUIRED	USE OF PROPERTY
54E 8 37	109 Boondary AVE	Winchster VA 22602	8/6/1974	Local Chippler building. Mething robr
			1	
			· · · · · · · · · · · · · · · · · · ·	

A	PPLICATION FO	OR REAL PROPER PAGE 2	TY TAX EXEM	PTION
6. Select the category	of exemption under whi	ich your organization qualifie	es:	
Church or Religious	Body or Religious Organ	nization [provide supporting	documentation]	
🛛 Non-Profit Cemeter	ry			
Library or Non-Prof	it Institution of Learning			
🗆 Museum				
🛛 Historic Preservatio	n			
🗇 Park				
🗆 Playground				
Club, Scouts, or nat	ionally-known heipful or	ganization [specify]: ())	on Non Prikit	
College Foundation	or Alumni Association			
🛛 🗆 Recognized Farming	g Association [specify]: _		· · · · · · · · · · · · · · · · · · ·	
🗆 Veterans Associatio	on or Auxiliary of same [s	pecify]:		
NOTE: A copy of your i	most recent exempt IRS	tax return and/or your lates	t detailed financial stat	tements may be requested.
		who have the legal authorit		
NAME	TITLE	MAILING ADDRESS	TELEPHONE NO.	EMAIL ADDRESS
Robert Nichols	president	105 Branch Ct		
		Stephens City VP: 530 Kell bud Ln		
Daniel King	Manager / truspe	530 Roll bud LA Front Royal VA		Woking @ Woodman . org
			·	
2				
	DE	CLARATION AND SIGNA	TURE	the second second
signed by a member, partre company, or corporation to as to every material matter DECLARATION: 1 do s complete, and correct	ner, executive officer, or oth o sign. <i>It is a misdemeanor ;</i> r. (Code Va. Sec. 58.1-11) wear or affirm under penalit t to the best of my knowled	Tust, partnership, limited liability er person specifically authorized for any person to willfully subscr ty of perjury (1) that the inform ge and belief, and (2) that I am sign this Application and repres Owner <u>OR</u> Mame	I in writing by the trust, p ibe a return which is not i ation herein and in any a the owner or a member, sent the organization du	artnership, limited liability believed to be true and correct attachment(s) hereto are true, partner, executive officer, or ring the tax exemption
		* * * FOR OFFICE USE ONLY *	**	
Date	Copy sent to	Initials		Disposition:
Received:	Rod Williams	on		



FREDERICK COUNTY, VIRGINIA Eilen E. Murphy, Commissioner of the Revenue P.O. Box 552, Winchester VA 22604-0552 Phone: 540-665-5680 Fax: 540-667-6487

www.fcva.us/cor • www.fcva.us/re



APPLICATION FOR REAL PROPERTY TAX EXEMPTION

This Application must be completed by Applicants seeking to maintain their existing exemption and new Applicants seeking exemption.

Each organization pursuant to design the Commissioner the Revenue shall November 15 on w	de Section 155-153(B): which owns real property exempt from ation of the General Assembly shall file t of the Revenue as a requirement for ret send notice of this requirement to each which such application is due. Such appli ion as the entity deems desirable, for the	riennially, commencir ention of the exempt such organization b cation shall show the	ng on November 15, 2014, status of the property. The y not later than September ownership and usage of	an application with be Commissioner of ar 15 preceding the such property, and
	OMPLETE AS LEGALLY APPROPRIAT			
Organization's Name:	Youth Development	man a state the state		
Organization's Federal I	En ployer Identification No. (EIN):	- /		
Contact Name: R	egina M. O'Brien	Phone N	umber: 540-662	-4564
Contact Title:	Recutive Director	Email: robr	ien-ydc@ve	rizon.net
Mailing Address:	3 Battaile Drive V	Vindrester		
Frederick County Location Address:	P.O. BOX 3243	Winchester	VA 22604	1
Date Organization Beg	an or Will Begin Operating in Frederick	County: Och	ber 1992	
1. What is the organizat	tion's purpose?	A STATES STORE		
	the YDC campus is to 8 youth organiza		to providing	rent-free
	ion's federal tax designation (select on	e):		
∑√501(c)(3) □ 501	L(c)(4)	Other [specify]]:	
3. How is the organization	on funded?		· · · ·	te annahi
grants prog	tonations fund raising Al	a and Compo	rate acrevosit	y ((0000 9)
4: what activities or ser	vices does the organization provide that	it enhances Frederic	k County and its citizens?	
programming >	undally in rent-free off	to space. yo		ds programs.
5. Provide a detailed list	of all real property owned by the organional sheet, if necessary):			unty tax
MAP NO.	PROPERTY ADDRESS	DATE ACQUIRED	USE OF PROF	PERTY
63A 110B	YDC PO Box 3243 Winchester VA 22604	1992(?)	Youth organiz offices and	
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х. Х				

6. Select the category of exemption under which your organization qualifies: ☐ Church or Religious Body or Religious Organization [provide supporting documentation] ☐ Non-Profit Cemetery ☐ Ubrary or Non-Profit Institution of Learning ☐ Museum ☐ Historic Preservation ☐ Park ☐ Playground A tub, Scouts, or nationally-known helpful organization [specify]: 100+th Development C+F. ☐ College Foundation or Alumni Association ☐ Recognized Farming Association [specify]: 100+th Development C+F. ☐ College Foundation or Alumni Association ☐ Recognized Farming Association [specify]: 100+th Development C+F. ☐ Vaterans Association (specify): 100+th Development C+F. ☐ Vaterans Association for all officers who have the legal authority to represent the organization: NAME THE MAILURA ADDRESS TELEPHONE NO. EMAIL ADDRESS Michael Resolution ☐ Recognized Farming Association [Specify]: 100+th Development (addition addition of the following information for all officers who have the legal authority to represent the organization: NAME THE MAILURA ADDRESS TELEPHONE NO. EMAIL ADDRESS Michael Ster VA UI addet ke	AP	PLICATION FO		ROPER	ΓΥ ΤΑΧ ΕΧΕ	MPTION		
□ Non-Profit Cemetery □ Ubrary or Non-Profit Institution of Learning □ Museum □ Historic Preservation □ Park □ Park □ College Foundation or Alumni Association □ Receptized Farming Association [specify]:	6. Select the category of	f exemption under whi	ich your organiza	tion qualifie	s:			
□ Library or Non-Profit institution of Learning □ Museum □ Historic Preservation □ Park □ Playground △ Cube, Scouts, or nationally-known helpful organization [specify]: 100+11, 0 exicl_power f: C+F. □ College Foundation or Alumni Association □ Recognized Farming Association (specify): □ Veterans Association or Auxillary of same [specify]: □ Veterans Association or Auxillary of same [specify]: □ NOTE: A copy of your most recent exempt IRS tax retum and/or your latest detailed financial statements may be requested. 7. Ust the following information for all officers who have the legal authority to represent the organization: NAME TTLE MAILLING ADDRESS TELEPHONE NO. EMAIL ADDRESS TELEPHONE NO. PMCMael Vice ² // Ann Vice ² // Bury bolder Prosident // Size field // Size field // Bury bolder Prosident // Size field // Size field // Hun my Size field // Size field // Size field // Surve bolder Prosident // Size field // Size field // Surve bolder	Church or Religious I	Body or Religious Organ	ization [provide	supporting d	locumentation]			
□ Museum □ Historic Preservation □ Park □ Bark □ Bark □ College Foundation or Alumni Association □ College Foundation or Alumni Association □ Recognized Farming Association [specify]:	🗆 Non-Profit Cemetery	r	6					
□ Historic Preservation □ Park □ Playground ↓ Club, Scouts, or nationally-known helpful organization (specify): <u>↓ Cotth</u> <u>↓ evolution</u> ← C+F. □ College Foundation or Aumin Association □ Receptized Farming Association [specify]:	Library or Non-Profit	Institution of Learning						
□ Park □ Playground □ Cubs, scouts, or nationally-known helpful organization [specify]:	🛛 Museum							
□ Playground Club, Scouts, or nationally-known helpful organization [specify]: Youth DevelopMent Ctr. □ College Foundation or Alumni Association □ Recognized Farming Association [specify]: □ Veterans Association or Auxillary of same [specify]: □ Veterans Association or Auxillary of same [specify]: □ Veterans Association or Auxillary of same [specify]: □ NOTE: A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested. 7. Ust the following information for all officers who have the legal authority to represent the organization: NAME TTLE MAILING ADDRESS TELEPHONE NO. EMAIL ADDRESS TELEPHONE NO. Pinchde! Uncle Uncle Michde! Prospident Winchester VA Zieo 4 Ann Vicé Prospident Por Box 4549 Winchester VA Zieo 1 Tam my Secretary Secretary Valey Read Winchester VA Zieo 1 Kewin Box 215. Pricedilly St Surve holder Traus Ure Vinckester VA Surve 130 OPECLARATION AND SIGNATURE Isone beleflected cowarrs	☐ □ Historic Preservation	ì						
Actub, scouts, or nationally-known helpful organization [specify]: 100th Development C+F. □ College Foundation or Alumni Association □ Recognized Farming Association [specify]: □ Veterans Association or Auxillary of same [specify]: □ Veterans Association or Auxillary of same [specify]: □ NOTE: A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested. 7. List the following information for all officers who have the legal authority to represent the organization: NAME TITLE MAILING ADDRESS TELEPHONE NO. EMAIL ADDRESS TELEPHONE NO. Pinchdel Unckerster UA Unckerster UA Winckerster UA Starten bodder Porscident Burk bodder President Vicé JS 20 of. Pleasant Winckerster VA Valley Read. Starter Badder DECLARATION AND SIGNATURE If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation, this a business entity such as a trust, partnership, limited liability company, or corporation, this a business entity on therein on towilighty subscribe a return which is no telefeered to	🛛 Park							
□ College Foundation or Alumni Association □ Recognized Farming Association [specify]:	🗅 Playground			. 1				
□ College Foundation or Alumni Association □ Recognized Farming Association [specify]:	Club, Scouts, or natio	onally-known helpful or	ganization [spec	1671: <u>100</u> -	th Dev	elepment (+r	.	
□ Veterans Association or AuxIllary of same [specify]: NOTE: A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested. 7. List the following information for all officers who have the legal authority to represent the organization: Image: State of State					_			
NOTE: A copy of your most recent exempt IRS tax return and/or your latest detailed financial statements may be requested. 7. List the following information for all officers who have the legal authority to represent the organization: NAME TITLE MALLING ADDRESS TELEPHONE NO. EMAIL ADDRESS Michael President President President EMAIL ADDRESS Michael President President EMAIL ADDRESS Michael President President EMAIL ADDRESS THE PHONE NO. EMAIL ADDRESS Michael President President With a president WA ZZE004 Vicé JS. N. Cumeron St Windester VA ZMUTASon Secretary Sole Samt Valley Resaurt Valley Resaurt Z31 E. Pricequiling St Superior Colspan="2">Superior Second St DECLARATION AND SIGNATURE DECLARATION AND SIGNATURE DECLARATION AND SIGNATURE <td colspanter,="" executive="" officer,="" or="" other="" person="" sp<="" td=""><td>Recognized Farming.</td><td>Association [specify]: _</td><td></td><td>,</td><td></td><td></td><td></td></td>	<td>Recognized Farming.</td> <td>Association [specify]: _</td> <td></td> <td>,</td> <td></td> <td></td> <td></td>	Recognized Farming.	Association [specify]: _		,			
7. List the following information for all officers who have the legal authority to represent the organization: NAME TITLE MAILING ADDRESS TELEPHONE NO. EMAIL ADDRESS Michael Prosident Pro Box 41549 EMAIL ADDRESS EMAIL ADDRESS Michael Prosident Pro Box 41549 EMAIL ADDRESS EMAIL ADDRESS Michael Prosident Unclesser UA ZZ604 EMAIL ADDRESS EMAIL ADDRESS Man Vicê IS N. Climero a St Windasser UA ZZ601 EMAIL ADDRESS EMAIL ADDRESS Tum my Secretary S20 rV. Pleasant Valley Read Windasser UA ZZ601 State Store Email State ZZ601 Kevin Secretary S21 E. Piccedilly St Suite 310 Email State Windasser VA 22601 McLaren bacher Trues Units a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to will/ully subscribe a return which is not believed to be true and correct as to every material matter. (Code va. Sec. 58.1-11) DECLARATION 1 do swear or affirm under penaity of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowikedge and belief, and (2) that I am the owner or a mem	U Veterans Association	or Auxiliary of same [s	pecify]:					
7. List the following information for all officers who have the legal authority to represent the organization: NAME TITLE MAILING ADDRESS TELEPHONE NO. EMAIL ADDRESS Michael Prosident Pro Box 44549 EMAIL ADDRESS EMAIL ADDRESS Michael Prosident Pro Box 44549 EMAIL ADDRESS EMAIL ADDRESS Michael Prosident Directory EMAIL ADDRESS EMAIL ADDRESS Michael Urick Prosident Winchester UA EZE04 Ann Vicé J5 N. Clumeron St Winchester UA Burve holder Prosident Sont Prosident Winchester UA Statusson Secretary S20 rv. Pleasant Winchester UA Statusson Secretary S21 E. Proceduity St Statusson Michael True Read Winchester UA S201 Banz en bacher Trues Sure V S21 E. Proceduity St Status Procestion to sign. It is a misdemeanor for any person specifically authorized in writing by the trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and in any attachment(s) hereto are true, complete, and correct to the bast of my knowle	NOTE: A copy of your m	lost recent exempt IRS	tax return and/o	r your latest	detailed financial s	statements may be requested	d.	
Michael Lindsay Prosident PO Box 4549 Winchester VA ZZ604 Ann Burk holder Vice President IS N. Cumeron St Winchester VA 22604 Ann Burk holder Vice President IS N. Cumeron St Winchester VA 22601 Tum my Stwinson Secretary S20 n. Pleasant Valley Read Winchester VA 22601 Mediation Declaration Winchester VA 22601 Main my Stwinson Secretary Declaration And Signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every moterial matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or offirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and bellef, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Muchael Lindwa Hausiness, Title: President, VP etc. Muchael Lindwa Print Name Owner QB (e.g. President, VP etc.) Disposition: AppRoved Date Outhulling tor are Initials: <t< td=""><td></td><td>······</td><td></td><td></td><td></td><td></td><td></td></t<>		······						
Indeagy Imposite the set of the	NAME	TITLE	MAILING	DDRESS	TELEPHONE NO	EMAIL ADDRESS		
Indeagy Imposite the set of the	michael	0 10 1	PO Box	1549				
Burk holder President Winchester VA 22601 Tum my Shuteson Secretary 520 or. Pleasant Valley Read Winchester VA 231 E. Piccedilly St Suite 310 Winchester VA 22601 Kevin Sanzen bacher Treasurer 231 E. Piccedilly St Suite 310 Winchester VA 22601 DECLARATION AND SIGNATURE If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code va. Sec. 58.1-11) DECLARATION: I do swear or offirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Michael Lind will be usiness, Title: <u>President</u> 11/4/4 Delt Print Name Owner QE (e.g., President, VP etc.) Delt Date Copy sent to Ded willing as an Ded willing as an De	Lindsay	Fresident	Wincheste	r VA				
WirkGADS KF WirkGADS KF 22601 Ke Vin 231 E. Piccq4illy St Sanzen bacher WirkGADS KF 231 E. Piccq4illy St Suite 310 WirkGADS KF VA 22601 DECLARATION AND SIGNATURE If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Machael Linder Print Name Owner QR Machael Linder Print Name Disposition: Date Very set to Date Date Copy set to Date Copy set to Date Copy set to Date Copy set to	Ann Burk holder	Vicè President	15 N. Cun Winchester	-VA				
Sanzenbacher Mussurer Suite 310 Winchesher VA 22601 DECLARATION AND SIGNATURE If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Muchacle Owner QR Muchacle Owner QR Print Name Owner QR *** FOR OFFICE USE ONLY *** Date Copy sent to Date Copy sent to Date Open writing on an open to		Secretary	Valley Ro	ad				
If the real estate owner is a business entity such as a trust, partnership, limited liability company, or corporation, this Application must be signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Michael Lindson Print Name Owner QR **** FOR OFFICE USE ONLY *** Date Date Disposition: Approved Date Ded Williams on Initials:	Kevin Sanzen bacher	Trasurer	Suite 310					
signed by a member, partner, executive officer, or other person specifically authorized in writing by the trust, partnership, limited liability company, or corporation to sign. It is a misdemeanor for any person to willfully subscribe a return which is not believed to be true and correct as to every material matter. (Code Va. Sec. 58.1-11) DECLARATION: I do swear or affirm under penalty of perjury (1) that the information herein and in any attachment(s) hereto are true, complete, and correct to the best of my knowledge and belief, and (2) that I am the owner or a member, partner, executive officer, or other person specifically authorized in writing to sign this Application and represent the organization during the tax exemption application process. Michael Lindson Print Name With Business, Title: President, VP etc.) Date Date Date December 200 Sent to December 200 Sent 200 Sent to December 200 Sent 2		DE	CLARATION A	ND SIGNAT	TURE	and the second sec		
* * * FOR OFFICE USE ONLY * * * Date Description Description Description Description Disposition:	signed by a member, partner company, or corporation to as to every material matter. DECLARATION: I do sw complete, and correct to other person specifical	r, executive officer, or oth sign. <i>It is a misdemeanor</i> (Code Va. Sec. 58.1-11) <i>year or affirm under penal</i> to the best of my knowled	er person specifica for any person to v 'ty of perjury (1) th ge and belief, and	Ily authorized villfully subscrib at the informa (2) that I am t on and represe Owner <u>OR</u>	in writing by the trust be a return which is n tion herein and in an he owner or a memb ent the organization	t, partnership, limited liability ot believed to be true and correct any attachment(s) hereto are true, er, partner, executive officer, or		
Date Disposition: APPROVED	Signature	Print N	lame			, VP etc.) Date		
Descrived			* * * FOR OFFICE	USE ONLY *	• •			
			on	Initials:	· · ·	•		

[Rev. 10)/2014]
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FY 2015-2016 REMAING CAPITAL NEEDS - GENERAL FUND

<u>Department</u>	Line <u>ltem</u>	Description	<u>Amount</u>	Total per <u>Department</u>
1213 - Treasurer	8001	Folder/Inserter	45,000	45,000
1220 - Information Technology	8007 8007	Large format printer/scanner Dell Equallogic ISCSI storage 48TB capacity to support system backups - 5 year onsite warranty	4,320 32,000	
1301 - Electoral Board	8001	Optical Scan Machines - DS 200 - 30 @ \$5,900 Express Vote Machines - 30 @ \$3,500 DS 200 thumb drives (2 G) - 10 @ \$75 DS 200 thermal paper rolls - 50 @ \$1.15 Personal Voting Booths - 20 x 10 pack @ \$200 Election Day On-Site Support (2 times for 3 days each) Training - GR, EB, Machine Tech, Custodian Shipping & Handling Other Miscellaneous Supplies Additional discounts & Trade-In Allowance for 128 iVotronic machines	177,000 105,000 750 58 4,000 8,250 12,600 4,950 2,000 (32,843)	281,765
2201 - Commonwealth Attorney	8005	Vehicle - to replace Investigator's 2005 Impala with over 50,000 miles	40,000	40,000
3102 - Sheriff	8001 8001 8001 8001 8005 8005	3 Thermal Imagers-to be used by Patrol/Search & Rescue Automated Fingerprint Identification System Scene Scope Digital Imager Computerized Polygraph Instrument-replace old machine Cruisers - unmarked @ \$26,571 each x 4 Ford Explorer	21,420 75,000 22,049 7,000 106,284 25,977	

<u>Department</u>	Line <u>Item</u> 8005 8005	Description Tactical/Hostage Negotiation Vehicle Cruisers - marked @ \$26,571 each x 16	<u>Amount</u> 75,000 425,136	Total per <u>Department</u> 757,866
3505 - Fire and Rescue	8003 8005 8005 8005 8005 8005 8007 8009 8009 8009 8009 8009 8009 8009	Radio Equipment - includes equipment for new vehicles 1 2015 Ford F150 Extended Cab 4WD (RM) 1 2015 Ford F250 4WD Diesel (New FM) 1 2015 Ford F150 Extended Cab 4WD (New FM) 1 2015 Ford F150 Extended Cab TR10-3(New) 1 2015 Ford F150 Extended Cab TR10-4(New) Replacement of Engine 10 PortaCount and required equipment Gas Meter - 14 @ \$5,750 each HP Scanner/Plotter (Large-Scale) Laerdal SimMan3G Training Manikin (Grant Match) Laerdal SimJunior Training Manikin (Grant Match) Laerdal SimBaby Training Manikin (Grant Match) Noelle Obstetrical Training Manikin (Grant Match) Hydraulic Extrication Equipment	42,000 25,675 35,000 25,675 25,675 25,675 550,000 20,000 80,500 8,000 50,000 50,000 50,000 10,000 60,000	1,058,200
3506 - Public Safety Communications	8001	Replacement of HVAC unit at North Mountain radio tower site - current unit over 20 years old	6,000	6,000
4304 - County Office Buildings	8001	AC Climate Control Project for Courthouse	25,000	25,000
5316 - Social Services Admin.	8005	Motor Vehicles - new vehicle	25,000	25,000
7101 - Parks Administration	8007 8700 8800	FinTrac - Time Management Software Land - Abrams Creek Trail Easements Buildings - Indoor Aquatic Center Design	30,000 75,000 480,000	

