



**AGENDA
CLOSED SESSION AND REGULAR MEETING
FREDERICK COUNTY BOARD OF SUPERVISORS
WEDNESDAY, JANUARY 13, 2016
6:30 P.M., 7:00 P.M.
BOARD ROOM, COUNTY ADMINISTRATION BUILDING
107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

6:30 P.M. – Closed Session:

The Board will Convene a Closed Session Pursuant to 2.2-3711 A (1) of the Code of Virginia, 1950, as Amended, for Discussion of a Personnel Matter, Specifically Concerning the Terms and Conditions of the Employment of the County Attorney.

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

Invocation

Pledge of Allegiance

Organization of the Board of Supervisors for 2016:

Pursuant to *Code of Virginia*, 1950, as Amended, the Board is Required to Organize Its Functions at Its First Meeting in January Including:

- A. Election of Vice-Chairman
- B. Adoption of Rules of Procedure **(See Attached)**----- **A**
- C. Selection of a Parliamentarian
- D. Selection of Time and Place for Regular Meetings **(See Attached)** ----- **B**
- E. Chairman’s Board/Committee Assignments. **(See Attached)**----- **C**

Adoption of Agenda:

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

Consent Agenda:

(Tentative Agenda Items for Consent are Tabs: D, H, I, K and L)

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

Board of Supervisors Comments

Minutes: (See Attached) ----- D

1. Regular Meeting of November 12, 2015.
2. Closed Session and Regular Meeting of December 9, 2015.
3. Transportation Forum, December 14, 2015.

County Officials:

1. Presentation of Resolution of Appreciation of Eric R. Lawrence.
2. Committee Appointments. **(See Attached) ----- E**
3. Request from Commissioner of the Revenue for Refunds.
(See Attached) ----- F
4. Request for Adoption of Frederick County's 2016 Emergency Operations
Plan. **(See Attached) ----- G**
5. Request to Approve Holding Two Rabies Clinics in 2016.
(See Attached) ----- H
6. Request to Schedule Public Hearing Re: Granting of Conveyance of an
Easement for Clearbrook Volunteer Fire and Rescue, Inc. Across
a Portion of Clearbrook Park Property. **(See Attached) ----- I**
7. Resolution Authorizing Purchase of Property at 692 Old Charles Town
Road, Stephenson, Virginia and Authorization of Appropriation of Proffer
Funds. **(See Attached) ----- J**

Committee Reports:

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

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3. Finance Committee. **(See Attached)**----- **M**

Planning Commission Business:

Public Hearing:

1. Conditional Use Permit #04-15 for Jerry Lee and Kyung Lee, Submitted for Modification of CUP #22-04 to Add a Monument Sign. The Property is Located at 549 Valley Mill Road (Route 659), and is Identified with Property Identification Number 55-A-56 in the Red Bud Magisterial District.
(See Attached) ----- **N**

2. Rezoning #11-15 of Freedom Manor, Submitted by Pennoni Associates, to Rezone 13.8596 Acres from the RA (Rural Areas) District to the RP (Residential Performance) District and 33.6819 Acres from the RP (Residential Performance) District to the RP (Residential Performance) District with Proffers. The Properties are Located East and Adjacent to Papermill Road (Route 644), Approximately 2,300 North/West of the Existing Signalized Intersection of Front Royal Pike (Route 522) and Papermill Road (Route 644), and are Identified by Property Identification Numbers 64-A-23, 64-A-20, and 64-A-19 in the Shawnee Magisterial District.
(See Attached) ----- **O**

3. Ordinance Amendment to the Frederick County Code, Chapter 165 Zoning, Article II Supplementary Use Regulations; Parking; Buffers; and Regulations for Specific Uses; Part 201 Supplementary Use Regulations, Section 165-201.02 Setback Requirements. Revision to the Frederick County Zoning Ordinance to Remove the R5 (Residential Recreational Community) District Supplementary Use Regulations for Setback Extensions. **(See Attached)**-- **P**

Board Liaison Reports (If Any)

Citizen Comments

Board of Supervisors Comments

Adjourn

A

**RULES OF PROCEDURE
FREDERICK COUNTY BOARD OF SUPERVISORS**

Adopted by the Frederick County Board of Supervisors
at a Regular Meeting Held on May 28, 2003

ARTICLE I - MEETINGS

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the second Wednesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Board of Supervisors' Meeting Room of the County Administration Building, 107 North Kent Street, Winchester, Virginia, or such other public place as it may designate, in regular session and conduct its annual or organizational meeting. During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chairman later declare that weather or other conditions make it hazardous for members to attend. Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the *Code of Virginia*, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient. A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the *Code of Virginia*, 1950, as amended.

Section 1-3. Continued Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum. All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure. The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the *Code*

of Virginia, 1950, as amended.

Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration. No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall require a second. When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board, no motion shall be received unless it is one to amend, to refer to committee, for the previous question, for a substitute motion to lay on the table, or to recess or adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

At any meeting of the Board, when any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Section 1-9. Robert's Rules of Order; Suspending Rules [Amended 09/14/11]

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order, Simplified and Applied, with the exception of motions to postpone. Motions to postpone shall be for durations as decided by the Board of Supervisors and in conformity with the *Code of Virginia*, 1950, as

amended, as applicable.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by majority vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3711 of the *Code of Virginia*, 1950, as amended.

Section 1-11. Limitations on Duration and Hour of Meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than 4 consecutive hours or later than 11:00 P.M. without the consent of a majority of the members present. Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members. The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section. Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

ARTICLE II - OFFICERS

Section 2-1. Chairman and Vice Chairman [Amended 01/14/09]

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-1 hereof, the Board shall elect from its membership a Vice Chair, who shall serve for a one year term expiring on December 31st of the same year in which he or she is elected; provided, however, that unless the term of office has expired and the member has not been re-elected, the Vice Chair shall serve until their respective successor(s) shall have been elected and qualify. In the event that the Chair is absent from any meeting, the Vice Chair shall assume the authority and duties of the Chair. In the event the Chair and Vice Chair are absent from any meeting of the Board, then the members present at such meeting shall choose one of their number as temporary

Chair by majority vote of the members present and voting.

Section 2-2. Authority of the Chairman

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chairman shall preserve order and decorum at all meetings. He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed. The Chairman shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation. The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

The Chairman may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled. Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chairman, subject to appeal to the Board, or by motion passed by the Board.

The Chairman shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board or connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the *Code of Virginia*, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the *Code of Virginia*, 1950, as amended. At the discretion of the Board, any county employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

ARTICLE III - AGENDA

Section 3-1. Preparation

The Clerk shall prepare an agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business. Supporting information for every item to be placed on the regular meeting agenda shall be received in the Office of the County Administrator before noon on the Thursday that falls in the week immediately prior to the regularly scheduled Board meeting. Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow. The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.

Section 3-2. Delivery

Each member of the Board shall receive the regular meeting agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the second and fourth Wednesdays of each month. Special meeting agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 3-3. Posting and Notice

A copy of the meeting agendas shall be made available in the Office of the County Administrator, as of the date and time the information is distributed to members of the Board. Agendas will also be posted on the county web page at www.frederickcountyva.gov, both outside entrances to the Board of Supervisors' meeting room, the main interior doors to the meeting room, and outside the County Administrator's office.

Section 3-4. Copies

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the agenda and supporting information and shall make the same available to the Handley Regional Library located at Braddock and Piccadilly Streets, Winchester, Virginia, and the Bowman Library located at 871 Tasker Road, Stephens City, Virginia at the same time the agenda is posted pursuant to Section 3-3, above. Individuals desiring complete copies of agenda packages shall arrange with the Clerk for the delivery and cost of the information desired. The Clerk or Deputy Clerk shall also have a copy of agenda packets available at each meeting.

ARTICLE IV - CONDUCT OF BUSINESS

Section 4-1. Order of Business [Amended 06/11/03]; [Amended 01/14/04]

At meetings of the Board, the order of business should be as follows:

Closed Session (When Required)
Call to Order
Invocation
Pledge of Allegiance
Adoption of Agenda
Consent Agenda
Citizen Comments (Agenda Items Only, That Are Not Subject to Public Hearing.)
Board of Supervisors Comments
Minutes
County Officials
Committee Reports
Public Hearings (When Required)
Planning Commission Items-Public Hearings (When Required)
Planning Commission/Department-Other Items
Liaison Reports (If Any)
Citizen Comments
Board of Supervisors Comments
Adjournment

Section 4-2. Adoption of Agenda

The agenda presented for adoption shall be the agenda prepared and delivered as required in Article III. Additions, deletions, or modifications and/or adoption of the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion “to approve the Consent Agenda”, and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the

Consent Agenda. Items which have been objected to and removed from the Consent Agenda shall be acted upon in the original order presented within the agenda.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comments Period [Amended 4/14/04]

Two Citizen Comments periods shall be furnished during every regular meeting of the Board of Supervisors. The first Citizen Comments period shall occur after the adoption of the Consent Agenda and shall be a time for citizens to address agenda items that are not scheduled for public hearing. A register for persons desiring to address the Board of Supervisors during this Citizen Comments period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. Citizens desiring to address the Board of Supervisors during this period shall provide their name, the issue they want to address, and their place of residence on the register provided.

The second Citizens Comments period shall occur prior to the Board of Supervisors Comments at the end of the meeting and shall be a time for citizens to address the Board of Supervisors on issues that are not part of the regular meeting agenda. Citizens desiring to address the Board of Supervisors during this period are not required to register; however, each shall state their name and their place of residence prior to their comments.

Each speaker during the Citizen Comments periods shall be limited to one appearance per citizen comment period per meeting. Individuals speaking during the Citizen Comments periods shall be subject to a three minute time limitation.