Department	Line <u>ltem</u> 8900	<u>Description</u> Improvements - Snowden Bridge Design	<u>Amount</u> 235,000	Total per <u>Department</u> 820,000
7103 - Parks Maintenance	8005 8005 8900	Van - 7 passenger - replacement Van - 13 passenger - replacement Spray ground & slides at existing Sherando & Clearbrook park pools	30,000 45,000 1,352,000	1,427,000
7104 - Recreation Centers	8002 8002	1 Wii Entertainment Center Fitness equipment for Community Centers	6,275 35,000	41,275
7109 - Clearbrook Park	8001 8001 8001 8900	Z-Turn Mower - Replacement 40 HP Tractor - Replacement 2 Electric Carts - replace 2 golf carts Pool Building Siding Replacement	9,350 30,000 22,000 32,500	93,850
7110 - Sherando Park	8001 8005 8005 8900 8900 8900 8900 8900 8900	2 Z-Turn Mowers - Replacement Tractor - Replacement Dump trailer and surplus dump truck 3/4 Ton Pickup - Replacement Pool Building Siding Replacement Softball Complex Irrigation Well Improvements Playground Replacement Facility Water Line Replacement 3700 Feet Northwest Sherando Park Development Sherando Park Softball Complex Construction Documents	25,600 42,000 6,000 34,000 32,500 28,000 25,000 30,000 770,000 51,000	1,044,100

Total Remaining Capital Needs - General Fund 5,701,376

	2015-2016 BUDGET INFORMATION - EXPEN	DITURES	
DEPARTMENT	Sheriff's Office	DEPARTMENT CODE	3102
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
031020-5402-000-001	DOG FOODS/K-9 MAINTENANCE		(
	Expenses for dog food, training supplies, medications, vet bills,		
	boarding fees for four K-9 units.	10,345	10,34
31020-5404-000-000	MEDICAL AND LABORATORY		
	Cost of Hepatitis B vaccination and Rabies vaccination for deputies as		
	required	500	50
031020-5408-000-000	VEHICLE & POWERED EQUIPMENT		
	Replacement of vehicle parts that don't require outside labor; windshield		
	wipers, headlamps, cables/speakers, washer fluid, antennas, decals,		
	transmission fluid, oil - items purchased and installed by the deputy or		
	another vendor for yearly maintenance/upkeep of vehicle. Based on		
-	current monthly expenditures and replacement equipment costs	38,500	
	In capital requests, we submitted a request for replacing 17 vehicles		
	that have over 110,000 miles. In replacing these vehicles, the current		
	equipment will not fit on/in the newer models so we need to replace that		
\$ 2.854 ea.	equipment. Petitions @ \$684 x 17	11,628	
\$ d.0-	Decais Sets @ \$295 x 17	5,015	
TT	Light Bars @ \$1000 x 17	17,000	
	Set-Ups @ \$875 x 17	14,875	87,018
31020-5408-000-002	VEHICLE - FUELS & LUBRICANTS		
	Propane - averaging \$2,212 per month for propane charges. Adding		
	7% to cover increase in propane costs	28,402	

FINANCE/AUDIT COMMITTEE SURVEY SUMMARY

OF RESPONSES: 7

Survey distributed to 6 committee members, 2 non-voting liasons, County Administrator, Asst. County Administrator

Currently, the Finance/Audit Committee members consist of 3 Board of Supervisors, 3 Citizens and 2 nonvoting liaisons (Treasurer & Commissioner). The number of members is **TOO FEW** JUST RIGHT 1 6

If the Treasurer and Commissioner are non-voting liaisons, shouldn't the County Administrator be as well?

Currently, Finance Committee meetings are held monthly and Audit Committee meetings are held as needed (usually following a scheduled Finance Committee meeting). The meeting frequency is JUST RIGHT 7

Do you feel that the amount and type of information provided on Finance Committee agenda items is

6

NOT ENOUGH 1 JUST RIGHT

Sometimes it's unclear the \$ value of request being made. If the agenda indicated the dollar amount for each transaction on the agenda that would help. (Most times this information is there). For an example the amount from this morning from NSVRC. We held a lengthy discussion over \$1,200. It was shown in the detail, however it would be helpful on the agenda as well.

Do you feel that th	ne an	nount and type of informat	ion p	provided to the Audit Committee is
NOT ENOUGH	1	JUST RIGHT	6	

Do you feel that the current role of the Finance/Audit Committee meets the purpose and responsibilities currently listed in the charter? 6

NO 1 YFS

Item number 3 Audit Committee Charter (Section IV Responsibilities B. Audit) indicates that a meeting with external auditor during entrance conference should occur. Currently the Committee as a whole is not a part of this discussion to my knowledge.

Item number 4 Audit Committee Charter (Section IV Responsibilities B. Audit) internal audit including review and approval of the internal annual audit work plan, reports and recommendations. Currently the Committee as a whole is not a part of this discussion to my knowledge.

Please provide any additional thoughts, comments and/or suggestions.

Some staff is unclear when things should go to Finance Committee and when to HR, for example. If rules exist, training is needed.

Frederick County Board of Supervisor's

Finance/Audit Committee Charter

I. Organization

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Finance Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, three (3) citizen members as appointed by the Chairman of the Board, and two (2) non-voting liaisons: the County Treasurer and the County Commissioner of the Revenue. The Finance Director will serve as secretary of the Committee with the duties including preparing agendas and reports to the Board. This Charter shall govern the Committee with regard to its duties and responsibilities. The goal of the Committee shall be to provide oversight for all financial policies, procurement policy, financial planning, risk management, debt issuance, budget development and other fiscal related issues.

II. <u>Purpose</u>

The primary function of the Committee is to review matters of a financial nature including proposed changes to fiscal/procurement policies and the review and recommendation for matters of a financial nature coming forward to the Board including, but not limited to, supplemental appropriations, transfers and contracts. The Committee's primary duties and responsibilities are as follows:

• To provide to the Board means for determining the manner in which policies, programs, and resources authorized by the Board are being deployed by management consistent with the intent of the Board and in compliance with all appropriate statutes, ordinances, and directives.

• Develop and submit reports, draft policies and/or recommendations regarding audits and the finances of the County to the full Board for its consideration.

• To serve as the Audit Committee to assist the Board in carrying out its oversight responsibilities by reviewing financial information provided in the County's annual financial report.

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

III. Meetings and Quorum

The Committee shall meet monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chair of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chair of the Committee shall prepare or approve an agenda in advance of each meeting. The County Administrator and the Director(s) with the responsibilities for finance shall be invited to all meetings. Other management officials and counsel to the Board may be invited as necessary. With the exception of Directors, the Chair may excuse any non-Committee members from attendance at any meeting or portion of any meeting. A majority of the total Committee composition shall constitute a quorum for the purposes of conducting the business of the Committee.

IV. <u>Responsibilities</u>

The Committee shall have the following duties and responsibilities:

A. Finance

1. Review and advise the Board and senior management of the County with respect to finance initiatives, policies and procedures, including activities relating to procurement.

2. Provide direction during the preparation of the annual budget. Review the County Administrator's final budget proposal and provide recommendations to the Board with respect to those proposals including tax rates and fees.

3. Review and advise the Board on supplemental appropriation requests, transfers and change orders as dictated by policy.

4. Review the budgetary and financial implications of management's tactical and strategic plans.

5. Review periodic or interim budget and/or financial statements to ensure the County is operating within approved financial and budgetary allocations and that the County is appropriately safeguarding its financial resources.

B. Audit

1. Perform independent review and execute oversight of the financial reporting process, internal controls and independent auditors.

2. Provide a forum separate from management in which auditors and other interested parties can discuss the annual audit.

3. Meet with the external auditors during the entrance and exit conferences and at other times as needed or upon request of the external auditors. Review and approve the annual external audit engagement letter.

4. Manage the County's internal audit function including review and approval of the internal annual audit work plan, reports and recommendations. The internal auditor shall report functionally to the Chair of the committee or designee. The Committee chair, along with the County Administrator and Finance Director, shall conduct annual evaluations of the auditor's performance. The Committee Chairman shall participate in decisions regarding the appointment of the internal auditor and the acceptance of the internal audit plan.

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

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

2. Report all meetings of the Committee to the Board on the matters discussed at each Committee meeting, as appropriate.

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

Original: Adopted by Board of Supervisors 1/25/2012 Revisions: 9/9/2013: reduced Board of Supervisor representatives from four (4) to three (3) 9/29/2014: no changes





Brenda G. Garton County Administrator

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

MEMORANDUM

то:	Finance Committee Members Cheryl B. Shiffler, Finance Director
FROM:	Brenda G. Garton, County Administrator
SUBJECT:	PPEA Review Fee Refund
DATE:	October 19, 2015

Attached please find a request from R150 SPE, LLC seeking the return of their PPEA review fees submitted as part of their PPEA unsolicited proposal for a new county office building. It should be noted that the County did incur legal expenses associated with the review of the proposal in the amount of \$2,102.60, per the attached invoices. Therefore, the amount to be refunded to R150 SPE, LLC would be **\$47,897.40**.

Pursuant our PPEA guidelines, Section III (C) 2 (c), the applicant is entitled to this refund:

Reimbursement of excess fees paid. If the total fees paid by proposers for a phase of procurement exceed the total costs incurred in processing, reviewing, and evaluating proposals for that phase, then the Board of Supervisors shall reimburse the proposers the difference on a reasonable, pro rata basis.

Thank you in advance for your consideration of this request.

BGG/jet

Attachments



MMA Capital Management, LLC

621 East Pratt Street, Suite 600 Baltimore, Maryland 21202 T 443.263.2900

October 16, 2015

Ms. Brenda G. Garton County Administrator County of Frederick 107 North Kent Street Winchester, VA 22601

Re: Frederick County Center PPEA

VIA E-MAIL

Dear Ms. Garton:

I have reviewed our correspondence with regard to the return of the PPEA deposit. As you know, R150 SPE, LLC submitted a PPEA to provide for a County Administration building and, pursuant to a statutory requirement, also paid the required fee, which was to be held and, if necessary, used to defray any County costs incurred evaluating the PPEA proposal. As you know, the PPEA was not accepted by the County and, in fact, the rezoning that was filed on August 8, 2014, and which made reference to the PPEA, was rejected by the Board of Supervisors on March 11, 2015.

Further, and it probably goes without saying, given what has occurred, there has been no evaluation or expenses incurred by the County conducting any evaluation of said PPEA. Accordingly, and based on the above, we would respectfully request that the County return the \$50,000.00 to R150 SPE, LLC, plus any interest if any has been accrued.

Thank you for your assistance and cooperation.

Sincerely,

R150 SPE, LLC A Virginia limited Liability Company

Sole Member of: Frederick County Center, LLC

By

Name: Gary Mentesana Title: Executive Vice President

Cc: Earl W. Cole, III Ty Lawson

> PERFORMANCE PUTT ON INTEGRITY, INNOVATION & SERVICE, www.MMACapitalManagement.com

ReedSmith 3110 Fairview Park Falls Church, VA 22042 Telephone: 703-641-4200 Fax: 703-641-4340 Tax ID # 25-0749630 NEW YORK ... LONDON + HONG KONG + CHICAGO + WASHINGTON, D.C. • BELING + LOS ANGELES . SAN FRANCISCO + PHILADELPHIA - SHANGHAL + PHTSBURGH + HOUSTON + I SINGAPORE, * MUNICH • ABU DHABI • PRINCETON • NORTHERN VIRGINIA • WILMINGTON • SILICON VALLEY • DUBA • CENTURY CITY • RCHINOND • GREECE • KAZAKISTAN FREDERICK COUNTY, VIRGINIA May, 3, 2013 107-North Kent Street 3rd Floor Winchester, VA 22601 Attn: Roderick B. Williams, Esq. Re: Frederick County Government Center PPEA Invoice Number: 2404593 ___972309 Client Number: Matter, Number: ,60001 INVOICE SUMMARY For Professional Services Rendered Through April 30, 2013 Current Fees 1,988.50 S, Current Disbursements 2.005.60 17:10 b. 7. 67 H 31 162 Total Balance Due Upon Receipt 2,005:60 Frederick County RECEIVED 7-201 MAY 0 7 2013 12240-3002 -000 :000 Finance Department -010'-VENDOR # INV. DATE INVOICE MAY WE528033 DUE DA 0 # PREP. B DA'LE PAI 1. + . . . 1 Please Remit to: Mail To: Wire Instructions: Reed Smith LLP Wells Fargo Bank, N.A. P.O. Box 75318 Washington, DC Baltimore, MD 21275-5318 ABA Number: 121000248 Swift Code: WFBIUS6S (International) Account #2000038797985 . Q 1(Please Reference Invoice Number)

ReedSmith

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3110 Fairview Park Falls Church, VA 22042 Telephone: 703-641-4200 Fax: 703-641-4340 Tax ID # 25-0749630

NEW YORK + LONDON + HONG KONG + CHICAGO + WASHINGTON, D.C + BELING + PARIS + LOS ANGELES + SAN FRANCISCO + PHILADELPHIA + SHANGHAI + PITTSBURGH + HOUSTON + SINGAPORE + MUNICH + ABU DHABI + PRINCETON + NORTHERN VIRGINIA + WILMINGTON + SILICON VALLEY + DUBAI + CENTURY CITY + RICHMOND + GREECE + KAZAKHSTAN

FREDERICK COUNTY, VIRGINIA 107 North Kent Street 3rd Floor Winchester, VA 22601 Attn: Roderick B. Williams, Esq.

Client/Matter Contact: Roderick B. Williams, Esq. Re: Frederick County Government Center PPEA May 3, 2013

Invoice Number: 2404593 Client Number: 972309 Matter Number: 60001

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For Professional Services Rendered Through April 30, 2013

TIME DETAIL

Date	Name		Narrative	29.	Hours-		
04/04/13	Folk	Review e-mail; rev provide response to			edures; 0.30)	
04/16/13	Folk	Exchange.e-mails			0.10)	
04/17/13	Folk	Review proposals; guidelines and PPF and draft receipt of Williams	EA revise draft no	otice; prepare dra	ft notice)	
04/18/13	Folk	Exchange e-mails;	review documen	its; send response	. 0.20)	
04/26/13	Folk	Respond to e-mail	and question're:	"affected jurisdic	tion". 0.20) .	
04/30/13	Folk	Exchange e-mails			.0.10)	
		2		Total Hours	4.10	; ;	
Time Sun	nmary	1	Hours	Rate	Value	. *	
Thomas R	t. Folk		4.10	at \$ 485:00 =	1,988:50		ъ
			Total Fees	æ *			1,988.50
For Cost	Advanced and	Expenses Incurred:			te and the second se	* 340	
Dupl	icating/Printin	ig/Scanning		-	17.10		1
	-		Current Disbu	ursements	4. 		. 17:10
		4.5	Total	Balance Due Up	on Receipt		\$ 2,005:60

92

ReedSmith

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NEW YORK + LONDON + HONG KONG + CHICAGO + WASHINGTON, D.C + BELJING + PARIS + LOS ANGELES + SAN FRANCISCO + PHILADELPHIA + SHANGHAI + PITTSBURGH + HOUSTON + SINGAPORE + MUNICH + ABU DHABI + PRINCETON + NORTHERN VIRGINIA + WILMINGTON + SILICON VALLEY + DUBAI + CENTURY CITY + RICHMOND + GREECE + KAZAKHSTAN

8638

Frederick County Virgin: Attn: Roderick B. Willia 107 North Kent Street, 3 Winchester, VA 22601	ams, Esq.			June 5, 2013
Re: Frederick County (Government Center PPEA		Invoice Number Client Number: Matter Number	972309
	INVOICE SUMM	IARY		
For Professional Services	s Rendered Through May 31, 2013			
	Current Fees Current Disbursements	\$	97.00 0.00	97.00
	Total Balance Di INV. DATE 6-5-13 460	ue Upon Recei	pt S	97.00
DUE DATE PREP. BY DATE PAID	13 P.O.# RECE JUN 1 U 17 Per 24		20B 6/10/	13
4-010-	1224-3002-006-000		Frederick County RECEIVED JUN 11 2013	
4-010-	1224-3602-666-666		RECEIVED	

Mail To: Reed Smith LLP P.O. Box 75318 Baltimore, MD 21275-5318 Wire Instructions: Wells Fargo Bank, N.A. Washington, DC ABA Number: 121000248 Swift Code: WFBIUS6S (International) Account #2000038797985 93Please Reference Invoice Number)



3110 Fairview Park Falls Church, VA 22042 Telephone: 703-641-4200 Fax: 703-641-4340 Tax ID # 25-0749630

NEW YORK & LONDON'S HONG KONG & CHICAGO & WASHINGTON, D.C. & BEIJING & PARIS & LOS ANGELES. & SAN FRANCISCO & PHILADELPHIA & SHANGHAI & PITTSBURGH & HOUSTON & SINGAPORE & MUNICH & ABU DHABI & PRINCETON & NORTHERN VIRGINIA & WILMINGTON & SILICON VALLEY & DUBAL & CENTURY CITY & RICHMOND & GREECE & KAZAKHSTAN

Frederick County Virginia Attn: Roderick B. Williams, Esq. 107 North Kent Street, 3rd Floor Winchester, VA 22601

Client/Matter Contact: Roderick B. Williams, Esq. Re: Frederick County Government Center PPEA June 5, 2013

Invoice Number:2416960Client Number:972309Matter Number:60001

For Professional Services Rendered Through May 31, 2013

TIME DETAIL

Date	Name	Nar	rative		Ho	urs	
05/02/13	Folk	Telephone call from T. Laws	son			0.20	
				Total Hours		0.20	
Time Sum		Hou		Rate	Value		
Thomas R	. FOIK		0.20	at \$ 485.00 =	97.00		
		Total F	lees				97.00
			Total	Balance Due Upo	n Receipt	-	\$ 97.00

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Charles S. DeHaven Jr. 2075 Martinsburg Pike Winchester, VA 22603-4715

20 October, 2015

Brenda G. Garton, Finance Staff, and Committee Members 107 N. Kent Street Winchester, VA 22601

IE: FY 2017 Budget Priorities.

Dear Ms. Garton;

In an attempt to help find budget direction and aid staff in appropriately prioritizing budget requests and suitably recommending proposed budget cuts or allocating resources, I offer the following recommendations.

It appears we will need to continue to concentrate on addressing our public safety issues.

We would all like to see a reduction, but it is anticipated that the property tax rates will likely remain constant.

The annual use of up to 4.3 million of fund balance funding could continue to be considered to balance the FY 2017 budget.

We should attempt to allocate new funding with the school system on a basis consistent with the current funding allocation.

There is still a desire to identify and quantify deferred capital investments to accomplish the development of a prioritized plan to catch up on these issues.

While committed to minimizing the size of government where ever possible, the Public Safety and Educational needs of our community should be a priority.

Sincerely,

Chuck DeHaven

FY16 SEPTEMBER 2015 BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM		ACCT		AMOUNT
9/1/2015	FIRE AND RESCUE	PROMOTIONS	3505	1001	000	007	3,252.00
	FIRE AND RESCUE		3505	1007	000	001	(3,252.00
	FIRE AND RESCUE		3505	1001	000	090	3,250.00
	FIRE AND RESCUE		3505	1007	000	001	(3,250.00
	FIRE AND RESCUE		3505	1001	000	062	3,249.88
	FIRE AND RESCUE		3505	1007	000	001	(3,249.88
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	011	2,297.20
	PUBLIC SAFETY COMMUNICATIONS		3506	1001	000	003	(2,297.20
9/9/2015	COUNTY OFFICE BUILDINGS /COURTHOUSE	MILLWOOD FIRE STATION BUILDING MAINTENANCE	4304	3002	000	021	1,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	3004	000	021	2,500.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	3004	000	022	2,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	3005	000	021	10,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	3010	000	021	1,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5101	000	021	20,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5102	000	021	12,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5103	000	021	12,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5302	000	021	6,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5400	000	021	3,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5204	000	021	5,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5403	000	021	800.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5405	000	021	3,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5407	000	021	5,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5408	000	021	2,000.00
	COUNTY OFFICE BUILDINGS /COURTHOUSE		4304	5413	000	021	600.00
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(85,900.00
9/11/2015	County Administrator	REPLACE PUBLIC INFORMATION OFFICER'S LAPTOP	1201	5401	000	000	2,900.00
	Other		1224	3002	000	000	(2,900.00
9/11/2015	COUNTY ADMINISTRATOR	COVER DEFICIT IN LINE ITEM FOR RETREAT, ETC.	1201	5506	000	000	(500.00
	COUNTY ADMINISTRATOR		1201	5413	000	000	500.00
9/14/2015	CLEARBROOK PARK	PLAYGROUND REPLACEMENT PARTS	7109			000	10,000.00
5/11/2015	CLEARBROOK PARK		7109		000	000	7,000.00
	SHERANDO PARK		7110		000	000	(10,000.00
	SHERANDO PARK		7110		000	003	(7,000.00
9/14/2015	PARKS AND RECREATION ADMINISTRATION	VSI BROCHURE INTERFACE	7101			000	(1,600.00
9/14/2015	PARKS AND RECREATION ADMINISTRATION		7101		000	000	1,600.00
0/45/0045							
9/15/2015	REASSESSMENT/BOARD OF ASSESSORS	CONTINUING EDUCATION REAL ESTATE	1210		000	000	(700.00
	REASSESSMENT/BOARD OF ASSESSORS		1210			000	700.00
9/15/2015	PLANNING	TRANSFER FUNDS FOR SALARY INCREASE	8101		000	036	753.23
	PLANNING		8101			000	(753.23
9/24/2015	COUNTY OFFICE BUILDINGS/COURTHOUSE	REPAIRS TO GENERATOR AT MILLWOOD FIRE STATION	4304		000	021	(1,778.25
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3004	000	022	1,778.25
9/30/2015	CLERK OF THE CIRCUIT COURT	CERITFICATION IN THE VCCA	2106	5506	000	000	(175.00
	CLERK OF THE CIRCUIT COURT		2106	5801	000	000	175.00
9/30/2015	RECREATION CENTERS AND PLAYGOUNDS	NEW HIRE	7104	1001	000	027	457.91
-	RECREATION CENTERS AND PLAYGOUNDS		7104			000	(457.91

County of Frederick, VA Report on Unreserved Fund Balance October 15, 2015

Unreserved Fund Balance, Beginning of Year, July 1, 2015	5	42,344,282
rior Year Funding & Carryforward Amounts		
C/F Rose Hill Park	(168,000)	
C/F Sherando Park master plan	(22,780)	
C/F DARE	(400)	
C/F Abbott Grant	(33,854)	
C/F Fire Company Capital	(274,086)	
Reserve E-summons funds	(38,816)	
C/F Fire Program funds	(29,521)	
Reserve P&R Play Fund funds	(6,932)	
School encumbrances	(581,267)	
C/F Forefeited assets	(58,035)	
		(1,213,692
Other Funding / Adjustments		
Parks returned unused proffer	(710)	
COR refund - Brookfield Stephenson Village	(20,539)	
COR refund - Ally Financial	(5,405)	
COR refund - Ford Motor Credit	(2,930)	
COR refund - Opal Oil	(4,070)	
Treasurer drive through repair	(30,000)	
Circuit Clerk - deputy clerk position	(10,913)	
Airport capital	(63,818)	
Gainesboro site retainage	5,960	
COR refund - disabled veteran	(3,689)	
COR refund - Greenway Engineering	(12,753)	
COR refund - Navitus Engineering	(42,560)	
COR refund - Citizens Asset Finance	(5,736)	
COR refund - Carrier Enterprises	(144,392)	
School	(200,000)	
		(541,555
und Balance, October 15, 2015		10 580 036

Fund Balance, October 15, 2015

40,589,036

County of Frederick General Fund September 30, 2015

ASSETS	FY16 <u>9/30/15</u>	FY15 <u>9/30/14</u>	Increase (Decrease)
	<u></u>	<u></u>	<u></u>
Cash and Cash Equivalents Petty Cash Receivables:	51,316,015.77 1,555.00	48,673,050.71 1,555.00	2,642,965.06 * A 0.00
Taxes, Commonwealth,Reimb.P/P Streetlights	41,433,757.29 16,476.70	40,571,325.87 16,842.75	862,431.42 (366.05)
Miscellaneous Charges	75,559.01	50,322.47	25,236.54
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	2,498.97	2,815.67	(316.70)
GL controls (est.rev / est. exp)	<u>(12,370,258.09)</u>	<u>(6,676,667.23)</u>	(5,693,590.86) (1) Attached
TOTAL ASSETS	<u>81,210,543.88</u>	<u>83,374,184.47</u>	<u>(2,163,640.59)</u>
LIABILITIES			
Accrued Liabiliies	8,381.47	10,858.82	(2,477.35)
Performance Bonds Payable	446,664.24	399,414.35	47,249.89
Taxes Collected in Advance	209,454.96	89,404.88	120,050.08 * B
Deferred Revenue	<u>41,517,557.75</u>	<u>40,625,744.82</u>	<u>891,812.93</u> * C
TOTAL LIABILITIES	42,182,058.42	41,125,422.87	1,056,635.55
EQUITY			
Fund Balance			
Reserved:	404 440 05	207 704 40	70 000 40 (0) A ttack ad
Encumbrance General Fund Conservation Easement	404,416.85 4,779.85	327,794.42 4,779.85	76,622.43 (2) Attached 0.00
Peg Grant	137,071.75	244,254.00	(107,182.25) * D
Prepaid Items	949.63	949.63	0.00
Advances	734,939.23	734,939.23	0.00
Employee Benefits	93,120.82	93,120.82	0.00
Courthouse Fees	269,039.57	222,145.76	46,893.81 * E
Historical Markers	17,322.25	17,283.35	38.90
Animal Shelter	335,530.02	335,530.02	0.00
Proffers	2,042,419.80	4,023,780.67	(1,981,360.87) (3) Attached
Economic Development Incentive	0.00	550,000.00	(550,000.00)
Parks Reserve E-Summons Funds	6,932.25	0.00	6,932.25 28 816 25
VDOT Revenue Sharing	38,816.25 436,270.00	0.00 436,270.00	38,816.25 0.00
Undesignated Adjusted Fund Balance	<u>34,506,877.19</u>	<u>35,257,913.85</u>	(751,036.66) (4) Attached
TOTAL EQUITY	<u>39,028,485.46</u>	42,248,761.60	<u>(3,220,276.14)</u>
TOTAL LIAB. & EQUITY	<u>81,210,543.88</u>	<u>83,374,184.47</u>	<u>(2,163,640.59)</u>

NOTES:

*A The cash increase reflects prior year surplus.

*B Prepayment of taxes.

*C Deferred revenue includes taxes receivable, street lights, misc.charges,dog tags, and motor vehicle registration fees. *D Upgrade board room audio visual and broadcasting equipment in the amount of \$178,122.95 from Comcast provided

PEG funds.

*E Previously ADA Fees.

BALANCE SHEET

Est.Revenue 147,578,927 138,309,377 9,269,550 Appropriations (67,330,875) (59,188,386) (8,142,488) Est.Tr.to Other fds (93,022,727) (86,125,452) (6,897,275) Encumbrances 404,417 327,794 76,622 (12,370,258) (6,676,667) (5,693,591) General Fund Purchase Orders Outstanding @9/30/15 DEPARTMENT Amount	
Est.Tr.to Other fds (93,022,727) (86,125,452) (6,897,275) Encumbrances 404,417 327,794 76,622 (12,370,258) (6,676,667) (5,693,591) General Fund Purchase Orders Outstanding @9/30/15 DEPARTMENT Amount	
Est.Tr.to Other fds (93,022,727) (86,125,452) (6,897,275) Encumbrances 404,417 327,794 76,622 (12,370,258) (6,676,667) (5,693,591) General Fund Purchase Orders Outstanding @9/30/15 DEPARTMENT Amount	
(12,370,258) (6,676,667) (5,693,591) General Fund Purchase Orders Outstanding @9/30/15 DEPARTMENT Amount	
General Fund Purchase Orders Outstanding @9/30/15 DEPARTMENT Amount	
DEPARTMENT Amount	
Clerk 3,433.87 Konica Minolta Printer/Copier/Scanner	
Fire & Rescue 789.28 Dual Band Radio System	
49,223.72 Uniforms	
General Fund Departments 29,752.10 (30) Dell Desktop & (14) Laptop PC's	
INSPECTIONS 26,632.40 2015 Chevrolet Colorado Truck	
Parks 400.00 Rose Hill Park Engineering Service	
48,750.00 (2) Chevrolet Silverado Trucks	
5,100.00 (1,500) Dry Fit Sports Caps for the Half Marathon	
17,625.00 (1,500) Long Sleeve T-Shirts for the Half Marathon	
25,336.50 Special Events T-Shirts	
5,290.80 Half Marathon Awards	
18,477.70 Playground Equipment Replacement Parts	
Refuse Collection 7,545.15 Repair 2006 Ford Pickup	
Sheriff 8,475.00 (15) Body Armor	
12,672.62 (17) Pistols and (7)Rifles	
21,717.00 Camera System with (2) Cameras	
4,773.65 Uniforms	
30,095.52 (12) Tactical Vests & (24) Hard Armor Plates	
7,215.00 (5) Raptor Radar Units	
81,111.54 2015 Police Interceptor,2016 Ford Explorer, 2015 F150	
Total 404,416.85	
Designated	
(3)Proffer Information Other	
SCHOOLS PARKS FIRE & RESCUE Projects	TOTAL
Balance @9/30/15 54,706.90 435,280.16 491,139.40 1,061,293.3	4 2,042,419.80
Designated Other Projects Detail	
Administration 218,936.34	
Bridges 1,000.00	
Historic Preservation 108,000.00 12/11/14 Board Action designated \$50,000 for final debt	payment
Library 101,206.00 on the Huntsberry property.	
Rt.50 Trans.Imp. 10,000.00	
Rt. 50 Rezoning 25,000.00	
Rt. 656 & 657 Imp. 25,000.00	
RT.277 162,375.00	
Sheriff 41,776.00	
Solid Waste 12,000.00	
Stop Lights 26,000.00	

Total Other Proffers @9/30/15

BPG Properties/Rt.11 Corridor

(4) Fund Balance Adjusted	
Ending Balance 9/30/15	40,647,070.52
Revenue 9/15	14,444,657.94
Expenditures 9/15	(15,663,976.88)
Transfers 9/15	(4,920,874.39)
9/15 Fund Balance Adjusted	34,506,877.19

330,000.00

1,061,293.34

County of Frederick Comparative Statement of Revenues, Expenditures and Changes in Fund Balance September 30, 2015

REVENUES:	Appropriated	FY16 9/30/2015 <u>Actual</u>	FY15 9/30/2014 <u>Actual</u>	YTD Actual <u>Variance</u>
General Property Taxes Other local taxes Permits & Privilege fees Revenue from use of money	100,608,073.00 31,899,849.00 1,663,682.00	4,107,361.52 3,485,541.07 635,954.64	3,850,742.17 3,309,804.07 463,583.51	256,619.35 (1) 175,737.00 (2) 172,371.13 (3)
and property Charges for Services Miscellaneous Recovered Costs	152,466.00 2,478,226.00 532,980.87 1,317,691.00	60,118.49 602,925.65 64,015.90 833,465.31	70,331.47 557,966.12 124,908.96 882,754.41	(10,212.98) (4) 44,959.53 (60,893.06) (49,289.10) (5)
Intergovernmental: Commonwealth Federal Transfers	8,886,959.00 39,000.00	4,641,731.67 13,543.69 0.00	4,681,148.69 5,968.00 0.00	(39,417.02) (6) 7,575.69 (7) 0.00
TOTAL REVENUES	147,578,926.87	14,444,657.94	13,947,207.40	497,450.54
EXPENDITURES:				
General Administration Judicial Administration Public Safety Public Works Health and Welfare Education Parks, Recreation, Culture Community Development	$\begin{array}{c} 10,018,597.24\\ 2,407,208.85\\ 32,247,522.65\\ 4,948,422.68\\ 8,177,956.00\\ 56,000.00\\ 6,312,979.24\\ 1,996,044.95\end{array}$	2,315,622.94 530,240.51 7,968,997.10 1,074,141.42 1,876,825.64 14,000.00 1,581,099.22 303,050.05	1,979,488.46 480,805.30 7,996,678.88 765,727.92 1,689,220.00 14,000.00 1,417,049.04 806,526.77	336,134.48 49,435.21 (27,681.78) 308,413.50 187,605.64 0.00 164,050.18 (503,476.72)
TOTAL EXPENDITURES	66,164,731.61	15,663,976.88	15,149,496.37	514,480.51 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	94,188,870.20	4,920,874.39	1,732,532.74	3,188,341.65 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(12,774,674.94)	(6,140,193.33)	(2,934,821.71)	3,205,371.62
Fund Balance per General Ledger	-	40,647,070.52	38,172,735.56	2,474,334.96
Fund Balance Adjusted to reflect Income Statement 9/30/15	`	34,506,877.19	35,237,913.85	(731,036.66)

1)General Property Taxes	FY16	FY15	Increase/Decrease
eal Estate Taxes	1,443,670	1,368,737	74,933
Personal Property	2,443,694	2,239,959	203,735
enalties and Interest	128,790	129,237	(448)
redit Card Chgs./Delinq.Advertising	(21,862)	(18,554)	(3,308)
dm.Fees For Liens&Distress	113,070	131,364	(18,294)
	4,107,362	3,850,742	256,619
Other Local Taxes			
ocal Sales and Use Tax	1,069,362.57	1,046,724.23	22,638.34
ommunications Sales Tax	110,320.76	112,870.43	(2,549.67)
ility Taxes	490,519.48	417,507.81	73,011.67
siness Licenses	516,976.25	514,230.36	2,745.89
to Rental Tax	23,484.62	21,871.64	1,612.98
otor Vehicle Licenses Fees	80,870.31	82,811.90	(1,941.59)
cordation Taxes	394,023.18	322,039.10	71,984.08
eals Tax	715,564.73	718,109.47	(2,544.74)
lging Tax	83,727.95	72,583.38	11,144.57
eet Lights	390.36	815.75	(425.39)
r Fort Fees	300.86	240.00	60.86
al	3,485,541.07	3,309,804.07	175,737.00
Permits&Privileges			
gLicenses	12,241.00	14,689.00	(2,448.00)
nsfer Fees	913.50	739.80	173.70
elopment Review Fees	185,322.69	94,353.50	90,969.19
Iding Permits	293,773.46	263,472.56	30,300.90
State Fees	10,961.27	11,582.15	(620.88)
ctrical Permits	33,335.00	20,395.00	12,940.00
mbing Permits	6,099.00	2,565.00	3,534.00
chanical Permits	40,776.00	14,017.50	26,758.50
n Permits	1,651.72	720.00	931.72
mits for Commercial Burning	-	75.00	(75.00)
osive Storage Permits	-	200.00	(200.00)
sting Permits	150.00	90.00	60.00
d Disturbance Permits	50,731.00	40,384.00	10,347.00
age Installation License	-	300.00	(300.00)
1	635,954.64	463,583.51	172,371.13
Revenue from use of			
oney	53,173.55	65,466.62	(12,293.07)
perty	6,944.94	4,864.85	2,080.09
al	60,118.49	70,331.47	(10,212.98)

(5) Recovered Costs	FY16	FY15	Increase/Decrease
Recovered Costs Treas.Office	41,340.00		41,340.00
Worker's Comp	350.00	300.00	50.00
Purchasing Card Rebate	162,373.76	98,068.29	64,305.47
Recovered Costs-IT/GIS	313.98	-	313.98
Reimbursement Circuit Court	3,549.62	2,558.14	991.48
Reimb.Public Works/Planning Clean Up	570.00	-	570.00
Clarke County Container Fees	23,332.67	11,684.98	11,647.69
City of Winchester Container Fees	17,709.25	8,110.50	9,598.75
Refuse Disposal Fees	26,416.46	15,506.01	10,910.45
Recycling Revenue	11,768.48	22,563.08	(10,794.60)
Fire & Rescue Merchandise(Resale)	1,050.00	-	1,050.00
Container Fees Bowman Library	437.64	430.26	7.38
Litter-Thon/Keep VA Beautiful Grant	500.00	-	500.00
Restitution Victim Witness	4,445.00	5,916.61	(1,471.61)
Reimb.of Expenses Gen.District Court	5,850.02	7,767.24	(1,917.22)
Reimb.Task Force	16,887.70	16,069.72	817.98
Sign Deposits Planning	50.00	(50.00)	100.00
Reimbursement-Construction Projects	-	385,799.69	(385,799.69)
Westminster Canterbury Lieu of Tax	-	12,225.05	(12,225.05)
Comcast PEG Grant	17,879.40	17,741.25	138.15
Proffer-Other	157,500.46	449.50	157,050.96
Fire School Programs	9,340.00	11,275.00	(1,935.00)
Proffer Redbud Run	25,816.00	12,908.00	12,908.00
Clerks Reimbursement to County	2,847.04	2,142.43	704.61
Proffer Canter Estates	20,439.85	-	20,439.85
Proffer Village at Harvest Ridge	4,617.00	3,078.00	1,539.00
Proffer Southern Hills	9,820.00		
Proffer Snowden Bridge	135,623.40	115,279.89	20,343.51
Proffer Meadows Edge Racey Tract	120,864.00	120,864.00	-
Sheriff Reimbursement	1,011.58	7,185.77	(6,174.19)
Proffer Westbury Commons	1,000.00	-	1,000.00
Proffer Cedar Meadows Proffer	9,762.00	4,881.00	4,881.00
Total	833,465.31	882,754.41	(49,289.10)

*1 Reimbursement for the Round Hill Fire and Rescue Station and Event Center design.

*2 Blackburn Commerce Center Rezoning/Transportation Improvement \$153,600.46

(6) Commonwealth Revenue	9/30/2015	9/30/2014	
	FY16	FY15	Increase/Decrease
Motor Vehicle Carriers Tax	37,721.45	36,948.73	772.72
Mobile Home Titling Tax	29,477.94	21,558.45	7,919.49
Recordation Taxes	81,547.51	90,332.37	(8,784.86)
P/P State Reimbursement	2,610,611.35	2,610,611.27	0.08
Shared Expenses Comm.Atty.	76,907.59	65,924.35	10,983.24
Shared Expenses Sheriff	372,030.70	378,874.27	(6 <i>,</i> 843.57)
Shared Expenses Comm.of Rev.	34,677.35	34,412.57	264.78
Shared Expenses Treasurer	25,291.13	25,196.37	94.76
Shared Expenses Clerk	59,821.43	57,074.99	2,746.44
Public Assistance Grants	990,017.63	893,063.10	96,954.53
Litter Control Grants	-	15,515.00	(15,515.00)
Emergency Services Fire Program	214,535.00	239,007.00	(24,472.00)
DMV Grant Funding	5,462.99	12,342.03	(6,879.04)
DCJS & Sheriff (State Grants)	-	99,064.88	(99,064.88)
JJC Grant Juvenile Justice	32,090.00	32,090.00	-
Rent/Lease Payments	52,501.61	50,885.27	1,616.34
Wireless 911 Grant	11,211.57	14,033.91	(2,822.34)
State Forfeited Asset Funds	7,826.42	4,080.25	3,746.17
F/R OEMS Reimb.	-	133.88	(133.88)
Total	4,641,731.67	4,681,148.69	(39,417.02)

*1 Increase for Special Needs

*2 Abbott Grant FY15 \$99,064.88

<u>County of Frederick</u> <u>General Fund</u> September 30, 2015

(7) Federal Revenue	FY16	FY15	Increase/Decrease
Federal Forfeited Assets	10,612.69	5,968.00	4,644.69
Emergency Services Grant	2,931.00	-	2,931.00
Total	13,543.69	5,968.00	7,575.69

(8) Expenditures

Expenditures increased \$514,480.51. General Administration increased \$336,134.48 and reflects Fire, Public Officials, and General liability insurance charges that were October entries in the previous year. Additionally, tax refunds increased \$191,007.49 year to date. **Public Works** increased \$308,413.50 and includes insurance charges that were October entries in the previous year. Also, the County share of the Courthouse Complex maintenance increased \$113,816.00, Engineering purchased a 2015 Chevrolet Colorado truck (\$26,632), Refuse a 30 yard recycling can and compactor (\$17,475) and Maintenance Administration a 2015 Ford F150 truck (\$27,963). The decrease in **Community Development** reflects the \$500,000.00 transfer to the Economic Development Authority for the H.P. Hood incentive. The Transfers increased \$3,188,341.65. See chart below:

(9) Transfers increased \$3,188,341.65	FY16	FY15	Increase/Decrease	
Transfer to School Operating	581,267.27	109,448.47	471,818.80	*1
Transfer to Debt Service County	1,138,343.73	195,196.63	943,147.10	*2
Transfer to Capital Projects Fund	0.00	1,000,000.00	(1,000,000.00)	*3
Transfer to School Construction	3,200,000.00	-	3,200,000.00	
Operational Transfers	1,263.39	427,887.64	(426,624.25)	*4
Total	4,920,874.39	1,732,532.74	3,188,341.65	

*1 Increase in FY15 School Operating Transfer.

*2 FY16 payments include the Bowman Library, Roundhill, Public Safety Building, and Animal Shelter.

*3 Proffer for Round Hill Fire and Rescue Event Center Site Plan Development.

*4 Timing of insurance charge outs.