Any person desiring to address the Board of Supervisors during the Citizen Comments periods shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Section 4-5. Scheduled Presentations

Any person desiring to address the Board of Supervisors for a presentation under County Officials shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the County Officials portion of the agenda at a regular meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation. Such request must be in the Clerk's hands not later than the agenda deadline specified in Section 3-1 hereof. Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chairman. Board member questions and discussion of the material presented shall not be subject to any time limit. Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

ARTICLE V - PUBLIC HEARINGS

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy. While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public; and therefore, the applicant and staff presentations will be as brief as possible. In order to accomplish this objective it is necessary that certain rules of order prevail at all public hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
- (b) Staff and/or Applicant Presentation
- (c) Public Comment
- (d) Close of Public Hearing
- (e) Board Member Questions
- (f) Staff, Applicant Response
- (g) Board discussion and/or consideration

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate county staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the

public hearing.

Section 5-4. Staff and/or Applicant Presentation

The Chair will call upon the appropriate county staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors. Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter. When written information has been provided prior to the hearing, that information should be summarized and only new information should be presented in detail at the meeting.

Section 5-5. Public Comment

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI-Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before the hearings begin.

Section 5-6. Order of Speaking

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

Section 5-7. Presentation of Comments

Each person may address the Board as many times as the Chair, in his or her discretion,

may allow, but no speaker shall exceed the total time limit set by the Chair.

Section 5-8. Board Members' Questions

Upon completion of a presentation by staff, applicant or member of the public, any member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested. Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 5-9. Staff and/or Applicant Response

The Chairman shall call on the staff or applicant for any response on closing comments with reference to the public hearing presentations.

Section 5-10. Close of Hearing

When the Chair of the Board shall have closed a public hearing, no further public comments shall be received.

Section 5-11. Board Discussions and/or Consideration

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

ARTICLE VI - CITIZEN RESPONSIBILITIES

Section 6-1. Application of Rules

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 6-2. Addressing the Board

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to matters before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public. Questions shall not be asked of other speakers, but may be directed to the Chairman of the Board for consideration by the Board in later deliberating the matter.

Section 6-3. Conduct while Speaking/Conduct While Not Speaking

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner. Cursing or other obscene language or gestures, threats, insults, or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted. Any person whose conduct is contrary to this section will be removed as provided for in section 2-2 of these rules. Board members are expected to observe the same decorum at all meetings.

Section 6-4. Name and Place of Residence

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 6-5. Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established herein and shall yield the floor when informed their time has expired.

Section 6-8. Registration

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name, place of residence and district.

Section 6-9. Written Copy of Comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information Sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

ARTICLE VII - APPOINTMENTS

Section 7-1. Appointments

The Chairman shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize and to appoint various citizen members to Board's standing committees.

Section 7.2. Committee Appointments [Amended 01/25/06]

Each board member may nominate citizen members to be appointed to the various authorities, boards, commissions, and committees where a representative is needed from a member's respective magisterial district or for the county at large. A majority vote of those board members present shall be required to appoint a nominee to said authority, board, commission, or committee. Prior to Board action on a perspective nominee, the following process shall be followed:

1. Applications for vacancies are available through Board members and the County Administrator's Office. A completed application shall be required for all initial nominations; however, a completed application for candidates being reappointed shall not be required.
2. Applications shall be received in the County Administrator's Office up to 5:00 p.m. on the Thursday preceding a Board meeting in order that they might be included in the agenda for review by the members of the Board.

3. The applications will be acknowledged at the aforesaid meeting with action on the appointment to be taken at the next regular meeting of the Board.

ARTICLE VIII - AMENDMENTS

Section 8-1. Amendments

These Rules of Procedure may from time to time be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

(Adopted: 05/28/03)

(Amended: 06/11/03)

(Amended: 01/14/04)

(Amended: 04/14/04)

(Amended: 01/25/06)

(Amended: 01/14/09)

(Amended: 09/14/11)

B

SELECTION OF TIME AND PLACE FOR REGULAR MEETINGS

I move that the second and fourth Wednesdays of each month, at 7:00 P.M., in the Board of Supervisors' Meeting Room, County Administration Building, 107 North Kent Street, Winchester, Virginia be the time and meeting place for the Frederick County Board of Supervisors for 2016. Should the meeting be cancelled due to inclement weather, then it will take place on the following evening.

C

BOARD COMMITTEE ASSIGNMENT 2016

	<u>Appt.</u>	<u>Voting</u>	<u>DeHaven</u>	<u>Wells</u>	<u>Hess</u>	<u>Lofton</u>	<u>Fisher</u>	<u>Slaughter</u>	<u>Dunn</u>
STANDING COMMITTEES									
Code & Ordinance	Annual	Y		X	X				CH
Finance	Annual	Y	X			X		CH	
Human Resources	Annual	Y		X	CH				X
Public Safety	Annual	Y				X	CH		X
Public Works	Annual	Y		X	X		CH		
Technology	Annual	Y			X	CH		X	
Transportation	Annual	Y				CH	X	X	
			1	3	4	4	3	3	3
JOINT COMMITTEES									
Joint Finance	Annual	Y	X					X	
MPO	Annual	Y	X					X	
			2	0	0	0	0	2	0
AUTHORITIES/COMMISSIONS									
Airport Authority	4 yr	Y					X		
Conservation Easement	3 yr	Y					X		
Economic Development Authority	4 yr	Y				X			
Fred-Winc Service Authority	3 yr	Y					X		
North. Shen. Valley Reg. Comm.	elected	Y			X			X	
Juvenile Detention Center	4 yr	Y						X	
Regional Jail Board	4 yr	Y	(A)	X				X	
			1	1	1	1	3	3	0
LIAISONS-Non Voting									
Handley Regional Library	Annual	N		X					
Parks & Recreation	Annual	N							X
Planning Commission	Annual	N							X
Sanitation Authority	Annual	N					X		
Social Services	Annual	N				X			
Fire and Rescue	Annual	N							X
Tourism Board	Annual	N			X				
			0	1	1	1	1	0	3
OTHER									
Agricultural District Advisory	Annual	Y				X			
Extension Leadership	Annual	N				X			
Landfill Oversight	Annual	Y		X					
			0	1	0	2	0	0	0
Total			4	6	6	8	7	8	6

A = Serves as Alternate

**CITIZEN COMMITTEE APPOINTMENTS
2016**

Code & Ordinance Committee

(meets as needed)

Derek C. Aston
Stephen G. Butler
James A. Drown

Finance Committee

(meets 3rd Wed. each month, 8:00 A.M.)

Bill M. Ewing
Angela L. Rudolph
Vacant.....

Human Resources Committee

(meets 2nd Fri. each month, 8:00 A.M.)

Don Butler
Dorrie R. Greene
Beth Lewin

Public Safety Committee

(meets as needed)

Jerry Zemlachenko (Apptd. at 10/28/15 Board Meeting)
Charles R. "Chuck" Torpy
Vacant.....

Public Works Committee

(meets last Tues. each month, 8:00 A.M.)

David W. Ganse, AIA
Whitney "Whit" L. Wagner
James T. Wilson

Technology Committee

(meets as needed)

Quaisar Absar
Todd Robertson
Lorin Sutton

Transportation Committee

(meets 4th Mon. each month, 8:30 A.M.)

James M. Racey, II
Barry G. Schnoor

Juvenile Detention Center Commission

Robert T. Williamson as a Frederick County Representative 4 year term

D

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

REGULAR MEETING

NOVEMBER 12, 2015

A Regular Meeting of the Frederick County Board of Supervisors was held on Thursday, November 12, 2015 at 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

PRESENT

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

CALL TO ORDER

Chairman Shickle called the meeting to order.

INVOCATION

Supervisor Fisher delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice-Chairman DeHaven led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

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

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

CONSENT AGENDA - APPROVED

Upon a motion by Vice-Chairman Wells, seconded by Supervisor Hess, the Board approved the following items under the consent agenda:

- Minutes – Work Session with Economic Development Authority October 28, 2015 – **Tab A**;
- Transportation Committee – **Tab I**; and
- Road Resolution – Santa Maria Estates – Knock Lane – **Tab R**.

The above motion was approved by the following recorded vote:

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

CITIZEN COMMENTS

Jay L. Marts, Gainesboro District, read the following statement:

*“Chairman Shickle, Members of the Board & Administrator Garton:
Welcome Supervisor Dunn.*

I extend my thanks to Supervisor Hess for representing the Board during the Veterans Council Veterans Day service at Shenandoah Memorial Park this week. His address to the assembled veterans was quite meaningful.

I have previously made comments to this Board on the proposed 4th High School and provided you with a petition from numerous members of the County. We received no written response from any of the Board members. This issue was a much discussed topic in this just passed County Supervisor election. Additionally, the School board has pushed back the proposed construction and opening date yet again, this time to July 2020. I believe this action makes the case for an expansion option.

I have provided Mr. Tibbs with another PETITION signed by more Frederick County citizens requesting consideration of alternatives. I have no confidence that we can get an unbiased feasibility study on expansion of the existing three (3) High Schools from the School Board. They are focused on one thing...building the most expensive HS in the Commonwealth.

On a related subject I would like to provide comments to your proposed Legislative Initiatives. I am unsure if you were going to have a process to solicit citizen input before providing this to our elected representatives in the General Assembly.

#2 a Education Funding – *The County supports Parental Rights and School Choice Initiatives. The Free Market promotes competition which provides better results at a lower cost to consumers. We cannot sustain the Government School Construction costs, debt increases, and soaring operational expenditures.*

#2b Tebow Bill – *The County supports allowing any taxpayer with a child in a private school or being “Home-Schooled” to have access to the government school programs and especially athletic activities.*

#5 Tax Exemptions – *I support your continued efforts to revert authority to the locality.*

#9 Changes to Legal Notices – I would support this initiative on a one year trial to determine if there is impact on public knowledge and transparency.

I have concern on items listed to fund State Mandated position, Funding for Jails, Increasing salaries for District Courts and Transient Occupancy Tax. These seem to be broad statements with no dollar figure associated. How much of a tax increase will the State have to levy to pay for these initiatives.

Thank you for allowing me to address the Board.”