County of Frederick FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER September 30, 2015

Cash Accounts Recei GL controls(est.		FY2016 <u>9/30/15</u> 6,270,450.14 0.00 <u>(660,557.89)</u>	FY2015 <u>9/30/14</u> 4,747,859.10 0.00 <u>(433,487.65)</u>	Increase (<u>Decrease)</u> 1,522,591.04 * 1 (227,070.24)
	TOTAL ASSETS	<u>5,609,892.25</u>	<u>4,314,371.45</u>	<u>1,295,520.80</u>
Accrued Operat	LIABILITIES ing Reserve Costs	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
	TOTAL LIABILITIES	2,258,904.00	<u>2,115,099.00</u>	<u>143,805.00</u>
Fund Balance Reserved	EQUITY			
Encumbrances Undesignated		117,594.45	91,202.02	26,392.43
Fund Balance		<u>3,233,393.80</u>	<u>2,108,070.43</u>	<u>1,125,323.37</u> * 2
	TOTAL EQUITY	<u>3,350,988.25</u>	<u>2,199,272.45</u>	<u>1,151,715.80</u>
	TOTAL LIABILITY & EQUITY	5,609,892.25	<u>4,314,371.45</u>	<u>1,295,520.80</u>

NOTES:

*1 Cash increased \$1,522,591.04. Refer to the following page for comparative statement of revenue and expenditures and changes in fund balance.

*2 Fund balance increased \$1,125,323.37. The beginning balance for FY16 was \$3,209,470.54 and includes adjusting entries, budget controls FY16(\$725,046.00), and the year to date revenue less expenditures of \$748,969.26.

Current Unrecorded Accounts Receivable-	<u>FY2016</u>		
Prisoner Billing:	35,794.52		
Compensation Board Reimbursement 9/15	. 443,902.97		
Total	479,697.49		

County of Frederick Comparative Statement of Revenues, Expenditures and Changes in Fund Balance 9/30/15

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

TOND IT NORTHWESTERN REGIONAE ADD				
		FY2016	FY2015	
REVENUES:		9/30/15	9/30/14	YTD Actual
	Appropriated	<u>Actual</u>	<u>Actual</u>	Variance
Credit Card Probation	-	32.75	39.88	(7.13)
Supervision Fees	41,696.00	8,350.50	10,608.00	(2,257.50)
Drug Testing Fees	5,000.00	-	325.00	(325.00)
Work Release Fees	355,828.00	61,091.05	54,140.51	6,950.54
Federal Bureau Of Prisons	0.00	165.00	1,110.48	(945.48)
Local Contributions	6,495,106.00	3,247,553.00	2,003,330.68	1,244,222.32
Miscellaneous	15,000.00	842.30	1,259.37	(417.07)
Phone Commissions	345,000.00	0.00	0.00	0.00
Food & Staff Reimbursement	130,000.00	7,474.85	11,729.61	(4,254.76)
Elec.Monitoring Part.Fees	90,000.00	15,121.19	15,829.17	(707.98)
Share of Jail Cost Commonwealth	1,097,197.00	0.00	0.00	0.00
Medical & Health Reimb.	68,000.00	13,658.81	12,410.51	1,248.30
Shared Expenses CFW Jail	5,090,140.00	838,473.48	842,843.23	(4,369.75)
State Grants	250,263.00	0.00	0.00	0.00
Local Offender Probation	252,286.00	0.00	0.00	0.00
Transfer From General Fund	5,103,298.00	1,275,824.50	1,295,491.62	(19,667.12)
TOTAL REVENUES	19,338,814.00	5,468,587.43	4,249,118.06	1,219,469.37
EXPENDITURES:	20,116,966.34	4,719,618.17	4,369,204.74	350,413.43
Excess(Deficiency)of revenues over				
expenditures		748,969.26	(120,086.68)	869,055.94
FUND BALANCE PER GENERAL LEDGER		<u>2,484,424.54</u>	<u>2,228,157.11</u>	<u>256,267.43</u>
			0 400 070 40	
Fund Balance Adjusted To Reflect		3,233,393.80	2,108,070.43	1,125,323.37
Income Statement 9/30/15				

County of Frederick Fund 12 Landfill September 30, 2015

· · · ·	FY2016	FY2015	Increase
ASSETS	<u>9/30/15</u>	<u>9/30/14</u>	<u>(Decrease)</u>
		00 007 405 07	
Cash	32,365,584.97	30,907,105.37	1,458,479.60
Receivables: Fees	701,546.44	632,349.41	69,197.03 * 1
Accounts Receivable Other	0.00	248.00	(248.00)
Allow.Uncollectible Fees	(84,000.00)	(84,000.00)	0.00
Fixed Assets	44,899,611.07	43,682,208.64	1,217,402.43
Accumulated Depreciation	(26,818,616.30)	(25,115,864.21)	(1,702,752.09)
GL controls(est.rev/est.exp)	<u>(647,529.88)</u>	(3,047,323.16)	2,399,793.28
	<u>(011,020.00)</u>	<u>(0,017,020.10)</u>	2,000,100.20
TOTAL ASSETS	<u>50,416,596.30</u>	<u>46,974,724.05</u>	<u>3,441,872.25</u>
LIABILITIES			
Accounts Payable	-	-	
Accrued VAC.Pay and Comp TimePay	191,362.47	178,911.24	12,451.23
Accrued Remediation Costs	12,233,415.93	11,938,535.78	294,880.15 * 2
Retainage Payable	0.00	9,244.62	(9,244.62)
Deferred Revenue Misc.Charges	<u>0.00</u>	<u>248.00</u>	<u>(248.00)</u>
TOTAL LIABILITIES	<u>12,424,778.40</u>	<u>12,126,939.64</u>	<u>297,838.76</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	83,940.12	433,066.06	(349,125.94) * 3
Land Acquisition	1,048,000.00	1,048,000.00	0.00
New Development Costs	3,812,000.00	3,812,000.00	0.00
Environmental Project Costs	1,948,442.00	1,948,442.00	0.00
Equipment	3,050,000.00	3,050,000.00	0.00
Undesignated			
Fund Balance	<u>28,049,435.78</u>	<u>24,556,276.35</u>	<u>3,493,159.43</u> * 4
TOTAL EQUITY	<u>-</u> <u>37,991,817.90</u>	<u>34,847,784.41</u>	<u>3,144,033.49</u>
	01,001,011.00	<u>o i,o ii ,i o ii i i</u>	<u>0,111,000110</u>
TOTAL LIABILITY AND EQUITY	<u>50,416,596.30</u>	<u>46,974,724.05</u>	<u>3,441,872.25</u>

NOTES:

*1 Landfill receivables increased \$69,197.03. Landfill fees at 9/15 were \$507,954.21 compared to \$442,305.19 at 9/14 for an increase of \$65,649.02. Delinquent fees at 9/15 were \$190,056.09 compared to \$186,168.23 at 9/14 for an increase of \$3,887.86.

*2 Remediation increased \$294,880.15 and includes \$265,000.00 for post closure and \$29,880.15 interest.

*3 The encumbrance balance at 9/30/15 was \$83,940.12 and includes a 329E compact track loader for \$50,552.75

a 2016 Ford F250 with snow plow for \$32,042, (1) Dell desktop, and (1) Dell laptop totaling \$1,345.37.

*4 Fund balance increased \$3,493,159.43. The beginning balance was \$27,730,771.72 and includes adjusting entries. Budget controls for FY16 were (\$75,138.00) and year to date revenue less expenditures of \$393,802.06.

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County of Frederick Comparative Statement of Revenue,Expenditures and Changes in Fund Balance September 30, 2015

FUND 12 LANDFILL REVENUES	Appropriated	FY16 9/30/15 <u>Actual</u>	FY15 9/30/14 <u>Actual</u>	YTD Actual <u>Variance</u>
Internet Charge	0.00	COO 47	4 407 00	(407.00)
Interest Charge	0.00 60,000.00	680.47 5.068.16	1,167.69	(487.22) 79.67
Interest on Bank Deposits	,	5,068.16	4,988.49	
Salvage and Surplus	0.00	27,582.70	45,033.10	(17,450.40)
Sanitary Landfill Fees	5,080,500.00	1,380,456.98	1,207,860.63	172,596.35
Charges to County	0.00	104,421.16	88,889.42	15,531.74
Charges to Winchester	0.00	31,715.10	24,699.16	7,015.94
Tire Recycling	120,000.00	19,781.32	50,399.13	(30,617.81)
Reg.Recycling Electronics	60,000.00	12,694.00	11,832.00	862.00
Greenhouse Gas Credit Sales		0.00	0.00	0.00
Miscellaneous	60,000.00	0.00	0.00	0.00
Wheel Recycling	120,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	0.00	0.00	0.00
Renewable Energy Credits	116,262.00	33,699.82	34,894.30	(1,194.48)
Landfill Gas To Electricity	394,620.00	105,017.73	123,649.53	(18,631.80)
Waste Oil Recycling		1,169.82	5,020.41	(3,850.59)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,011,382.00	1,722,287.26	1,598,433.86	123,853.40
Operating Expenditures	5,391,520.00	671,866.45	664,207.58	7,658.87
Capital Expenditures	1,351,332.00	656,618.75	958,125.07	(301,506.32)
TOTAL Expenditures	6,742,852.00	1,328,485.20	1,622,332.65	(293,847.45)
Excess(defiency)of revenue over				
expenditures		393,802.06	(23,898.79)	417,700.85
Fund Balance Per General Ledger	-	27,655,633.72	24,580,175.14	3,075,458.58
FUND BALANCE ADJUSTED		28,049,435.78	24,556,276.35	3,493,159.43



REGIONAL COMMISSION

400E Kendrick Lane Front Royal VA 22630 Phone: 540-636-8800 Fax: 540-635-4147 www.NSVregion.org

Memorandum

	Wembrandum
OFFICERS	
Dennis M. Morris	To: Sharon Kibler
Chairman	From: Martha Shickle
Erric Loursean	Date: October 7, 2015
Eric Lawrence Vice Chairman	Re: Follow up material for Finance Committee meeting
	rte. Follow up matchartor rindrice oommittee meeting
Nora Belle Comer	
Secretary/Treasurer	During the September 16, 2015 Finance Committee meeting, discussion occurred regarding the state
	legislation related to establishment and membership of Planning District Commissions in the Commonwealth
COMMISSIONERS	of Virginia. This memorandum provides additional information regarding applicability of the Code citation
CLARKE COUNTY	and the Northern Shenandoah Valley Regional Commission and Frederick County as a member jurisdiction.
Bev McKay	
Brandon Stidham*	The Northern Shenandoah Valley Regional Commission (NSVRC) is one of 21 planning district commissions
FREDERICK COUNTY	established in Code by the Commonwealth of Virginia. Each Commission serves a planning district region,
Charles S. DeHaven, Jr. Brenda Garton	
Robert Hess	and is a political subdivision of the Commonwealth chartered under the current Code Section entitled
Eric R. Lawrence*	Regional Cooperation Act ¹ (VA Code § 15.2- 4200:4222).
PAGE COUNTY	
Nora Belle Comer*	Following establishment of the geographic boundaries of Planning District #7, now known as the Northern
D. Keith Guzy, Jr.	Shenandoah Valley Regional Commission, jurisdictions in the region entered into a cooperative agreement,
David Wiatrowski	known as a Charter ² subsequently adopted Bylaws which outline governance of the Commission.
SHENANDOAH	
COUNTY Brandon Davis	It would appear that by virtue of these two established documents, the localities who are members of the
Conrad Helsley	
Dennis M. Morris*	Commission are bound by participation in the Commission according to the rules established in each.
Dick Neese	
WARREN COUNTY	The Charter stipulates in Article V, Section 2 that "Any governmental subdivision may withdraw from the
Daniel J. Murray, Jr. Richard H. Traczyk	Commission by submitting to the Commission in writing, at least 90 days before the end of the Commission's
John E. Vance*	then fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the
	Commission's fiscal year has ended." The Bylaws ³ adopted by the Commission state in Article X- Financial
BERRYVILLE Mayor Wilson Kirby	Obligations of Member Governmental Subdivisions that each jurisdiction will contribute funds to the
	Commission at the same per capita rate as every other member.
FRONT ROYAL Daryl L. Funk	Commission at the same per capital rate as every other member.
Jeremy F. Camp	
	Therefore, it would appear that it is at the option of the eligible jurisdictions within the established Region 7
LURAY Jerry Schiro	boundaries to serve as a member of the Commission.
-	
MIDDLETOWN	Please advise if additional information or background research would be helpful to address the Committee's
Carolyn Aliff	future concerns or questions.
STRASBURG	
Robert Baker	We will also continue to develop motorials that can better quantify the return of valued convice to Frederick
STEPHENS CITY	We will also continue to develop materials that can better quantify the return of valued service to Frederick
Linden Fravel	County for the financial contribution provided each fiscal year. I hope to provide that additional information in
WINCHESTER	conjunction with the FY 2017 funding request due for submission later this calendar year.
Evan H. Clark	
Bill Wiley Timothy A. Youmans*	
Thiomy A. Toullians"	¹ Original citation authorized under the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400-
WOODSTOCK	Code of Virginia, 1950)
Jacqueline Lambert*	² Originally adopted on May 10, 1970 with subsequent amendments approved on June 9, 1983; May 17, 2001; and
*denotes Executive	August 15, 2008.
Committee Member	³ Originally adopted on March 4, 1971 and amended subsequently on October 8, 1981; June 9, 1983; March 15, 1990;

March 15, 1990; June 20, 1991; June 16, 1994; May 17, 2001; April 21, 2011; January 19, 2012; and April 16, 2015.

BYLAWS

of the

NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

(Planning District #7)

Adopted March 4, 1971

Amended: October 8, 1981 Amended: June 9, 1983 Amended: March 15, 1990 Amended: June 20, 1991 Amended: June 16, 1994 Amended: May 17, 2001 Amended: April 21, 2011 Amended: January 19, 2012 Amended: April 16, 2015

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BYLAWS of the NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

ARTICLE I - Name

The name of this organization shall be the Northern Shenandoah Valley Regional Commission, hereinafter referred to as the "COMMISSION."

ARTICLE II – Definitions

Terms used in these Bylaws shall be defined as follows:

- a) "Planning District" means all that area lying within the geographic boundaries of Planning District 7 as delineated by the State of Virginia, to-wit: Clarke, Frederick, Page, Shenandoah, Warren Counties, the City of Winchester and all the Towns contained therein.
- b) "Year" unless otherwise noted, means the COMMISSION'S fiscal year which shall begin on July 1 and end on the following June 30.
- c) "Agreement" means the charter agreement dated January 1, 1970, (effective March 15, 1970) and between the governmental subdivisions that established the COMMISSION.

ARTICLE III - Purposes, Powers and Duties

Section 1 - The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social and economic resources of the Planning District by planning, and encouraging and assisting governmental subdivisions to plan for the future.

Section 2 - The COMMISSION shall have all the rights, powers and duties, and be subject to the limitation and restrictions, set forth in the Agreement and in Article 2 of Chapter 34, of Title 15.1 of the Code of Virginia and any Act amendatory thereof.

ARTICLE IV - Membership and Voting

Section 1 - Members of the COMMISSION shall be appointed by the participating jurisdictions in the manner and for terms as provided by the Agreement.

Section 2 - Each member of the COMMISSION shall be entitled to one vote on all matters before the COMMISSION, but may exercise his vote only in person and during any official meeting of the COMMISSION. However, no vote by any member of the COMMISSION shall be construed as an official or unofficial commitment of the agency or jurisdiction represented by the member unless so authorized by said agency or jurisdiction.

Section 3 - All actions of the COMMISSION, unless otherwise noted in the Agreement or in these bylaws, shall be taken by a majority vote of the members present and voting.

ARTICLE V - Officers and Their Duties

Section 1 - The officers of the COMMISSION shall consist of a Chairman, a Vice-Chairman, and a Secretary/Treasurer.

Section 2 - The Chairman shall preside at all meetings of the COMMISSION when present, and shall vote as any other member. The Chairman shall be responsible for the implementation of policies established and actions taken by the COMMISSION. The Chairman may call special meetings of the COMMISSION as required, shall in general act as its spokesman and shall perform such other duties as the COMMISSION may direct.

Section 3 - The Vice-Chairman shall be vested with authority to perform, in the absence of the Chairman, all the duties and exercise all the powers of the Chairman and shall perform such other duties as the COMMISSION may direct.

Section 4 - The Secretary/Treasurer shall keep a record of all resolutions, proceedings and actions of the COMMISSION and give notice of all meeting and perform such other duties as the COMMISSION may direct. The Secretary/Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities of the COMMISSION staff. Specifically, the COMMISSION staff shall be responsible for the notice of meetings, the maintenance of all records, notes, and proceedings, and the distribution of copies of the minutes to all members.

The Secretary/Treasurer is the COMMISSION'S custodian of funds and disbursing officer. As custodian, the Secretary/Treasurer is responsible for keeping an accurate record of all sources of moneys. As disbursing officer, the Secretary/Treasurer is responsible for the payment of all bills or of all warrants on requisition when payment is authorized. The Secretary/Treasurer is responsible for keeping a record of money paid out and of receipts or vouchers to cover each expenditure. The Secretary/Treasurer shall make a brief financial report at each regular meeting of the COMMISSION and an audit and an annual report as soon as possible after the end of the COMMISSION'S fiscal year. The Chairman shall appoint an Assistant Secretary/Treasurer who shall be authorized to perform in the absence of the Secretary/Treasurer or Assistant Secretary/Treasurer and countersigned by the Executive Director or the Chairman. The Secretary/Treasurer may, with the permission of the COMMISSION, delegate certain of his duties and responsibilities to the COMMISSION staff. Specifically, the Commission staff shall be responsible for receiving and processing all bills, preparing checks for signatures, preparing monthly financial reports, and preparing the annual audit and annual report.

ARTICLE VI - Election of Officers and Executive Committee

Section 1 - Except for the original officers elected by the COMMISSION, officers shall be elected annually at the COMMISSION'S spring meeting for terms of one year and shall be eligible for re-election.

Section 2 - The Chairman shall, at a regular meeting prior to the Spring meeting, appoint a Nominating Committee consisting of not less than three nor more than five members, at least three of whom must be from separate member jurisdictions. The Nominating Committee shall, at the spring meeting, submit the name of one person for each office to be filled, with each officer to be from a different jurisdiction. In addition, the Nominating Committee will submit names of four (4) additional members to serve on the Executive Committee, along with the three officers, ensuring that the Executive Committee will have one representative from the City, one representative from each County, and one representative from a Town. If the name of a Town representative is not submitted as an officer, the member Towns may make a recommendation to the Nominating Committee for the Town representative on the Executive Committee.

Further nominations may be made by any Commissioner.

Section 3 - A vacancy which occurs in any of the COMMISSION'S offices may be filled by a special election held at a regular meeting. A new officer, so elected, shall complete the unexpired term of the officer he succeeded.

ARTICLE VII – Meetings

Section 1 - Regular meetings shall be held on the third Thursday of each month at a place to be determined by the COMMISSION. The COMMISSION may change the date, time and place of a regular meeting at any prior meeting.

Section 2 - Special meetings may be called by the Chairman at his discretion or must be called by the Chairman upon petition on one-third of the COMMISSION members. At least forty-eight (48) hours' notice must be given to all members of the COMMISSION in writing or by telephone stating the time, place, and purpose of the special meeting. A special meeting may be held without notice provided all members of the COMMISSION are present.

Section 3 - One-third of the appointed COMMISSION members shall constitute a quorum.

Section 4 - The meetings of the COMMISSION shall be open to the public; however, the COMMISSION may hold executive meetings in accordance with the standards of the Virginia Freedom of Information Act.

ARTICLE VIII – Committees

Section 1 - The COMMISSION may establish such standing committees as it deems desirable and the Chairman shall appoint their members.

Section 2 - An Executive Committee shall be established of the officers of the COMMISSION and four (4) At-Large members. The Executive Committee in whole shall include representatives from each of the member Counties, the City and a Town. The Executive Committee in whole shall include representatives from each of the member Counties, the City and a Town. The Executive Committee shall have such powers and duties as the COMMISSION shall determine.

Section 3 - The Chairman may from time to time establish such special committees as he deems desirable for the effective promulgation of the COMMISSION affairs and shall appoint the members thereto.

Section 4 - Half of the members of any committee shall constitute a quorum. Members may designate voting alternates except that Executive Committee Alternates shall be members of the COMMISSION from the same jurisdiction.

Section 5 - The Chairman of the COMMISSION shall be an ex-officio member of all committees but without vote except for standing committees to which he has been named as a regular member.

ARTICLE IX – Administration

Section 1 - The COMMISSION shall employ a staff of qualified professional and other persons, pay to them such compensation as it shall deem necessary and advisable to carry out its duties and implement its projects, programs and other functions.

Section 2 - The chief executive officer of the staff shall be the Executive Director who shall have direct supervision of all other employees of the COMMISSION and direct control, subject to the authority of the COMMISSION, of the management of the affairs of the COMMISSION. The Executive Director shall serve at the pleasure of the majority of the COMMISSION members.