Shawn Graber, Back Creek District, spoke concerning the resolution of appreciation. He noted it was right and fitting to recognize when employees do well. He then showed a copy of a proposed settlement agreement with the County as part of the gap pay litigation. He stated this issue cost the taxpayers several thousands of dollars. He concluded by saying employees should not be honored when they don't do quite as good of a job for the taxpayers.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors' comments.

MINUTES – APPROVED UNDER CONSENT AGENDA

The minutes from the October 28, 2015 work session with the Economic Development Authority were approved under the consent agenda.

COUNTY OFFICIALS

RESOLUTION OF APPRECIATION FOR HUMAN RESOURCES DIRECTOR PAULA NOFSINGER - APPROVED

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the resolution of appreciation for Human Resources Director Paula Nofsinger.

WHEREAS, Paula A. Nofsinger served the employees of Frederick County, Virginia, for over nine years as Director of Human Resources; and

WHEREAS, during her tenure Mrs. Nofsinger oversaw and implemented the following initiatives: electronic time keeping, paid time off program, revision of HR policies, and compensation survey; and

WHEREAS, in addition to the above accomplishments, Mrs. Nofsinger worked through the employee wellness committee to implement an employee wellness program which was approved by the American Heart Association as Fit Friendly and received gold medal recognition; and

WHEREAS, in December 2013 Mrs. Nofsinger achieved certification as a Senior Professional in Human Resources (SPHR).

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

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

ADOPTED this 12th day of November, 2015.

The above motion was approved by the following recorded vote:

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

COMMITTEE APPOINTMENTS

REAPPOINTMENT OF MARIANNE BIVIANO SHAWNEELAND SANITARY DISTRICT ADVISORY COMMITTEE - APPROVED

Upon a motion by Supervisor Lofton, seconded by Vice-Chairman DeHaven, the Board reappointed Marianne Biviano to the Shawneeland Sanitary District Advisory Committee. This is a two year appointment. Term expires November 9, 2017.

The above motion was approved by the following recorded vote:

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

REAPPOINTMENT OF ROBERT A. HESS TO THE NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION - APPROVED

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

reappointed Robert A. Hess to the Northern Shenandoah Valley Regional Commission. This is a three year appointment. Term expires December 31, 2018.

The above motion was approved by the following recorded vote:

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

REAPPOINTMENT OF GENE E. FISHER FREDERICK-WINCHESTER SERVICE AUTHORITY - APPROVED

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board reappointed Gene E. Fisher as a Frederick County representative to the Frederick-Winchester Service Authority. This is a three year appointment. Term expires January 10, 2019.

The above motion was approved by the following recorded vote:

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

REAPPOINTMENT OF GREG L. UNGER AS BACK CREEK DISTRICT REPRESENTATIVE TO THE PLANNING COMMISSION - APPROVED

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board reappointed Greg L. Unger as Back Creek District representative to the Planning Commission. This is a four year appointment. Term expires January 26, 2020.

The above motion was approved by the following recorded vote:

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

Robert W. Wells Aye

REAPPOINTMENT OF H. PAIGE MANUEL AS SHAWNEE DISTRICT REPRESENTATIVE TO THE PLANNING COMMISSION - APPROVED

Upon a motion by Supervisor Fisher, seconded by Supervisor Lofton, the Board reappointed H. Paige Manuel as Shawnee District representative to the Planning Commission. This is a four year appointment. Term expires January 26, 2020.

The above motion was approved by the following recorded vote:

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

REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUND - APPROVED

Administrator Garton advised this was a request from the Commissioner of Revenue to authorize the Treasurer to refund Carrier Enterprise, LLC the amount of \$106,515.68 for business license taxes in 2013. The refund resulted from Carrier Enterprise, LLC doing business as a wholesaler rather than a retail operation. The taxpayer filed as a retail establishment for the 2013 year. Previous adjustment was applied to 2010 and 2011.

Upon a motion by Supervisor Fisher, seconded by Vice-Chairman DeHaven, the Board approved the refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

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

SNOWDEN BRIDGE SCHOOL/PARK SITE – REQUEST FOR PUBLIC HEARING ON CONVEYANCE OF PORTION OF TO SCHOOL BOARD - APPROVED

County Attorney Rod Williams advised this was a request to schedule a public hearing at the Board's December 9, 2015 regular meeting on the approval of the disposition to the School Board of the 20-acre portion of the Snowden Bridge school/park site, currently held jointly by the School Board and the County.

Upon a motion by Supervisor Hess, seconded by Supervisor Wells, the Board set the public hearing for the December 9, 2015 regular meeting.

The above motion was approved by the following recorded vote:

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

**PROCEDURE TO FILL SOON TO BE VACANT STONEWALL DISTRICT SEAT –
PROCEDURE APPROVED WITH SPECIAL ELECTION TO BE HELD MARCH 8,
2016**

Administrator Garton advised Supervisor DeHaven's election to the office of Chairman-At-Large will result in a vacancy in the Stonewall District seat effective January 1, 2016. In anticipation of this upcoming vacancy, staff recommended a process whereby the Board would seek applications from residents of the Stonewall District interested in being considered to fill this vacancy. The appointee would serve until a special election could be held to fill the remainder of the unexpired term, which is December 31, 2017. She went on to say interested residents of the Stonewall District would be asked to complete a data sheet and return it to the County Administrator's Office, along with a letter of interest, resume, or any other information they believe would be beneficial to the Board's deliberations. Any applications received would be forwarded to the Chairman and Chairman-elect. Everyone submitting an application would be provided with the contact information for each board member. It would be the responsibility of each applicant to contact the members of the Board. The deadline to submit an application would

be Wednesday, November 25, 2015 at 12:00 p.m. The Board could select a replacement at its December 9, 2015 regular meeting.

Supervisor Dunn moved to hold the special election in March or April 2016. He stated this would allow the residents of the Stonewall District elect their own representative. He noted the cost was approximately \$10,000.

Chairman Shickle asked Supervisor Dunn if his intent was to approve the process outlined in the agenda packet.

Supervisor Dunn advised that he was amenable to the process outlined for an interim appointment, but felt the special election should be held sometime after March 1st.

County Attorney Williams reviewed the Virginia Code section regarding special elections.

Supervisor Dunn's motion was to approve the procedure to fill the soon to be vacant Stonewall District seat with the special election to be held on March 8, 2016.

The motion was seconded by Supervisor Fisher.

Supervisor Lofton asked if the motion was approved would the Board still make an interim appointment per the procedure outlined.

Supervisor Dunn responded yes.

There being no further discussion, the motion to approve the procedure to fill the soon to be vacant Stonewall District seat and to hold the special election to fill the remainder of the Stonewall District term on March 8, 2016 was approved by the following recorded vote:

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

MEMORANDUM RE: FY 2015-2016 BUDGET RESOLUTION RE-ADOPTION - APPROVED

Administrator Garton advised that in preparation for the upcoming budget process, staff

was reviewing pertinent documents to include the FY 2015-2016 budget resolution. In reviewing the document, a typographical error was discovered whereby the phrase “and funds appropriated” was accidentally omitted. She went on to say staff was seeking Board action on a revised resolution containing the omitted language. She noted this correction did not affect any of the dollar amounts or tax rates within the budget resolution.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board re-adopted the FY 2015-2016 Budget Resolution.

WHEREAS a notice of public hearing and budget synopsis has been published and a public hearing held on March 25, 2015, in accordance with Title 15.2, Chapter 25, Section 15.2-2506, of the Code of Virginia, 1950 as amended.

THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Frederick, Virginia, that the budget for the 2015-2016 Fiscal Year as advertised in The Winchester Star on March 16, 2015, be hereby approved in the amount of \$368,820,813.

BE IT FURTHER RESOLVED that the County of Frederick budget for the 2015-2016 fiscal year be adopted and the funds appropriated as follows:

General Operating Fund	154,813,644
Regional Jail Fund	20,063,860
Landfill Fund	6,086,520
Division of Court Services Fund	620,639
Shawneeland Sanitary District Fund	811,026
Airport Operating Fund	2,283,228
Lake Holiday Sanitary District Fund	800,570
EMS Revenue Recovery Fund	1,501,000
Economic Development Authority Fund	573,198
School Operating Fund	148,028,927
School Debt Service Fund	15,236,485
School Capital Projects Fund	500,000

School Nutrition Services Fund	6,626,934
School Textbook Fund	1,900,544
NREP Operating Fund	5,259,238
NREP Textbook Fund	40,000
Consolidated Services/Maintenance Fund	3,600,000
School Private Purpose Funds	75,000

BE IT FURTHER RESOLVED that the Board of Supervisors of the County of Frederick, Virginia, does herein adopt the tax rates for the 2015 assessment year as follows:

Property Taxes – Rates per \$100 of assessed value

56 cents	Applied to real estate, including mobile homes
\$4.86	Applied to personal property including business equipment
\$2.25	Applied to personal property on one vehicle to volunteer firefighters that are approved and registered with the Frederick County Fire and Rescue Department
1 cent	Applied to airplanes
Zero tax	Applied to antique vehicles and mopeds
\$2.00	On declining values to be applied to machinery and tools. The declining values are 60% for year one, 50% for year two, 40% for year three, and 30% for year four and all subsequent years.
\$2.00	On apportioned percentage of book values to be applied to Contract Classified Vehicles and equipment

Business and Professional Occupational License Rates

Contractors	16 cents per \$100 of gross receipts
Retail	20 cents per \$100 of gross receipts
Financial, Real Estate, and Professional Services	58 cents per \$100 of gross receipts

Repair, personal and business services and all other businesses and occupations not specifically listed or exempted in the County Code 36 cents per \$100 of gross receipts

Wholesale 5 cents per \$100 of purchases

The tax rates for other businesses and occupations specifically listed in the County Code are also unchanged.