ARTICLE X - Financial Obligations of Member Governmental Subdivisions

Section 1 - Each member governmental subdivision shall contribute funds to the COMMISSION at the same per capita rate as every other member governmental subdivision. The member governmental subdivision share for technical and planning assistance shall be based on the local per capita share as determined by the COMMISSION on an annual basis.

Section 2 - The per capita contribution of each governmental subdivision is due on July 1 of the current fiscal year and shall be paid by each governmental subdivision prior to July 31 of the same year. Failure to comply with this section shall cause forfeiture of Voting Rights enumerated in Section 1, Article III of Charter Agreement, until said contribution is paid in full.

Section 3 - The per capita contribution to the COMMISSION shall be determined at the time of the adoption of the annual budget. The per capita rate may be adjusted annually to provide for expenditure requirements.

Section 4 - An additional assessment may be made upon a governmental subdivision for additional services which are requested by said governmental subdivision and which are not included in the Work Program adopted by the COMMISSION. Such assessment shall be agreed upon by and between the COMMISSION and the appropriate governmental subdivision.

Section 5 - The COMMISSION may receive contributions from the Commonwealth of Virginia in accordance with Section 15.1-1412, Article 2, Title 15.1, Chapter 34, Code of Virginia, 1950, as amended.

Section 6 - The COMMISSION may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source, or the United States of America, or the Commonwealth of Virginia, or any other agency or instrumentality thereof.

ARTICLE XI - Amendment of Bylaws

Any proposed amendment to these Bylaws shall be presented in writing to the members of the COMMISSION at a regular COMMISSION meeting. A three-fourths vote of the members present is required for approval at the next regularly scheduled meeting.

ARTICLE XII - Parliamentary Procedure

In all matters of parliamentary procedure not specifically covered by these Bylaws and the charter Agreement, Robert's Rules of Order shall govern.

ARTICLE XIII - Effective Date

These Bylaws shall become effective immediately upon adoption by the COMMISSION.

CHARTER AGREEMENT OF THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

Adopted: May 10, 1970 Amended: June 9, 1983 Amended: May 17, 2001 Amended: August 15, 2008

CHARTER AGREEMENT OF THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION

This Charter Agreement to organize a Planning District Commission made this 10th day of May 1970, by and between the undersigned governmental sub-divisions as authorized by the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400, et seq., Code of Virginia (1950), as amended):

NOW THEREFORE it is agreed that:

ARTICLE I

Name, Location, Authority, Purpose

- Section 1. The name of this organization shall be the Northern Shenandoah Valley Regional Commission, hereinafter called the "COMMISSION."
- Section 2. The principal office of the COMMISSION shall be in Front Royal, Virginia. The location of the principal office may be changed by the concurrence of 3/4ths of the COMMISSION members present at a regular meeting, provided that the clerk of the governing body of each member governmental subdivision has been notified of the contemplated relocation in writing at least thirty days before such meeting.
- Section 3. The COMMISSION shall be a public body corporate and politic with all powers and duties granted to it by the Virginia Area Development Act.
- Section 4. The purpose of the COMMISSION shall be to promote the orderly and efficient development of the physical, social, and economic elements of the Planning District by planning and encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE II

Membership

- Section 1. COMMISSION members shall be appointed by the respective governing bodies of those political subdivisions which are parties of the Charter Agreement provided, however, that at least a majority, but not substantially more than a majority, of the COMMISSION'S members shall be elected officials of the governing bodies of the governmental subdivisions within the Planning District with each participating county, city, and town having at least one representative, and the other members being qualified voters and residents of the District, who hold no office elected by the people.
- Section 2. Governmental subdivisions which are parties to this Charter Agreements shall appoint members to the COMMISSION on the following basis:

	Number and Type of Representative					
Population	Elected Representative	Non-Elected Representative				
1 – 6,999	1	0				
7,000 – 19,999	1	1				
20,000 - 39,999	2	1				
40,000 - 59,999	2	2				

For each 20,000 increment of population in excess of 60,000, a member governmental subdivision shall appoint one additional representative, alternating its appointments between elected and non-elected representatives, to assure that a majority of the COMMISSION'S representatives shall be elected officials.

- Section 3. Vacancies on the COMMISSION shall be filled for the unexpired term in the same manner as the originial appointment was made or according to the practices of the appointing governing body.
- Section 4. Any member of the COMMISSION shall be eligible for reappointment but may be removed for cause by the governing body which appointed him.
- Section 5. Each member jurisdiction shall appoint an alternate voting representative to serve in the absence of that jurisdiction's duly appointed voting representative. This alternate may be an elected or non-elected representative.

ARTICLE III Terms of Office and Voting Rights

- Section 1. The terms of office of COMMISSION members who are also members of governing bodies shall be coincident with their elected terms of office or such term as their governing bodies shall determine according to their practices. The terms of office of the citizen members shall be three years or such term as their governing bodies shall determine according to their practices.
- Section 2. East member of the COMMISSION shall have one equal vote in all matters before the COMMISSION.

ARTICLE IV

Officers

- Section 1. Officers of the COMMISSION shall consist of a Chairman and a Vice-Chairman who shall be elected by the membership of the COMMISSION. The COMMISSION may elect other officers as it deems necessary.
- Section 2. The Chairman and Vice-Chairman shall be elected for terms of one year or until their successors are elected.
- Section 3. COMMISSION officers shall be eligible for reelection.
- Section 4. The COMMISSION shall appoint an Executive Director who shall be an employee of the COMMISSION and shall serve at the pleasure of a majority of the membership.

ARTICLE V

Addition or Withdrawal of Members

- Section 1. Any governmental subdivision within Planning District Number 7 which is not a party to this Charter Agreement at the effective date thereof may thereafter join the COMMISSION, provided that such governmental subdivision is eligible for membership and that it adopts and executes this Agreement.
- Section 2. Any governmental subdivision may withdraw from the COMMISSION by submitting to the COMMISSION in writing, at least 90 days before the end of the COMMISSION'S then current fiscal year, a notice of intent to withdraw. Such withdrawal shall not become effective until the COMMISSION'S fiscal year has ended.

ARTICLE VI

Appointments of an Executive Committee and Adoption of By-Laws

- Section 1. The COMMISSION may designate an Executive Committee and delegate to it such powers as the COMMISSION may determine, provided that these powers are not inconsistent with provision of the Virginia Area Development Act.
- Section 2. The COMMISSION may adopt By-Laws and such other rules as it deems necessary to govern its operations.

ARTICLE VII

Meetings

- Section 1. The COMMISSION shall hold regular meetings on a schedule which will be determined by the membership.
- Section 2. Meetings of the COMMISSION shall be open to the public, however, the COMMISSION may hold executive meetings.

ARTICLE VIII

Amendments

Section 1. This Charter Agreement may be amended, supplemented, or superseded only by concurring resolutions from a majority of the member governmental subdivisions. All proposed amendments shall be submitted to the COMMISSION for its review and comment to the member governmental subdivisions.

ARTICLE IX

Date of Organization

Section 1. The organization of the Northern Shenandoah Valley Regional Commission shall be effective on 10th day of May, 1970 or at such time after this date when the Charter Agreement has been adopted and signed by that governmental subdivision whose population when added to the aggregate population of those who have already adopted and signed that Charter Agreement embraces the majority of the population within Planning District Number 7.

Code of Virginia

§ 15.2-4200. Short title.

This chapter shall be known and may be cited as the "Regional Cooperation Act."

(1968, c. 224, § 15.1-1400; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4201. Purpose of chapter.

This chapter is enacted:

1. To improve public health, safety, convenience and welfare, and to provide for the social, economic and physical development of communities and metropolitan areas of the Commonwealth on a sound and orderly basis, within a governmental framework and economic environment which will foster constructive growth and efficient administration.

2. To provide a means of coherent articulation of community needs, problems, and potential for service.

3. To foster planning for such development by encouraging the creation of effective regional planning agencies and providing the financial and professional assistance of the Commonwealth.

4. To provide a forum for state and local government on issues of a regional nature.

5. To encourage regional cooperation and coordination with the goals of improved services to citizens and increased cost-effectiveness of governmental activities.

6. To deter the fragmentation of governmental units and services.

(1968, c. 224, § 15.1-1401; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4202. Definitions.

For the purposes of this chapter:

"Commission" means a planning district commission. Planning district commissions are composed of the duly appointed representatives of the localities which are parties to the charter agreement.

"Planning district" means a contiguous area within the boundaries established by the Department of Housing and Community Development.

"Population," unless a different census is clearly set forth, means the number of inhabitants according to the United States census latest preceding the time at which any provision dependent upon population is being applied, or the time as of which it is being construed, unless there is available an annual estimate of population prepared by the Weldon Cooper Center for Public Service of the University of Virginia, which has been filed with the Department of Housing and Community Development, in which event the estimate shall govern.

(1968, c. 224, § 15.1-1402; 1976, c. 760; 1986, c. 164; 1990, c. 722; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4203. Organization of planning district commission.

A. At any time after the establishment of the geographic boundaries of a planning district, the localities embracing at least 45 percent of the population within the district acting by their governing bodies may organize a planning district commission by written agreement. Any locality not a party to such charter agreement shall continue as a part of the planning district but, until such time as such locality elects to become a part of the planning district commission as hereinafter provided, shall not be represented in the composition of the membership of the planning district commission. Whenever a planning district is created which contains only two counties, the governing body of either county may organize a planning district commission in accordance with the provisions of this chapter if the governing body of the other county does not agree to organize such a planning district commission.

B. The charter agreement shall set forth:

1. The name of the planning district. An entity organized as a planning district commission under this act may employ the name "regional council" or "regional commission" as a substitute for the name "planning district commission."

2. The locality in which its principal office shall be situated.

3. The effective date of the organization of the planning district commission.

4. The composition of the membership of the planning district commission. At least a majority of its members shall be elected officials of the governing bodies of the localities within the district, or members of the General Assembly, with each county, city and town of more than 3,500 population having at least one representative. In any planning district other than planning district number 23, a town of 3,500 or less population may petition the planning district commission to be represented thereon. The planning district commission may, in its discretion, grant representation to such town by a majority vote of the members of the commission. Other members shall be qualified voters and residents of the district. In planning districts number 4 and 14, the membership may also include representatives of higher education institutions. Should the charter agreement, as adopted, so provide, an alternate may serve in lieu of one of the elected officials of each of the governing bodies of the participating localities.

5. The term of office of the members, their method of selection or removal and the method for the selection and the term of office of a chairman.

6. The voting rights of members. Such voting rights need not be equal and may be weighed on the basis of the population of the locality represented by the member, the aggregation of the voting rights of members representing one locality, or otherwise.

7. The procedure for amendment, for addition of other localities within the planning district which are not parties to the original charter agreement, and the withdrawal from the charter agreement by localities within the planning district electing to do so.

C. The governing body of any locality which is a member of the planning district commission may provide for compensation to be paid by it for its commission members, except for any full-time salaried employees of the locality. The amount of such compensation shall not exceed the amount fixed by the planning district commission.

(1968, c. 224, § 15.1-1403; 1970, cc. 303, 703; 1972, c. 595; 1973, c. 176; 1982, c. 660; 1989, c. 49; 1993, c. 838; 1995, cc. 732, 796; 1997, c. 587; 1998, cc. 668, 686; 2000, c. 984; 2005, c. 819.)

§ 15.2-4204. Disposition of earnings and assets of planning district commissions.

No part of the net earnings of any planning district commission organized under the provisions of this chapter shall inure to the benefit of, or be distributable to, any of its members, officers or other private persons, other than to its member localities as provided in this chapter. However, the commission may pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes of a planning district commission as set forth in this chapter and in its charter and bylaws. Upon the dissolution or termination of any planning district commission, it shall, after paying or making provisions for the payment of its liabilities, distribute its assets to its member localities, pro rata, based upon the formula used to determine local government dues to the commission.

(1989, c. 178, § 15.1-1403.1; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4205. Powers of commission generally.

A. Upon organization of a planning district commission, pursuant to charter agreement, it shall be a public body corporate and politic, the purposes of which shall be to perform the planning and other functions provided by this chapter, and it shall have the power to perform such functions and all other powers incidental thereto.

B. Without in any manner limiting or restricting the general powers conferred by this chapter, the planning district commission may:

1. Adopt and have a common seal and to alter the same at pleasure.

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2. Sue and be sued.

3. Adopt bylaws and make rules and regulations for the conduct of its business; however, a planning district commission shall not amend its budget once adopted during the applicable fiscal year except pursuant to an affirmative vote of the same number of the entire membership of the planning district commission required to adopt the budget.

4. Make and enter into all contracts or agreements, as it may determine, which are necessary or incidental to the performance of its duties and to the execution of the powers granted under this chapter.

5. Apply for and accept, disburse and administer, for itself or for member localities so requesting, loans and grants of money or materials or property at any time from any private or charitable source or the United States of America or the Commonwealth, or any agency or instrumentality thereof.

6. Exercise any power usually possessed by private corporations, including the right to expend such funds as may be considered by it to be advisable or necessary in the performance of its duties and functions.

7. Employ engineers, attorneys, planners, such other professional experts and consultants and such general and clerical employees as may be deemed necessary, and prescribe their powers and duties and fix their compensation.

8. Do and perform any acts and things authorized by this chapter through or by means of its own officers, agents and employees, or by contracts with any persons.

9. Execute instruments and do and perform acts or things necessary, convenient or desirable for its purposes or to carry out the powers expressly given in this chapter.

10. Create an executive committee which may exercise the powers and authority of the planning district commission under this chapter. The chairman of the planning district commission shall serve as a member and as the chairman of the executive committee. The composition of the remaining membership of the executive committee, the term of office of its members and any alternate members, their method of selection or removal, the voting rights of members, procedures for the conduct of its meetings, and any limitations upon the general authority of the executive committee shall be established by the bylaws of the planning district commission. Any planning district commission may establish such other special and standing committees, advisory, technical, or otherwise, as it deems desirable for the transaction of its affairs.

(1968, c. 224, § 15.1-1404; 1975, c. 83; 1986, c. 164; 1990, c. 722; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4206. Additional powers of planning district commissions.

Planning district commissions may, in addition to and not in limitation of all other powers granted by this chapter:

1. Acquire, lease, sell, exchange, donate and convey its projects, property or facilities in furtherance of the purposes of planning district commissions as set forth in this chapter;

2. Issue its bonds, notes or other evidences of indebtedness, whether payable solely out of the revenues and receipts derived or to be derived from the leasing, sale or other disposition or use of such projects, property or facilities or otherwise, for the purpose of carrying out any of its powers or purposes set forth in this chapter; and

3. As security for the payment of the principal of and premium, if any, and interest on any such bonds, notes or other evidences of indebtedness, mortgage and pledge its projects, property or facilities or any part or parts thereof and pledge the revenues therefrom or from any part thereof.

(1989, c. 178, § 15.1-1404.1; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4207. Purposes of commission.

A. It is the purpose of the planning district commission to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. The cooperation resulting from this chapter is

intended to facilitate the recognition and analysis of regional opportunities and take account of regional influences in planning and implementing public policies and services. Functional areas warranting regional cooperation may include, but shall not be limited to: (i) economic and physical infrastructure development; (ii) solid waste, water supply and other environmental management; (iii) transportation; (iv) criminal justice; (v) emergency management; (vi) human services; and (vii) recreation.

Types of regional cooperative arrangements that commissions may pursue include but are not limited to (i) the facilitation of revenue sharing agreements; (ii) joint service delivery approaches; (iii) joint government purchasing of goods and services; (iv) regional data bases; and (v) regional plans.

B. The planning district commission shall also promote the orderly and efficient development of the physical, social and economic elements of the district by planning, and encouraging and assisting localities to plan, for the future. If requested by a member locality or group of member localities and to the extent the commission may elect to act, the commission may assist the localities by carrying out plans and programs for the improvement and utilization of their physical, social and economic elements. The commission shall not, however, have a legal obligation to perform the functions necessary to implement the plans and policies established by it or to furnish governmental services to the district. Additionally, Planning District Commissions 1, 2, and 13 shall be designated as economic development organizations within the Commonwealth.

C. The authority of the commission includes the power, to the extent the commission may from time to time determine, when requested to do so by a member locality or group of member localities, (i) to participate in the creation or organization of nonprofit corporations to perform functions or operate programs in furtherance of the purposes of this chapter; (ii) to perform such functions and to operate such programs itself; (iii) to contract with nonprofit entities, including localities, performing such functions or operating such programs to provide administrative, management, and staff support, accommodations in its offices, and financial assistance; and (iv) to provide financial assistance, including funds, to interdistrict entities which perform governmental or quasi-governmental functions directly benefiting the commission's district and which are organized under authority of the Commonwealth or of the federal government.

D. Nothing herein shall be construed to permit the commission to perform functions, operate programs, or provide services within and for a locality if the governing body of that jurisdiction opposes its doing so.

(1968, c. 224, § 15.1-1405; 1972, c. 814; 1975, c. 381; 1984, c. 739; 1986, c. 164; 1991, c. 208; 1995, cc. 732, 796; 1997, c. 587; 1998, cc. 668, 686; 2009, c. 863.)

§ 15.2-4208. General duties of planning district commissions.

Planning district commissions shall have the following duties and authority:

1. To conduct studies on issues and problems of regional significance;

2. To identify and study potential opportunities for state and local cost savings and staffing efficiencies through coordinated governmental efforts;

3. To identify mechanisms for the coordination of state and local interests on a regional basis;

4. To implement services upon request of member localities;

5. To provide technical assistance to state government and member localities;

6. To serve as a liaison between localities and state agencies as requested;

7. To review local government aid applications as required by § 15.2-4213 and other state or federal law or regulation;

8. To conduct strategic planning for the region as required by §§ 15.2-4209 through 15.2-4212;

9. To develop regional functional area plans as deemed necessary by the commission or as requested by member localities;

10. To assist state agencies, as requested, in the development of substate plans;

11. To participate in a statewide geographic information system, the Virginia Geographic Information Network, as directed by the Department of Planning and Budget; and

12. To collect and maintain demographic, economic and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission.

(1995, cc. 732, 796, § 15.1-1405.1; 1997, c. 587; 1998, cc. 668, 686.)

§ 15.2-4209. Preparation and adoption of regional strategic plan.

A. Except in planning districts in which regional planning is conducted by multi-state councils of government, each planning district commission shall prepare a regional strategic plan for the guidance of the district. The plan shall concern those elements which are of importance in more than one of the localities within the district, as distinguished from matters of only local importance. The plan shall include regional goals and objectives, strategies to meet those goals and objectives and mechanisms for measuring progress toward the goals and objectives. The strategic plan shall include those subjects necessary to promote the orderly and efficient development of the physical, social and economic elements of the district such as transportation, housing, economic development and environmental management. The plan may be divided into parts or sections as the planning district commission deems desirable. In developing the regional strategic plan, the planning district commission shall seek input from a wide range of organizations in the region, including local governing bodies, the business community and citizen organizations.

B. Before the strategic plan is adopted, it shall be submitted to the Department of Housing and Community Development and to the governing body of each locality within the district for a period of not less than thirty days prior to a hearing to be held by the planning district commission thereon, after notice as provided in § 15.2-2204. Each such local governing body shall make recommendations to the planning district commission on or before the date of the hearing with respect to the effect of the plan within its locality. The Department of Housing and Community Development shall notify the planning district commission prior to the hearing as to whether the proposed strategic plan conflicts with plans of adjacent planning districts.

C. Upon approval of the strategic plan by a planning district commission after a public hearing, it shall be submitted to the governing body of each locality (excluding towns of less than 3,500 population unless members of the commission) within the district for review and possible adoption. The plan shall become effective with respect to all action of a planning district commission upon approval by the planning district commission. The plan shall not become effective with respect to the action of the governing body of any locality within the district until adopted by the governing body of such locality.

D. The adopted strategic plan shall be submitted within thirty days of adoption to the Department of Housing and Community Development for information and coordination purposes.

(1968, c. 224, § 15.1-1406; 1976, c. 760; 1981, c. 315; 1995, cc. 732, 796; 1997, c. 587; 1998, cc. 668, 686.)

§ 15.2-4210. Commission to act only in conformity with regional strategic plan.

When the strategic plan becomes effective as the district plan, the planning district commission shall not, except as provided in the plan, establish any policies or take any action which, in its opinion, is not in conformity with the plan.

(1968, c. 224, § 15.1-1407; 1995, cc. 732, 796; 1997, c. 587; 1998, cc. 668, 686.)

§ 15.2-4211. Amendment of regional strategic plan.

The strategic plan may be amended in the same manner as provided for the original approval and adoption of the plan. However, if the planning district commission determines that a proposed amendment has less than districtwide significance, such amendment may be submitted only to the governing bodies of those localities which the planning district commission determines to be affected. The amended strategic plan shall be submitted within thirty days of amendment to the Department of Housing and Community Development.

(1968, c. 224, § 15.1-1408; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4212. Review of regional strategic plan by commission.

At least once every five years the regional strategic plan shall be revised and formally approved by the planning district commission. The revised plan shall not become effective with respect to the action of the governing body of any locality within the district until adopted by the governing body of such locality.

(1968, c. 224, § 15.1-1409; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4213. Commission to be informed of applications for state or federal aid by local governing bodies.

In each planning district in which a planning district commission has been organized, the governing body of each locality shall make available to the planning district commission a summary of applications to agencies of the state or federal government for loans or grants-in-aid for local projects. Submission of the summary of applications is for informational purposes only, unless otherwise directed by state or federal regulations or laws.

(1968, c. 224, § 15.1-1410; 1972, c. 599; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4214. Cooperation and consultation with other agencies.

A planning district commission may cooperate with other planning district commissions, councils of governments, or the legislative and administrative bodies and officials of other districts or localities within or outside a district, so as to coordinate the planning, development and services of a district with the plans and services of other districts and localities and the Commonwealth. A planning district commission may appoint committees and adopt rules to effect such cooperation. A planning district commission shall also cooperate with the Department of Housing and Community Development and use advice and information furnished by such Department and by other state and federal officials, departments and agencies. Such Department and such officials, departments and agencies having information, maps and data pertinent to the planning and development of a district may make the material, together with services and funds, available for use of a planning district commission.

All agencies of the Commonwealth shall notify the Department of Housing and Community Development prior to engaging in planning activities which will require planning district commission participation. State agencies are encouraged to consult with planning district commissions in the development of regional plans and services and for data collection.

(1968, c. 224, § 15.1-1411; 1976, cc. 488, 760; 1977, c. 613; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4215. Annual report required.

Each planning district commission shall submit an annual report by September 1 to its member local governments and the Department of Housing and Community Development in accordance with a format prescribed by the Department. The annual report shall contain at a minimum a description of the activities conducted by the planning district commission during the preceding fiscal year, including how the commission met the provisions of this chapter, and information showing the sources and amounts of funding provided to the commission. The Department of Housing and Community Development shall summarize the annual reports in a report to be distributed in accordance with § 36-139.6.

(1995, cc. 732, 796, § 15.1-1411.1; 1997, c. 587.)

§ 15.2-4216. State aid.

A. Upon the organization of a planning district commission, it shall be entitled to receive state financial support to assist it in carrying out its purposes. Such state aid shall be in an amount as provided in the general appropriations act. In order to be allocated such state aid, each planning district commission shall prepare and submit an annual report, as required in § 15.2-4215, which details its compliance with the provisions of this chapter, and an annual work program of activities proposed for the next fiscal year. The fiscal year of the planning district commission shall end June 30.

B. If two planning districts are merged pursuant to § 15.2-4221, the new district shall be entitled to receive the combined amount of aid to which the two districts it replaced separately would have been entitled for five years from the effective date of the merger.

(1968, c. 224, § 15.1-1412; 1977, c. 613; 1985, c. 127; 1990, c. 722; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4217. Regional Cooperation Incentive Fund created; administration thereof.

A. There is hereby created a Regional Cooperation Incentive Fund for the purpose of encouraging inter-local strategic and functional area planning and other regional cooperative activities. The Fund shall be administered by the Department of Housing and Community Development. Fund availability is subject to the Appropriation Act.

B. From time to time the General Assembly and the Governor may designate specific functional areas or activities which are to be given highest priority for funding, including but not limited to economic development, criminal justice, solid waste management, water supply, emergency management and transportation.

C. Disbursements from the Regional Cooperation Incentive Fund shall be made on a matching grant basis to planning district commissions. The Department of Housing and Community Development shall promulgate regulations for the administration of the funds, including application forms, eligibility requirements and terms and duration of grants. In establishing regulations, the following criteria shall be met:

1. The planning district commission or member localities must provide, at a minimum, a twenty-five percent match to the grant; and

2. Any project for which a grant is sought shall use private initiative and enterprise insofar as feasible, and emphasize coordination of available governmental and private financial and technical resources.

D. The Department of Housing and Community Development shall require periodic reports from grant recipients concerning progress of the project and the use of funds.

(1995, cc. 732, 796, § 15.1-1412.1; 1997, c. 587.)

§ 15.2-4217.1. Specialized Transportation Incentive Fund.

The Specialized Transportation Incentive Fund (the "Fund") is established and shall be used to assist participating planning districts in the development of coordinated specialized transportation plans and projects. In order to be eligible to receive monies from the Fund, a planning district commission or single locality shall establish, in consultation with its metropolitan planning organization if one exists, an advisory transportation coordination committee and shall submit to the Disability Commission a plan for cost-effective coordination of specialized transportation services in the planning district or in localities within the planning district. Single localities may appoint an advisory transportation coordinating committee independent of the planning district commission and receive specialized transportation incentive funds if the locality is located in a regional planning district in which all other localities are recipients of the federal funds and subject to the provisions of Title II of the Americans with Disabilities Act, Public Law 101-336 (42 U.S.C. § 12131 et seq.). The advisory transportation providers. Advisory transportation coordination coordination coordination committee shall guide planning for the coordination and administration of specialized transportation with human service agencies, participating public transportation systems and, where appropriate, with private for-profit and nonprofit transportation providers. Advisory transportation systems, participating public transportation systems, and local private for-profit and nonprofit transportation providers. Localities and public transportation systems subject to Title II of the Americans with Disabilities Act, Public Law 101-336 (42 U.S.C. § 12131 et seq.), shall not be required to participate in coordinated specialized transportation plans, but may participate at their option.

(2003, c. 454.)

§ 15.2-4218. Local governing bodies authorized to appropriate or lend funds.

The governing bodies of the localities within a planning district are authorized to appropriate or lend funds to the planning district commission.

(1968, c. 224, § 15.1-1413; 1997, c. 587.)

§ 15.2-4219. Exemption of commission from taxation.

The planning district commission shall not be required to pay any taxes or assessments upon any project or upon any property acquired or used by it or upon the income therefrom. For purposes of subdivision 4 of § 58.1-609.1, a planning district commission is deemed a "political subdivision of this Commonwealth" as the term is used in that section.

(1968, c. 224, § 15.1-1415; 1993, c. 310; 1997, c. 587.)

§ 15.2-4220. Dual membership authorized.

Any locality which is a member of a planning district commission may become a member of an additional planning district commission upon such terms and conditions as mutually agreed to by the locality and the additional planning district commission. The locality shall notify the Department of Housing and Community Development of its membership status in the additional planning district commission within thirty days of becoming a member. Whenever a state-directed activity is conducted by all the planning district commissions, the planning district boundaries identified by the Department of Housing and Community Development shall be used, unless alternative boundaries are agreed to by the localities and the planning district commissions affected. No additional state financial support shall be paid due to a locality becoming a member of an additional planning district commission.

(1985, c. 109, § 15.1-1416; 1988, c. 263; 1991, c. 35; 1993, c. 797; 1994, c. 650; 1995, cc. 732, 796; 1997, c. 587.)

§ 15.2-4221. Merger of two planning district commissions.

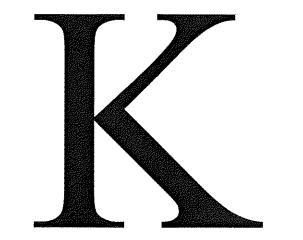
The commissions of any two planning districts and a majority of the governing bodies of the localities comprising each district, upon finding that the community of interest, ease of communications and transportation, and geographic factors and natural boundaries among the localities of the two districts are such that the best interest of the localities would be served, may by resolutions concurrently adopted vote to merge into one district and request the Department of Housing and Community Development to declare the districts so merged. Upon such declaration, the commissions of the two districts shall be merged into one commission. The commission of the new district thereupon shall organize as provided in § 15.2-4203; however, nothing shall prevent the commissions of the two districts which are to be merged from agreeing to the terms of such organization prior to their vote to merge.

(1990, c. 722, § 15.1-1416.1; 1997, c. 587.)

§ 15.2-4222. Inconsistent laws inapplicable.

All other general or special laws inconsistent with any provisions of this chapter are hereby declared to be inapplicable to the provisions of this chapter.

(1968, c. 224, § 15.1-1452; 1997, c. 587.)





Department of Planning and Development 540/ 665-5651 Fax: 540/ 665-6395

MEMORANDUM

TO:	Board of Supervisors
FROM:	John A. Bishop, AICP, Deputy Director - Transportation
RE:	Transportation Committee Report for Meeting of September 28, 2015
DATE:	October 9, 2015

The Transportation Committee met on September 28, 2015 at 8:30 a.m.

<u>Members Present</u> Chuck DeHaven (voting) Gene Fisher (voting) James Racey (voting) Barry Schnoor (voting) Jason Ransom (Voting) Gary Oates (liaison PC) Lewis Boyer (liaison Stephens City) <u>Members Absent</u> Mark Davis (liaison Middletown)

Items Requiring Action

1. Valley Pike/Shawnee Drive Intersection Improvement Study

The Committee reviewed the attached study and its recommendations. Mr. Fisher noted that there was a clear short term and long term fix beginning with alternative 1 and progressing through the other alternatives. Mr. DeHaven noted that the MPO steering committee had also determined a phased approach ending with alternative 2B would be most appropriate.

The Committee asked staff to follow up with VDOT regarding the capabilities of the equipment put in place when signal upgrades were last done at the intersection of Shawnee and Route 11. Mr. Racey also noted that the equipment needs to be more sensitive to current traffic conditions and adjust green time for appropriate legs depending upon existing flows. Staff agreed and noted that even in times of heavy flow from side street that Route 11 would still get priority.

MOTION: Mr. Fisher moved to recommend a phased approach beginning with Alternative 1 and ending with Alternative 2B. The Motion was seconded by Mr. Racey and passed with 1 no vote.

2. House Bill 2 Update

Staff outlined the projects in process for House Bill 2 applications and noted in the update memo sent to the Board of Supervisors as follows:

- 1. Route 11 North at Exit 317
- 2. Construction of Route 37 from Exit 310 to Route 522
- 3. Restoration of Route 277 Improvements to the Plan
- 4. Route 11 South Intersection with Apple Valley Road Intersection Improvements
- 5. Fox Drive at Route 522 Turn Lane Improvements
- 6. Tevis Street Extension and Bridge over I-81

Staff noted that, given the current activity on the Russell 150 projects, that application number 6 could probably be tabled at this time.

MOTION: Mr. Racey moved to recommend Board approval of the list as presented without number 6. The Motion was seconded by Mr. Schnoor. Motion passed unanimously.

Staff has requested sample language for Board support resolutions for these projects but has not received them as of yet. If the language is received in time, resolutions will accompany this item. Otherwise, they will be on a future agenda.

Items Not Requiring Action

3. Other

Mr. Racey had a number of signal timing concerns. Mr. Carter of VDOT asked that he email him directly.

Mr. Carter of VDOT noted that the construction project at 310 was creating some additional delays and that with the shortened ramps adjustments had to be made to the signals to avoid traffic backing up into the I-81 travel lanes.

Staff updated the committee on a new source of safety money that will be available to the County and noted that he would be coordinating with public safety and VDOT to bring recommendations to the Committee.

=

Attached please find the draft alternatives analysis and summary of public comments for the Valley Pike/Shawnee Drive Intersection Improvement Study for your review and comment.



Valley Pike/Shawnee Drive Intersection Improvement Study

Alternatives Evaluation Technical Memorandum

Prepared for: Winchester Frederick County Metropolitan Planning Organization

Prepared By:



Draft August 14, 2015



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Attachment A:	Existing and No Build Volumes
Attachment B:	Intersection Analysis – Synchro HCM Outputs
Attachment C:	Intersection Analysis – SimTraffic Queuing Outputs



1.0 Introduction

The development of a 20-year transportation plan addressing the operation of the intersection of Valley Pike (US 11) and Shawnee Drive in Winchester, VA is critical to help shape the area's long-range economic health and quality of life. Stakeholders have identified impediments to smooth traffic flow through an approximately 0.2-mile section of Valley Pike (US 11) at the City of Winchester's southern corporate limit, where Valley Pike crosses the Hoge Run culvert. These include a southbound bottleneck as the roadway narrows from a two-lane to a one-lane section at the culvert; driveway access to a 7-Eleven convenience store at the intersection of Valley Pike and Shawnee Drive (SR-652); and impeded left-turn egress from Opequon Church Lane (SR-706) to northbound US 11, just south of Shawnee Drive. Opequon Church Lane serves the Opequon Presbyterian Church and Woodbrook Village residential development on the west side of US 11. The current congestion, queuing and mobility issues within the study area, more specifically at the intersection of Valley Pike and Shawnee Drive of Valley Pike and Shawnee Drive conditions will only worsen. In coordination with the Winchester Frederick County Metropolitian Planning Organization (WinFred MPO) and a Project Steering Committee, the study team is also engaging the community to obtain stakeholder input.

This technical memorandum documents evaluation of potential Build Alternatives that will mitigate the identified operational, geometric, and safety deficiencies and accommodate projected traffic growth at the intersection of Valley Pike (US 11) and Shawnee Drive (Route 652), and of US 11 between the Creekside Station/Rubbermaid Entrance and Apple Valley Road intersections.

A preferred alternative that best addresses these issues will be recommended to the MPO Technical Advisory Committee for recommendation to the MPO Policy Board. A collaborative process will allow the incorporation of the community's values, goals, and aspirations to the intersection improvement study in addition to understanding the needs of the various stakeholders.



2.0 Study Area

The project study area was defined as the US 11 corridor between its intersection with Apple Valley Road (SR-651) and Newell Rubbermaid Entrance/Creekside Station. This study area is shown in **Figure 1** and includes the following intersections:

- 1. US 11 at Newell Rubbermaid Entrance/Creekside Station (signalized)
- 2. US 11 at Shawnee Drive (signalized)
- 3. US 11 at Opequon Church Lane (unsignalized)
- 4. US 11 at Apple Valley Road (signalized)

As shown on **Figure 1**, US 11 provides access to major homes and businesses adjacent to the corridor such as the Creekside Station Shopping Center, Rubbermaid Facility, Opequon Presbysterian Church, and the Woodbrook Village residential development. Multiple business driveways interact with the signalized intersection of US 11 at Shawnee Drive which include the 7-Eleven convenience store, Creekside Village Office Park, Lewin-Yount Garage Door & Auto Sales, and the First Bank.



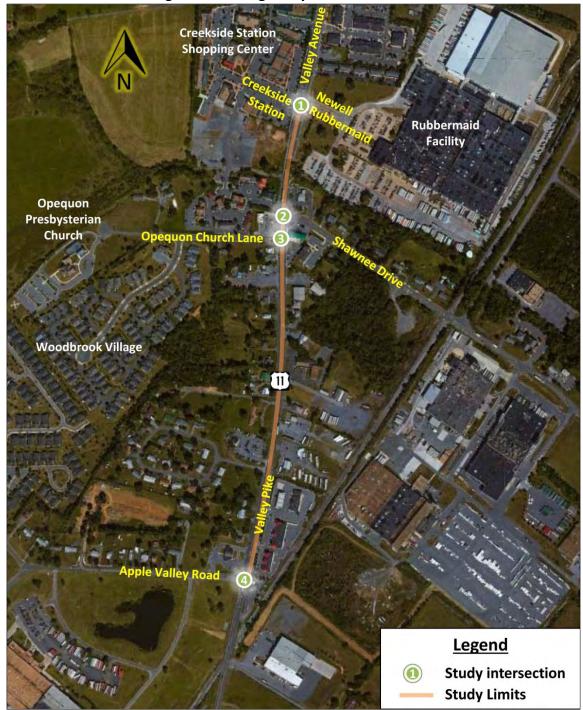


Figure 1: Existing Study Area Intersections



3.0 No Build Conditions

Future No Build Volumes

Future 2035 (horizon year) No Build AM and PM peak hour models were developed and used as a Base Condition. The peak hour traffic volumes were forecasted by applying an annual growth rate of one percent (1%) per year to the existing traffic volumes. Information on the Annual Average Daily Traffic (AADT) along the US 11 corridor was obtained from VDOT's 10-year historic traffic counts. Existing and No-Build traffic volume figures are provided in Attachment A. Figure 2 depicts a graph of the 10-year historic volumes along the US 11 corridor.

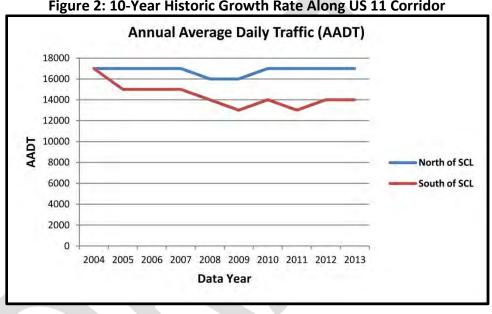


Figure 2: 10-Year Historic Growth Rate Along US 11 Corridor

As shown in Figure 2, the historic traffic volumes are relatively flat (no growth) or decreased (negative growth) along US 11 within the study area limits. Therefore, the assumed growth rate of one percent (1%) per year represents a conservative estimate of future growth near Winchester's southern corporate limit.

No Build Level of Service

 Table 1 summarizes the intersection capacity analysis for the 2035 No Build Conditions during
 the AM and PM peak hours. All Synchro HCM 2000 and SimTraffic queuing reports can be found in Attachment B and Attachment C, respectively.



		AM and PM Peak Hour Synchro and SimTraffic Outputs Summary 2035 Future No Build Conditions*							
		AM Peak Hour PM Peak Hour							
Approach	Movement	Delay (sec)	LOS	V/C Ratio	95% Queue Length (ft)	Delay (sec)	LOS	V/C Ratio	95% Queue Length (ft)
US 11 at Newell	Rubbermaid Entr	ance/Cree	kside S	tation					
Creekside	Left-Through	26.0	С	0.16	45	22.3	С	0.30	135
Station	Right	24.7	С	0.00	20	20.6	С	0.04	50
Eastbound	Approach	25.5	С	-	-	21.4	С	-	-
Newell	Left-Through	28.0	С	0.36	60	23.7	С	0.44	240
Rubbermaid	Right	24.7	С	0.00	25	20.6	С	0.06	70
Westbound	Approach	27.3	С	-	-	22.2	С	-	-
	Left	6.3	А	0.05	35	9.8	А	0.15	90
US 11	Through	8.6	А	0.41	90	16.1	В	0.62	215
Northbound	Through-Right	8.6	А	0.41	100	16.1	В	0.62	215
	Approach	8.5	А	-	-	15.7	В	-	-
	Left	4.1	А	0.13	60	8.8	А	0.30	245
US 11	Through	6.3	А	0.26	140	13.7	В	0.51	685
Southbound	Through-Right	6.3	А	0.26	35	13.7	В	0.51	690
	Approach	6.1	А			13.1	В	-	-
Ove	erall	8.2	Α	0.30	-	15.6	В	0.52	-
US 11 at Shawne	ee Drive								
Creekside	Left	46.9	D	0.19	20	56.7	E	0.12	35
Village	Through-Right	47.2	D	0.19	20	61.0	E	0.43	75
Eastbound	Approach	47.0	D	-	-	60.0	Е	-	-
	Left	45.8	D	0.69	215	59.6	E	0.78	275
Shawnee Drive Westbound	Through-Right	34.3	С	0.13	185	42.9	D	0.15	545
Westbound	Approach	42.2	D	-	-	53.5	D	-	-
	Left	44.2	D	0.31	45	79.7	E	0.42	25
US 11	Through	17.8	В	0.69	110	23.2	С	0.78	105
Northbound	Right	10.0	В	0.11	60	8.3	А	0.10	60
	Approach	17.4	В	-	-	21.3	С	-	-
	Left	43.4	D	0.41	60	82.7	F	0.73	115
US 11	Through	13.4	В	0.45	170	24.4	С	0.75	355
Southbound	Right	9.1	А	0.01	40	11.3	В	0.01	140
	Approach	15.8	В	-	-	28.8	С	-	-
Ove	erall	20.5	С	0.65	-	30.9	С	0.75	-

Table 1: No Build AM and PM Peak Hour Synchro and SimTraffic Outputs Summary



			(C	ontinued)				
	Movement	2035 Future No Build Conditions*							
Approach		AM Peak Hour				PM Peak Hour			
		Delay (sec)	LOS	V/C Ratio	Average Queue Length (ft)	Delay (sec)	LOS	V/C Ratio	95% Queue Length (ft)
US 11 at Opeque	on Church Lane								
Opequon Church Lane Eastbound	Left	13.6	В	0.05	95	20.7	С	0.08	40
	Right	12.5	В	0.04	35	24.8	С	0.16	45
	Approach	13.1	В	-	-	23.3	С	-	-
US 11 Northbound	Left	0.0	А	0.20	0	11.7	В	0.02	40
	Through	0.0	А	0.20	240	0.0	А	0.26	215
	Approach	0.0	А	-	-	0.2	А	-	-
US 11 Southbound	Through	0.0	А	0.27	0	0.0	А	0.26	20
	Right	0.0	А	0.00	125	0.0	А	0.61	85
	Approach	0.0	А	-	-	0.0	А	-	-
Overall**		13.1	В	-	-	23.3	С	-	-
US 11 at Apple V	/alley Road								
Apple Valley Road Eastbound	Left	39.6	D	0.07	120	59.8	E	0.70	895
	Right	35.3	D	0.05	100	48.0	D	0.21	690
	Approach	37.0	D	-	-	52.4	D	-	-
US 11 Northbound	Left	5.2	Α	0.24	145	28.1	С	0.60	120
	Through	6.9	А	0.24	205	7.9	А	0.61	225
	Approach	6.5	А		-	11.2	В	-	-
US 11 Southbound	Through	10.1	В	0.34	195	23.9	С	0.85	2,235
	Right	6.8	А	0.00	95	10.9	В	0.14	340
	Approach	9.3	А	-	-	22.2	С	-	-
Overall		11.5	В	0.64	-	22.9	С	0.81	-

Table 1: No Build AM and PM Peak Hour Synchro and SimTraffic Outputs Summary (Continued)

As shown in **Table 1**, all intersections within the study area overall operate at an acceptable level during both the AM and PM peak hour traffic conditions. However, several movements and approaches at the US 11 at Shawnee Drive intersection deteriorate further as a result of increased traffic and continue to operate poorly. In addition, the southbound queues from the intersection of US 11 at Apple Valley Road extend past Shawnee Drive, making it difficult for unsignalized driveways and northbound left turn movements to function properly. According to field observations, a portion of the eastbound right turns out of Opequon Church Lane were actually heavily delayed left turns who ultimately settled for a right turn. In addition, the intersection of US 11 at Apple Valley Road, the intersection operates at LOS B according to



Synchro outputs. However, based on SimTraffic results, the southbound queue extended just south of Shawnee Drive during multiple simulation runs as observed in the field. Therefore, SimTraffic delays for US 11 at Opequon Church Lane and US 11 at Apple Valley Road were used to account for queue delays. **Table 2** summarizes the increase in delay for movements affected from downstream queuing from SimTraffic under 2035 Future No Build Conditions.