Other General Taxes

Meals tax 4% of gross receipts

Transient Occupancy tax 2% of gross receipts

Vehicle License Taxes \$25 per vehicle and \$10 per motorcycle

Sanitary Landfill Fees

\$47	Per ton for commercial/industrial
\$42	Per ton for construction demolition debris
\$14	Per ton for municipal waste
\$32	Per ton for municipal sludge
\$12	Per ton for Miscellaneous Rubble Debris

Shawneeland Sanitary District Taxes

\$190	Unimproved Lots
\$560	Improved Lots

Lake Holiday Sanitary District Taxes

\$678	Buildable Lots
\$264	Unbuildable Lots

Star Fort Subdivision Taxes/Fees

\$60 Per Lot

Street Light Fees

Oakdale Crossing and Fredericktowne \$60 annually

Green Acres \$25 annually

BE IT FURTHER RESOLVED that appropriations are hereby authorized for the central stores fund, special welfare fund, comprehensive services fund, county health insurance fund, school health insurance fund, length of service fund, special grant awards fund, employee benefits fund, maintenance insurance fund, development project fund, sales tax fund, commonwealth sales tax fund, unemployment compensation fund, Forfeited Assets Program, and Four-For-Life and Fire Programs equal to the total cash balance on hand at July 1, 2015, plus the total amount of receipts for the fiscal year 2015-2016. The Fire Company Capital appropriation will include the current year appropriation plus any unused funds at the end of the fiscal year 2015.

BE IT FURTHER RESOLVED that funding for all outstanding encumbrances at June 30, 2015, are re-appropriated to the 2015-2016 fiscal year to the same department and account for which they are encumbered in the 2014-2015 fiscal year.

BE IT FURTHER RESOLVED that the construction fund projects are appropriated as a carryforward in the amount that equals the approved original project cost, less expenditures and encumbrances through June 30, 2015.

The above motion was approved by the following recorded vote:

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

MEMORANDUM RE: PROPOSED 2016 LEGISLATIVE INITIATIVES - APPROVED

Administrator Garton presented a list of Proposed Legislative Initiatives for 2016, which reflected input from the Department Directors and Constitutional Officers. She noted the Board could include additional items if they desired. She concluded by saying staff was seeking Board approval of the proposed initiatives.

Supervisor Hess suggested adding language to address alternative septic system inspections/enforcement. The proposed item would read “the County requests the State provide adequate resources to local health departments to better enable them to track inspections and enforce inspection requirements for alternative septic systems.”

Supervisor Dunn advised that he had some items he would like to see included in the legislative initiatives:

1. Ballot Access for Presidential candidates in primary elections. Change the law to make it significantly easier for a citizen to vote for a candidate of his choice. A presidential candidate could either pay a fee of \$1,000 or have 1,000 signatures from any registered voter in the state in order for his name to be placed on the ballot.
2. Instant Runoff Voting. Change state law to require that in any election, a system is employed to require an instant run off so that a 50% plus one majority will determine the winner.
3. Party Registration. Change the law to require voters to register by party if they want to participate in a primary election. A primary election would include mass meetings, fire house primaries, conventions, or any other preliminary election to determine a party nominee.

Supervisor Dunn then moved to amend the proposed legislative agenda to include the four additional items.

The motion died for lack of a second.

Upon a motion by Supervisor Dunn, seconded by Supervisor Lofton, the Board approved the 2016 legislative initiatives to include the addition of language pertaining to alternative septic system inspections/enforcement.

The above motion was approved by the following recorded vote:

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

Chairman Shickle recommended a prioritization of these items in future years. He also suggested finding a kinder, gentler way of conveying the County's legislative items.

Supervisor Dunn addressed the proposed initiative concerning easing ballot access for Presidential candidate in primary elections. He noted under the current provisions it was

significantly difficult for candidates to get on the ballot and he would like to see the General Assembly modify the law to make ballot access easier.

Supervisor Lofton stated this item needed to come from grassroots activists or parties. He noted that he was not ready to support this proposal.

Supervisor Hess stated a more generalized statement to make the process easier might be a better approach.

Upon a motion by Supervisor Hess, seconded by Supervisor Dunn, the Board amended the legislative initiatives to state the County supports decreased requirements to have names on the ballot.

The above motion was approved by the following recorded vote:

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

Supervisor Fisher stated he would prefer to wait until the December meeting to address these items so the Board could have time to review the information.

Supervisor Dunn agreed to postpone this matter until the December 9, 2015 meeting.

COMMITTEE REPORTS

TRANSPORTATION COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Transportation Committee met on October 26, 2015 at 8:30 a.m.

Members Present

Chuck DeHaven (voting)
Gene Fisher (voting)
James Racey (voting)
Barry Schnoor (voting)
Jason Ransom (voting)
Gary Oates (liaison PC)

Members Absent

Mark Davis (liaison Middletown)
Lewis Boyer (liaison Stephens City)

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

NONE

Items Not Requiring Action

1. Rail Access Funds Application for Trex

Staff outlined that Trex is seeking a \$300,000 grant from the Virginia Department of Rail and Public Transportation to construct a rail spur on their property south of Shawnee Drive. Staff noted that, unlike the highway access program through VDOT, this is not a County application but did require a County resolution of support.

Motion by Mr. Racey and second by Mr. Ransom to recommend the Board adopt the resolution of support. Passed unanimously.

This item was approved by the Board at their October 28, 2015 meeting.

2. Revenue Sharing Application

Staff presented the following to the committee.