			035 No Buil	-	
Approach	Movement	AM Pea	ak Hour	PM Pea	ak Hour
		Delay (sec)	LOS	Delay (sec)	LOS
US 11 at Opequon Church Lane					
	Left	257.0	F	73.2	F
Opequon Church Lane Eastbound	Right	5.3	А	37.1	E
	Approach	131.2	F	50.1	F
	Left	0.0	А	11.6	В
US 11 Northbound	Through	8.9	А	4.1	A
	Approach	8.9	A	4.2	А
	Through	0.3	A	2.4	А
US 11 Southbound	Right	0.0	Α	0.1	А
	Approach	0.3	A	2.4	А
Overall*		131.2	F	50.1	F
US 11 at Apple Valley Road					
	Left	35.3	D	88.5	F
Apple Valley Road Eastbound	Right	9.2	А	297.5	F
	Approach	19.6	В	219.4	F
	Left	11.2	В	13.5	В
US 11 Northbound	Through	7.4	А	4.0	А
	Approach	8.4	А	5.4	А
	Through	10.2	В	259.6	F
US 11 Southbound	Right	5.7	А	228.0	F
	Approach	9.4	А	255.7	F
Overall		10.2	А	138.9	F

Table 2: No Build AM and PM Peak Hour SimTraffic Delay Summary

*Unsignalized intersection; worst approach delay and LOS reported.

As shown in **Table 2**, the movement delays at the intersections of US 11 at Opequon Church Lane and US 11 at Apple Valley Road experience a LOS F as a result of the heavy north- and



southbound queuing. At the intersection of US 11 at Apple Valley Road during the PM peak hour, the southbound and eastbound movements also experience a LOS F as a result of queuing and increased traffic.

4.0 Alternatives Evaluation

Based on the deficiencies and operations issues such as, but not limited to, signal timing, access management, and capacity under No Build Conditions, four (4) alternatives (two different variations for Alternative 2) were developed and evaluated as part of this analysis. Evaluation criteria for all alternatives include traffic analysis, ROW/property impacts, and approximate-order-of-magnitude cost categorization. These alternatives are briefly described below:

<u>Alternative 1</u>: Under this alternative, a signal is proposed at the intersection of US 11 at Opequon Church Lane. Since this signal will be in close proximity to the existing signal at the intersection of US 11 at Shawnee Drive, both signals would operate under one controller. In addition, the closure of the north driveway to the 7-Eleven property from US 11 is proposed. These modifications for Alternative 1 are depicted in **Figure 3**.

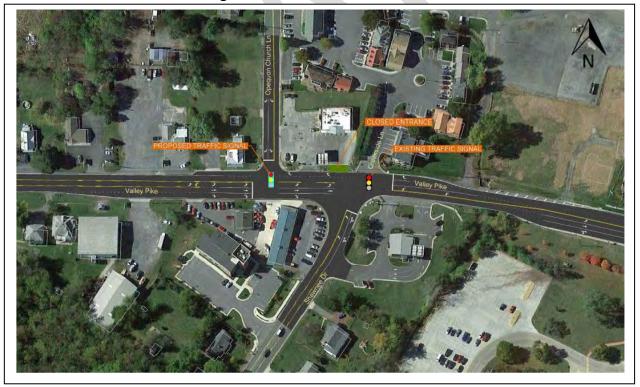


Figure 3: 2035 Build Alternative 1



As shown above, this alternative would provide a protected eastbound left turn phase from Opequon Church Lane onto US 11. All signals along the corridor would be coordinated to the same cycle length to improve overall corridor operations.

<u>Alternative 2a</u>: Similar to Alternative 1, a signal is proposed at the intersection of US 11 at Opequon Church Lane and the north driveway to the 7-Eleven property from US 11 will be closed to consolidate access points and reduce conflicts within the intersection. Additional modifications will include a second southbound through lane on US 11 from Creekside Station/Newell Rubbermaid Entrance to just south of Opequon Church Lane. This will require the widening of the bridge over Hoge Run in the southbound direction, increasing capacity over the bridge. These modifications for Alternative 2a are depicted in **Figure 4**.

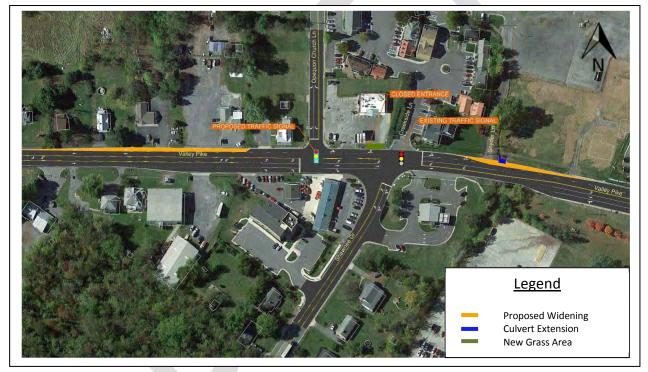


Figure 4: 2035 Build Alternative 2a

<u>Alternative 2b</u>: This alternative will include all proposed modifications from Alternative 2a with an additional northbound through lane on US 11 from Shawnee Drive to Creekside Station/Newell Rubbermaid Entrance. This will require the widening of the bridge over Hoge Run in both the north- and southbound directions and the relocation of a signal pole at the study intersection. These modifications for Alternative 2b are depicted in **Figure 5**.



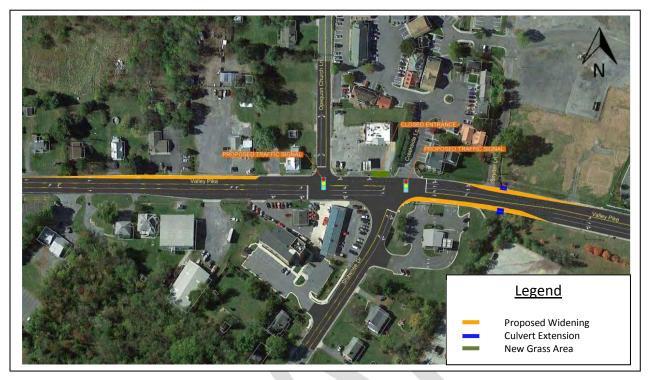


Figure 5: 2035 Build Alternative 2b

<u>Alternative 3</u>: Under this alternative, the intersection of US 11 at Shawnee Drive will be realigned to connect to Opequon Church Lane, creating a full four-leg intersection. This modification will require a new signal at the new intersection of US 11 at Shawnee Drive/Opequon Church Lane and relocation of one business, the Lewin-Yount Garage Door & Auto Sales. These modifications for Alternative 3 are depicted in **Figure 6**.





Figure 6: 2035 Build Alternative 3

As shown above in **Figure 6**, this alternative would impact other properties and their driveway access including the closure of the south driveway to the 7-Eleven property and the reconfiguration of the First Bank property driveway from Shawnee Drive. The Creekside Lane driveway access would be converted to a right-in/right-out only instead of signal controlled. A new driveway to Creekside Lane would be proposed on Opequon Church Lane. Additional modifications include a sidewalk along the south side of Shawnee Drive.



Traffic Analysis

Alternatives 1, 2a and 2b incorporate an additional signal at the intersection of US 11 at Opequon Church Lane. This signal would operate in conjunction with the existing signal at the intersection of US 11 at Shawnee Drive (modeled as a "cluster intersection" in Synchro). Under Alternate 3, the signalized intersection of US 11 at Shawnee Drive is realigned to meet Opequon Church Lane and proposed to operate by split timing. The Creekside Lane entrance is no longer signal controlled and would be converted to a right-in/right-out only driveway.

Table 3 and **Table 4** present a comparison of the overall intersection Level of Service (LOS) anddelay (during the AM and PM peak hour, respectively) per intersection for each Alternative.HCM outputs from Synchro can be found in **Attachment B.**

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							our Synchro De	-					
		A	lternati	ve 1	Al	ternativ	ve 2a	A	lternativ	ve 2b	A	lternati	ve 3
Approach	Movement	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio
US 11 at Newell Ru	ubbermaid Entrand	ce/Creekside Sta	ntion										
	Left-Through	41.7	D	0.18	41.7	D	0.18	41.7	D	0.18	41.7	D	0.18
Brookfield Drive Eastbound	Right	39.9	D	0	39.9	D	0	39.9	D	0	39.9	D	0
	Approach	41	D	-	41	D	-	41	D	-	41	D	-
Newell	Left-Through	44.3	D	0.39	44.3	D	0.39	44.3	D	0.39	44.3	D	0.39
Rubbermaid	Right	39.9	D	0	39.9	D	0	39.9	D	0	39.9	D	0
Westbound	Approach	43.4	D	-	43.4	D	-	43.4	D	-	43.4	D	-
US 11	Left	3	А	0.03	3.2	A	0.03	0.4	А	0.03	1.9	Α	0.03
Northbound	Through-Right	2.6	А	0.32	2.8	Α	0.32	0.9	Α	0.32	1.9	Α	0.32
	Approach	2.6	Α	-	2.9	Α	-	0.9	A	-	1.9	Α	-
US 11	Left	3.2	А	0.11	3.2	А	0.11	3.2	Α	0.11	3.2	А	0.11
Southbound	Through-Right	5.4	А	0.21	5.4	А	0.21	5.4	А	0.21	5.4	А	0.21
	Approach	5.2	А	-	5.2	А	-	5.2	А	-	5.2	А	-
Over	rall	5.3	Α	0.31	5.4	Α	0.31	4.3	Α	0.31	4.9	Α	0.31
US 11 at Shawnee	Drive*												
	Left	37.4	D	0.04	37.4	D	0.04	37.4	D	0.04	N/A	N/A	N/A
Creekside Lane Eastbound	Through-Right	37.3	D	0.02	37.3	D	0.02	37.3	D	0.02	9.3	А	0
Lastocana	Approach	37.4	D		37.4	D	-	37.4	D	-	9.3	А	-
Shawnaa Driva	Left	79.6	Е	0.89	49.3	D	0.73	39.6	D	0.61	N/A	N/A	N/A
Shawnee Drive Westbound	Through-Right	36.8	D	0.16	34.7	С	0.14	32.7	С	0.12	N/A	N/A	N/A
	Approach	66.3	E	-	44.8	D	-	37.5	D	-	N/A	N/A	N/A
	Left	61.2	E	0.25	61.5	E	0.25	61.9	E	0.25	N/A	N/A	N/A
US 11	Through	15	В	0.81	16.6	В	0.83	3	Α	0.58	0	Α	0.44
Northbound	Right	0.6	А	0.11	0.6	А	0.11	N/A	N/A	N/A	N/A	N/A	N/A
	Approach	14.2	В	-	15.4	В	-	5.2	Α	-	0.4	Α	-
	Left	54.8	D	0.43	64.4	E	0.6	59.4	E	0.54	N/A	N/A	N/A
US 11	Through	16.7	В	0.55	13.8	В	0.32	15.3	В	0.34	0	А	0.12
Southbound	Right	13.7	В	0.01	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Approach	19.9	С	-	18.2	В	-	19.1	В	-	0	А	-
Over	rall	23.3	С	0.7	20.5	С	0.7	14.3	В	0.52	9.3	Α	-

Table 3: Build AM Peak Hour Synchro Delay Summary

*Under Alternate 3, the signalized intersection of US 11 at Shawnee Drive is realigned to meet Opequon Church Lane. Creekside Lane would be converted to a right-in/right-out only driveway.

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				Table 3: Bui	ld AM Peak H	our Sy	nchro Delay Su	mmary (Conti	inued)				
		A	lternati	ve 1	AI	ternativ	ve 2a	А	lternativ	ve 2b	А	lternati	/e 3
Approach	Movement	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio
US 11 at Opequon	Church Lane												
	Left	40.7	D	0.25	40.7	D	0.25	40.7	В	0.25	41.2	D	0.31
Opequon Church	Through-Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	39.6	D	0.1
Lane Eastbound	Right	38.9	D	0.02	38.9	D	0.02	38.9	D	0.02	N/A	N/A	N/A
	Approach	39.8	D	-	39.8	D	_	39.8	D	-	40.3	D	-
Chauman Duive	Left	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	38.5	D	0.52
Shawnee Drive Westbound	Through-Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	34.5	С	0.13
	Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	36.9	D	-
	Left	0	А	0	0	А	0	0	А	0	7.7	А	0.07
US 11	Through	20.6	С	0.54	22.6	С	0.57	24.9	С	0.61	21.8	С	0.71
Northbound	Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20.8	С	0.09
	Approach	20.6	С	-	22.6	С	-	24.9	С	-	21.1	С	-
	Left	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10.6	В	0.14
US 11	Through	0.3	А	0.38	0.1	Α	0.2	0.1	А	0.2	13.3	В	0.49
Southbound	Right	0	А	0	N/A	N/A	N/A	N/A	N/A	N/A	11.1	В	0.01
	Approach	0.3	А	-	0.4	А		0.1	А	-	13	В	-
Over	rall	13.4	В	0.55	14.4	В	0.47	15.7	В	0.47	21.6	С	0.61
US 11 at Apple Val	lley Road												
A	Left	39.6	D	0.54	39.6	D	0.54	39.6	D	0.54	39.6	D	0.54
Apple Valley Road Eastbound	Right	35.3	D	0.13	35.3	D	0.13	35.3	D	0.13	35.3	D	0.13
	Approach	37	D	-	37	D	-	37	D	-	37	D	-
110 11	Left	5.2	Α	0.49	5.2	А	0.49	5.2	А	0.49	5.2	А	0.49
US 11 Northbound	Through	6.9	А	0.61	6.9	А	0.61	6.9	А	0.61	6.9	А	0.61
	Approach	6.5	А		6.5	А	-	6.5	А	-	6.5	А	-
	Through	6.3	А	0.43	7.1	А	0.43	6.9	А	0.43	8.9	А	0.43
US 11 Southbound	Right	5.2	А	0.09	4.8	А	0.09	5.8	А	0.09	6.7	А	0.09
	Approach	5.3	А	-	6.6	А	-	6.6	А	-	8.4	А	-
Over	rall	10.6	В	0.64	10.7	В	0.64	10.7	В	0.64	11.2	В	0.64

Table 3: Build AM Peak Hour Synchro Delay Summary (Continued)



		Table 4: Build PM Peak Hour Synchro Delay Summary									
		A	ive 1	A	lternati	ve 2a	A	lternativ	ve 2b		
Approach	Movement	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (se
US 11 at Newell R	ubbermaid Entran	ce/Creekside Sta	ition		•	•					
	Left-Through	50.4	D	0.44	50.4	D	0.44	50.4	D	0.44	38.2
Brookfield Drive Eastbound	Right	46	D	0.04	46	D	0.04	46	D	0.04	34.5
Lastbound	Approach	48.2	D	-	48.2	D	-	48.2	D	-	36.4
Newell	Left-Through	59.7	Е	0.65	59.7	Е	0.65	59.7	Е	0.65	47.3
Rubbermaid	Right	46.1	D	0.06	46.1	D	0.06	46.1	D	0.06	34.6
Westbound	Approach	53	D	-	53	D	-	53	D	-	41
	Left	3.3	А	0.12	3.3	Α	0.12	3.5	А	0.12	2.8
US 11 Northbound	Through-Right	2.9	А	0.39	2.9	А	0.39	3.1	А	0.39	2.3
Northbound	Approach	2.9	А	-	2.9	А	-	3.2	А	-	2.3
	Left	7.3	А	0.2	7.3	А	0.2	7.3	А	0.2	8.7
US 11 Southbound	Through-Right	9.1	А	0.32	9.1	Α	0.32	9.1	Α	0.32	10
Journa	Approach	8.9	А	-	8.9	Α	-	8.9	Α	-	9.9
Ove	rall	12.8	В	0.41	12.8	В	0.41	12.9	В	0.41	11.1
US 11 at Shawnee	Drive*										
	Left	52.5	D	0.09	52.5	D	0.09	52.5	D	0.09	N/A
Creekside Lane Eastbound	Through-Right	52	D	0.02	52	D	0.02	52	E	0.02	10.4
Lastbouriu	Approach	52.1	D	-	52.1	D	-	52.1	D	-	10.4
	Left	61.3	E	0.81	60.2	E	0.8	60.2	Е	0.8	N/A
Shawnee Drive Westbound	Through-Right	41.8	D	0.16	41.7	D	0.16	41.7	D	0.16	N/A
vvestounu	Approach	54.2	D	-	53.5	D	-	53.5	D	-	N/A
	Left	87.6	F	0.1	87.5	F	0.1	87.5	F	0.1	N/A
US 11	Through	24.4	С	0.84	24.6	с	0.84	6.6	А	0.54	0
Northbound	Right	1.7	А	0.1	1.8	А	0.1	N/A	N/A	N/A	N/A
	Approach	21.3	С	-	21.5	С	-	7.3	А	-	0
	Left	90.9	F	0.81	90.9	F	0.81	90.9	F	0.81	N/A
US 11	Through	31.2	С	0.87	14.1	В	0.47	14.1	В	0.47	0
Southbound	Right	15.5	В	0.01	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Approach	35.6	D	-	20.2	С	-	20.2	С	-	0
Ove	rall	33.6	С	0.81	27.5	С	0.76	21.7	С	0.57	10.4

*Under Alternate 3, the signalized intersection of US 11 at Shawnee Drive is realigned to meet Opequon Church Lane. Creekside Lane would be converted to a right-in/right-out only driveway.

A	lternati	ve 3
Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio
38.2	D	0.44
34.5	С	0.04
36.4	D	-
47.3	D	0.65
34.6	С	0.06
41	D	-
2.8	А	0.12
2.3	А	0.42
2.3	А	-
8.7	А	0.23
10	В	0.36
9.9	А	-
11.1	В	0.44
	r	
N/A	N/A	N/A
10.4	А	0.05
10.4	А	-
N/A	N/A	N/A
0	А	0.54
N/A	N/A	N/A
0	А	-
N/A	N/A	N/A
0	А	0.2
N/A	N/A	N/A
0	А	_
10.4	Α	-

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				Table 4: Bui	ld PM Peak H	our Sy	nchro Delay Sur	nmary (Conti	nued)				
		A	lternati	ve 1	AI	ternativ	re 2a	A	ternativ	ve 2b	A	lternati	/e 3
Approach	Movement	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio	Delay (sec)	LOS	Volume-to- Capacity (V/C) Ratio
US 11 at Opequon	Church Lane												
	Left	55.8	Е	0.2	55.8	Е	0.2	55.8	Е	0.2	40.2	D	0.24
Opequon Church	Through	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	38.9	D	0.07
Lane Eastbound	Right	54.2	D	0.02	54.2	D	0.02	54.2	D	0.02	N/A	N/A	N/A
	Approach	54.7	D	-	54.7	D	-	54.7	D	-	39.4	D	-
Chauman Duine	Left	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	48.5	D	0.78
Shawnee Drive Westbound	Through-Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	32.6	С	0.18
Westbound	Approach	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	41.8	D	-
	Left	22.6	С	0.06	22.5	С	0.05	22.5	С	0.05	21.2	С	0.15
US 11	Through	26.5	С	0.52	26.6	С	0.53	26.6	С	0.53	50.6	D	0.97
Northbound	Right	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	15.9	В	0.09
	Approach	26.4	С	-	26.6	С	-	26.6	С	-	44.5	D	-
	Left	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	17.8	В	0.25
US 11	Through	0.8	А	0.63	0.1	А	0.34	0.1	А	0.34	24	С	0.86
Southbound	Right	0.2	А	0.01	N/A	N/A	N/A	N/A	N/A	N/A	12.3	В	0.04
	Approach	0.8	А		0.1	А	-	0.1	А	-	22.8	С	-
Over	all	13.8	В	0.71	13.6	Α	0.49	13.6	Α	0.49	35.3	D	0.87
US 11 at Apple Val	ley Road				•								
	Left	57.6	Е	0.69	57.6	Е	0.69	57.6	Е	0.79	57.6	Е	0.69
Apple Valley Road Eastbound	Right	45.8	D	0.18	45.8	D	0.18	45.8	D	0.27	45.8	D	0.18
	Approach	50.1	D	-	50.1	D	-	50.1	D	-	50.1	D	-
	Left	28.1	С	0.62	28.1	С	0.62	28.1	С	0.62	28.1	С	0.62
US 11 Northbound	Through	8	А	0.61	6.9	Α	0.61	8	А	0.61	8	А	0.61
	Approach	11.2	В	-	8	А	-	11.2	В	-	11.2	В	-
	Through	17.4	В	0.86	19.4	С	0.86	19.4	С	0.86	26.6	С	0.86
US 11 Southbound	Right	6.4	А	0.13	4.1	А	0.13	4.1	А	0.13	9.7	А	0.13
	Approach	16	В	_	17.4	В	-	17.4	В	-	24.4	В	-
Over	all	19.8	В	0.82	20.4	С	0.82	20.4	С	0.82	23.5	С	0.82

able 1. Build PM Peak Hour Synchro Delay Summary (Continued)



As shown in the results above, all intersections for all Alternatives during the AM peak hour overall operate at LOS C or better. During the PM peak hour, all intersections overall operate as LOS C or better under Alternatives 1, 2a, and 2b. However, the intersection of US 11 at Shawnee Drive/Opequon Church Lane operates at LOS D during the PM peak hour under Alternative 3.

Under Alternative 1, the intersection of US 11 at Shawnee Drive experiences the highest delay in the westbound direction. Both Alternatives 2a and 2b experience similar results due to the new signal at Opequon Church Lane. Cycle lengths were coordinated and optimized along US 11 which increased delay for the minor streets such as the westbound left turn movement at the intersection of US 11 at Newell Rubbermaid. The left turn movement resulted in a degradation from LOS C in No Build to LOS E in Alternatives 1, 2a, and 2b during the PM peak hour.

The intersection of US 11 at Apple Valley Road under all alternatives operates at LOS C or better during both the AM and PM peak hours. Modifications to the intersection of US 11 at Shawnee Drive do not directly affect operations at the intersection of US 11 at Apple Valley Road.



ROW/Property Impacts

Potential ROW and property impacts have been associated with each alternative. Alternative 1 has the lowest impact on properties as the installation of a signal at the intersection of US 11 at Opequon Church Lane is proposed and one 7-Eleven entrance is closed. 7-Eleven has a total of three existing driveways; two on US 11 and one on Opequon Church Lane. The closure of the north driveway on US 11 would increase overall safety at the intersection by minimizing conflicting movements.

Similar to Alternative 1, both Alternatives 2a and 2b propose closing the northern 7-Eleven entrance from US 11. Under Alternative 2a, the addition of a second southbound through lane on Valley Pike from Creekside Station/Rubbermaid Entrance to south of Opequon Church Lane would impact not only the ROW on the west side of the corridor but the Hoge Run Bridge just north of the study intersection. The bridge culvert would have to be extended as a result of the widening on the corridor. In the same case, Alternative 2b would have higher impacts to ROW and property as widening to US 11 is proposed in both the north- and southbound direction.

The realignment of the study intersection in Alternative 3 results in the highest impacts to property and ROW. This alternative would require a relocation of one business, the Lewin-Yount Garage Door & Auto Sales. Also, the Creekside Lane entrance would be converted to a right-in/right-out only driveway. As a result, an additional entrance to Creekside Village would be provided on Opequon Church lane. Lastly, similar to the prior alternatives, Alternative 3 proposes to close one of the 7-Eleven entrances.

Approximate-Order-of-Magnitude Cost Categorization

An Approximate-Order-of-Magnitude Cost Categorization assigns "high", "medium", and "low" cost categories to each alternative. Based on the ROW and property impacts discussed in the previous section, **Table 5** summarizes the cost categories for each alternative.

Alternative	Category
Alternative 1	Low
Alternative 2a	Low - Medium
Alternative 2b	Medium
Alternative 3	High

Table 5: Approximate-Order-of-Magnitude Cost Categorization

As shown in **Table 5**, Alternative 3 is categorized as a high cost due to the re-alignment of the intersection and property relocation. Alternative 1 would result in the lowest cost with the installation of a signal.



5.0 Conclusion

In conclusion, the current congestion, queuing and mobility issues within the study area, more specifically at the intersection of Valley Pike and Shawnee Drive make travel in the corridor difficult, and future conditions will only worsen. Future Build Alternatives were evaluated that will mitigate the identified operational, geometric, and safety deficiencies and accommodate projected traffic growth at the intersection of Valley Pike (US 11) and Shawnee Drive (Route 652), and of US 11 between the Creekside Station/Rubbermaid Entrance and Apple Valley Road intersections.

The intersection of US 11 at Apple Valley Road under all alternatives operates at LOS C or better during both the AM and PM peak hours. Modifications to the intersection of US 11 at Shawnee Drive under all alternatives do not directly affect operations at the intersection of US 11 at Apple Valley Road.

Potential ROW and property impacts have been associated with each alternative. Alternative 1 has the lowest impact on properties as the installation of a signal at the intersection of US 11 at Opequon Church Lane is proposed and one 7-Eleven entrance is closed. Alternative 2a and Alternative 2b would have higher impacts to ROW and property as widening to US 11 is proposed which would result in a culvert extension under the Hoge Run Bridge.

Based on these alternatives, the preferred alternative that best addresses the intersection deficiencies will be recommended to the MPO Technical Advisory Committee for approval to the MPO Policy Board. These alternatives have been presented to the community and various stakeholders in order to obtain additional input to the study intersection. Alternative 1 would be recommended if a short term, low funding alternative is requested. Alternative 2b, a build off of the proposed modifications from Alternative 1 (installation of a signal at Opequon Church Lane and 7-Eleven driveway closure) and Alternative 2a (widening on the west side of US 11), will provide additional safety measures to the study intersection. However, if more funding is available, Alternative 3 will be a long term Alternative to be recommended to the MPO Policy Board.

Further analysis using SimTraffic microsimulation would be completed once the preferred alternative is chosen to evaluate the effect of the alternative. A qualitative safety evaluation will also be conducted for the preferred alternative.



Summary of Public Comments

Prepared for: Winchester Frederick County Metropolitan Planning Organization

Prepared By:



In Association with: Travesky & Associates, Ltd.

> Draft August 25, 2015



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- Attachment A: Public Meeting Notices for Open House #1
- Attachment B: Open House #1 Sign In Sheets
- Attachment C: Open House #1 Public Comments
- Attachment D: Public Meeting Notices for Open House #2
- Attachment E: Open House #2 Fact Sheet
- Attachment F: Open House #2 Sign In Sheets
- Attachment G: Open House #2 Public Comments



1.0 Introduction

The development of a 20-year transportation plan addressing the operation of the intersection of Valley Pike (US 11) and Shawnee Drive in Winchester, VA is critical to help shape the area's long-range economic health and quality of life. Stakeholders have identified impediments to smooth traffic flow through an approximately 0.2-mile section of Valley Pike (US 11) at the City of Winchester's southern corporate limit, where Valley Pike crosses the Hoge Run culvert. These include a southbound bottleneck as the roadway narrows from a two-lane to a one-lane section at the culvert; driveway access to a 7-Eleven convenience store at the intersection of Valley Pike and Shawnee Drive (SR-652); and impeded left-turn egress from Opequon Church Lane (SR-706) to northbound US 11, just south of Shawnee Drive. Opequon Church Lane serves the Opequon Presbyterian Church and Woodbrook Village residential development on the west side of US 11. The current congestion, queuing and mobility issues within the study area, more specifically at the intersection of Valley Pike and Shawnee Drive in Church and Shawnee Drive, make travel in the corridor difficult, and future conditions will only worsen.

The Winchester Frederick County Metropolitian Planning Organization (WinFred MPO) initiated the Valley Pike/Shawnee Drive Intersection Improvement Study to identify improvement alternatives for the Valley Pike/Shawnee Drive intersection and to US 11 immediately adjacent to the intersection. In coordination with the Winchester Frederick County Metropolitan Planning Organization (WinFred MPO) and a Project Steering Committee, the study team is also engaging the community to obtain stakeholder input.

This technical memorandum documents community input received during the development and evaluation of potential Build Alternatives that will mitigate the identified operational, geometric, and safety deficiencies and accommodate projected traffic growth at the intersection of Valley Pike (US 11) and Shawnee Drive (Route 652), and of US 11 between the Creekside Station/Rubbermaid Entrance and Apple Valley Road intersections.

A preferred alternative that best addresses these issues will be recommended to the MPO Technical Advisory Committee for recommendation to the MPO Policy Board. A collaborative process will allow the incorporation of the community's values, goals, and aspirations to the intersection improvement study in addition to understanding the needs of the various stakeholders.



2.0 Study Area

The project study area was defined as the US 11 corridor between its intersection with Apple Valley Road (SR-651) and Newell Rubbermaid Entrance/Creekside Station. This study area includes the following intersections:

- 1. US 11 at Newell Rubbermaid Entrance/Creekside Station (signalized)
- 2. US 11 at Shawnee Drive (signalized)
- 3. US 11 at Opequon Church Lane (unsignalized)
- 4. US 11 at Apple Valley Road (signalized)

The existing study area intersections are shown in **Figure 1**. Within the study area, US 11 provides access to residential areas and major businesses adjacent to the corridor such as the Creekside Station Shopping Center, Rubbermaid Facility, Opequon Presbysterian Church, and the Woodbrook Village residential development.



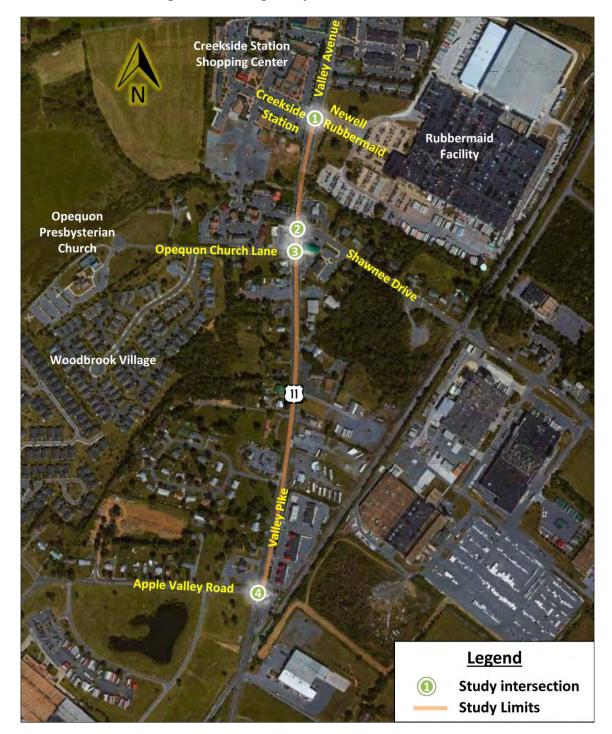


Figure 1: Existing Study Area Intersections



3.0 Stakeholder Outreach

Stakeholder outreach includes regular project management team meetings, two open house events and other opportunities for the community to provide input throughout the course of the study.

Project Management Team

A project management team consisting of the consultant's project manager, the established WinFred MPO Project Steering Committee, and the MPO project manager, met during the course of the study to review and provide input to study deliverables. The Project Steering Committee is comprised of representatives of the City of Winchester, the Town of Stephens City, the County of Frederick, and the Virginia Department of Transportation - Staunton District.

Open House #1

The first open house for the Valley Pike/Shawnee Drive Intersection Improvement Study was held on Thursday, January 29, 2015 at the Woodbrook Village community center from 4:00 to 7:00 PM. A notice for the open house appeared in the local newspaper on Saturday, January 17, 2015 and a letter was also sent to adjacent property owners. Copies of the newspaper notice and letter to property owners are included in **Attachment A**. Excluding project team members, 30 people attended the open house. Two of these attendees represented local media. Sign in sheets are included in **Attachment B**. The meeting was an open house format, during which attendees could come or go at anytime. No formal presentation was given by the study team. Two large aerial plots of the study intersection and the surrounding area were available to facilitate discussion and enable attendees to target comments to a specific location. Attendees were encouraged to provide written feedback to ensure documentation as part of the outreach process. Attendees to the first open house are shown in **Figure 2**.



Figure 2: Photographs of Open House #1 Attendees



In response to the first open house, attendees provided 29 comments which are summarized in **Table 1**. The individual comments are included in **Attachment C**.

	·
Issue	Total Comments Addressing this Issue
Difficulty making left turn onto Route 11 from Opequon Church Lane	20
Need new or reconfigured signal at Opequon Church Lane ¹	14
Conflicts with 7-Eleven and other business accesses/traffic	7
Widen Route 11	5
Provide access from Opequon Church Lane to Creekside Village	5
High volumes of truck traffic	4
Provide better traffic signal coordination/synchronization along Route 11	3
Reduce number of accesses or reconfigure access to 7-Eleven	2
Existing drainage issues which could worsen with widening	2
Sewer infrastructure needed	2
Difficulty making left turn onto Route 11 from Plainfield Drive	1
Provide second access to Woodbrook Village with connection to Cross Creek Village	1
Provide second access to Woodbrook Village (no route specified)	1
Traffic signals not responsive to side traffic during low traffic periods	1
Southbound merge south of the Creekside Station/Rubbermaid Facility signal is dangerous	1
Signs obscure vision	1
Too much growth approved without necessary supporting infrastructure	1
Don't make any changes to the Valley Pike/Shawnee Drive intersection	1
Need better aligned intersections and business accesses	1
Insufficient truck turning radii	1
Provide southbound right-turn/deceleration lane to Opequon Church Lane	1

Table 1: Summary of Open House #1 Comments

Source: STV Incorporated and Travesky & Associates, 2015

¹One comment recommended a new signal on Route 11 at Opequon Lane or further south.

Of the 29 comments received, 17 were from residents of Woodbrook Village, four were from residents of Plainfield Drive located just to the south, three were from residents of Cross Creek Village, a senior housing community just south of Woodbrook Village, two were from residents that live north of the study area off Valley Avenue, one was from a business owner adjacent to the Valley Pike/Shawnee Drive intersection, and one was from an individual that works in Woodbrook Village. The remaining comment was anonymous and did not indicate a location.



Open House #2

The second open house for the Valley Pike/Shawnee Drive Intersection Improvement Study was held on Thursday, July 30, 2015 at the Woodbrook Village Community Center from 4:30 to 6:30 PM. Notices for the open house appeared in *The Winchester Star* and *Nuevas Raices* newspapers on July 23, 2015, and a letter was also sent to adjacent property owners. Copies of the newspaper notices and letter to property owners are included in **Attachment D**.

The meeting was an open house format, and no formal presentation was given by the study team. Attendees were presented large display boards illustrating the four design improvement options developed to address identified operational, geometric, and safety deficiencies of the intersection of Valley Pike (US 11) and Shawnee Drive (Route 652), and of US 11 between the Creekside Station/Rubbermaid and Apple Valley Road intersections. A no build option was also considered. Attendees were also provided with a fact sheet describing and illustrating the options. The fact sheet is included in **Attachment E**. Attendees were encouraged to ask questions and discuss the options with the study team, and to provide written feedback via comment sheet or the project website to ensure documentation as part of the outreach process.

Excluding project team members, 39 people attended the open house. One of these attendees represented local media. Sign in sheets are included in **Attachment F**. Attendees to the second open house are shown in **Figure 3**.



Figure 3: Photographs of Open House #2 Attendees



In response to the second open house, attendees provided 40 comments which are summarized in **Tables 2**, **3** and **4**. Twenty-one of the comments were delivered at the open house, 17 by mail, and 2 online. Of the 40 comments received, 37 were from residents of Woodbrook Village, and one was from an employee of Opequon Presbyterian Church. The individual comments are included in **Attachment G**.

Table 2: Summary of Open House #2 Comments on Question 1

Most Important Improvement Needed	Total comments selecting this issue
Bottleneck where southbound Valley Pike narrows from two lanes to one lane	6
Driveway access to 7-Eleven at Valley Pike and Shawnee Drive	3
Left turn from Opequon Church Lane to northbound Valley Pike	34
Other (right turn from Opequon Church Lane to southbound Valley Pike)	1

Table 3: Summary of Open House #2 Comments on Question 2

Preferred Option	Total comments selecting this option
No Build Make no changes to the intersection	0
Option 1 Second signal at Opequon Church Lane	11
Option 2a Second signal at Opequon Church Lane with additional southbound through lane	6
Option 2b Second signal at Opequon Church Lane w/ additional north- & southbound through	gh lanes 12
Option 3 Realign intersection of Valley Pike and Shawnee Drive with Opequon Church Land	e 15

Table 4: Summary of Open House #2 Comments on Question 3 and Additional Comments

Comment	Total on this topic
Safety/senior drivers	9
Concern about impact on businesses	4
Cost/speed/effectiveness tradeoff	8
Problems with right turn/U turn onto southbound Valley Pike	2
Truck traffic	1
Left turn arrow on signal needed only	1
Timing with traffic signal at different intersection	1

Commenters overwhelmingly cited the difficulty in making a left turn from Opequon Church Lane to northbound Valley Pike as the most important issue for any improvement to address,



with 34 commenters selecting this issue. The second most commonly selected issue was the bottleneck where southbound Valley Pike narrows from two lanes to one, with 6 selections. The choice of the preferred option was more varied, with 15 commenters selecting Option 3, 12 selecting Option 2b, and 0 selecting the no build option. Regardless of which option they selected, 8 commenters acknowledged a tradeoff between the lower cost and greater speed with which an option involving less construction (Options 1 and 2a) could be implemented, versus the potential greater long-term effectiveness but greater cost and longer schedule with an option requiring more extensive construction (Options 2b and 3). Safety concerns involving the intersection and senior drivers were cited by 9 respondents.

Internet Feedback Tool

In conjunction with the second open house, an internet survey was made available for stakeholders to review the intersection improvement options and provide input. Two responses to the internet survey were received and both expressed support for Option 3. These responses are included in **Table 3** above.

Other Input

This study is included in the WinFred MPO Unified Planning Work Program and has been identified as a regional priority since 2012. Throughout the course of the study, stakeholders continue to have opportunities to contact the MPO to provide input.

4.0 Summary of Stakeholder Input

As of August 25, 2014, the study is still underway and two open houses have been conducted. **Table 1** summarizes attendees' comments from the first open house held in January 2015. **Tables 2**, **3**, and **4** summarize attendees' comments from the second open house held in July 2015. Analysis has also been conducted to determine how well the alternatives provide traffic, operational, and safety improvements for the Valley Pike (US 11) and Shawnee Drive (Route 652) intersection and the study area. Comments provided by stakeholders during the study will be incorporated into the decision making process related to any proposed changes to the Valley Pike/Shawnee Drive intersection.

Staff will update the committee on our progress through the HB2 application process. In addition, please find the attached summary of the applications which was sent to the Board of Supervisors this past week. We will discuss the list in greater detail and forward any recommendations the committee may have to the Board of Supervisors for their recommendation.





Department of Planning and Development 540/665-5651 FAX: 540/665-6395

MEMORANDUM

TO: Board of Supervisors

FROM: John A. Bishop AICP, Deputy Director - Transportation

RE: HB2 Application Status Update

DATE: September 18, 2015

This is a follow up to my presentation to the Board on August 12, 2015. At the time of my presentation, the CTB had only just approved the scoring criteria and made their call for applications with a due date of September 30, 2015. Obviously, this is a very unfriendly timeline to local processes and future years will allow a much better window for application development. However, staff has been coordinating with VDOT and working to develop the list of applications based upon Board approved plans and priorities as well as known County trouble areas. This list is as follows, in no particular priority order:

- 1. Route 11 North at Exit 317 NB Turn Lanes onto the Interstate Ramp
- 2. Construction of Route 37 from Exit 310 to Route 522
- 3. Restoration of Route 277 Improvements to the Plan
- 4. Route 11 South Intersection with Apple Valley Road Intersection Improvements
- 5. Fox Drive at Route 522 Turn Lane Improvements
- 6. Tevis Street Extension and Bridge over I-81

Project 6 may have become a moot point given recent activity in that area. However, when the list was being developed there were considerably more questions regarding those improvements. Staff is vetting out with VDOT whether it may still make sense to apply for that particular project.

If you have any questions or concerns, please do not hesitate to contact me. While the applications are due September 30, 2015, local resolutions are not due until December 1, 2015. This gives the Transportation Committee and Board the opportunity, if there are concerns to remove any of these projects from consideration. This will be going to the Transportation Committee on September 28, 2015 and the Board of Supervisors on October 28, 2015.