Each year, the County applies for funding through the State Revenue Sharing program. Currently, the maximum application amount is \$10 million. This is a dollar for dollar matching program, so an application for \$10 million in funding would be in support of \$20 million in projects. Staff is seeking a resolution of support for a total application amount of \$10 million to support the following projects:

1. \$500,000.00 in balance to complete funds for Route 11 North between Exit 317 and Route 37. Proffer funds to provide the match.
2. \$550,000.00 in balance to complete and right-of-way funds for Renaissance Drive. Expected match from Artillery Development.
3. \$8,950,000.00 in minor design and construction funding for Jubal Early Extension and interchange with Route 37. Expected match from Willow Run Development.

Motion by Mr. Racey and seconded by Mr. Fisher to recommend the Board approve the above application.

This item was approved by the Board at their October 28, 2015 meeting.

3. Eastern Road Plan Update

Staff provided a current copy of the transportation section of the Comprehensive Plan to begin discussion of its update as part of the overall update. Items that were noted to focus on are as follows:

- A. Discuss and evaluate the use of complete streets language.
- B. Traffic calming strategies in neighborhoods.
- C. Careful review of map projects to make sure they match recent actions and that they still make sense.
- D. Notation of key connections and projects.
- E. Staff noted there are items that will likely benefit from greater detail given the requirements of House Bill 2 project applications.

4. House Bill 2 Update and Next Steps

Staff updated the committee on the status of the House Bill 2 applications and noted that the County now needs to begin preparing for the next round of applications. Items noted that will help in that process are as follows:

- A. Coordination with EDA on their strategic plan to make sure key projects are highlighted due to economic development being a key scoring component for our area.
- B. Additional detail in the comprehensive plan to support projects.
- C. Ongoing and aggressive review of other plans that can provide support for key projects in the documentation of the application.

5. Other

PLANNING COMMISSION BUSINESS

PUBLIC HEARING

REZONING #09-15 ARTILLERY BUSINESS CENTER SUBMITTED BY PENNONI ASSOCIATES, TO REVISE PROFFERS ASSOCIATED WITH REZONING #07-08. THIS REVISION RELATES SPECIFICALLY TO THE TRANSPORTATION PROFFERS. THE PROPERTIES ARE LOCATED EAST AND ADJACENT TO SHADY ELM ROAD APPROXIMATELY 4,500 FEET SOUTH OF THE INTERSECTION OF SHADY ELM ROAD AND APPLE VALLEY DRIVE. THE PROPERTIES ARE IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBERS 75-A-1 AND 75-A-1F IN THE BACK CREEK MAGISTERIAL DISTRICT. (CONTINUED PUBLIC HEARING FROM OCTOBER 28, 2015 BOARD MEETING.) – POSTPONED UNTIL THE DECEMBER 9, 2015 MEETING READVERTISE THE PUBLIC HEARING

Chairman Shickle re-opened the public hearing on this matter.

There were no public comments.

Chairman Shickle closed the public hearing.

Deputy Planning Director – Transportation John Bishop appeared before the Board and advised that the applicant had requested the Board postpone action on this matter until its December 9, 2015 meeting.

Chairman Shickle advised that the matter should be readvertised for public hearing at that meeting.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board postponed Rezoning #09-15 Artillery Business Center and directed staff to readvertised for public hearing at

the December 9, 2015 meeting.

The above motion was approved by the following recorded vote:

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

CONDITIONAL USE PERMIT #03-15 FOR GARY ROGERS ARGHYRIS, FOR COTTAGE OCCUPATION (SALE OF SHEDS). THE PROPERTY IS LOCATED AT 1518 FAIRFAX PIKE, WHITE POST, VIRGINIA AND IS IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBER 87-A-12D IN THE OPEQUON MAGISTERIAL DISTRICT. - APPROVED

Zoning Administrator Mark Cheran appeared before the Board regarding this item. He advised this was a request for a conditional use permit for a cottage occupation to sell sheds. The property is located on Fairfax Pike in the Opequon Magisterial District. The property is zoned RA (Rural Areas) District and its use is residential. He then reviewed the conditions recommended by the Planning Commission:

1. All review agency comments and requirements shall be complied with at all times.
2. No more than seven (7) sheds for display or sale shall be allowed on the property. Such sheds shall be kept in the rear of the property.
3. An illustrative sketch plan shall be submitted to and approved by Frederick County, and all plan improvements shall be implemented prior to operating the business.
4. One business sign shall be allowed and shall conform to Cottage Occupation sign requirements and shall not exceed four (4) square feet in size and five (5) feet in height.
5. Any expansion or change of use shall require a new Conditional Use Permit.

Zoning Administrator Cheran concluded by saying this was the first conditional use permit with an illustrative site plan.

Vice-Chairman DeHaven asked if staff's proposed item 2 regarding number of customers had been removed.

Zoning Administrator Cheran responded yes.

Bruce Downing appeared before the Board on behalf of the applicant. He advised that they were on the same page as staff and were present to answer any questions the Board might have.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Wells, seconded by Supervisor Lofton, the Board approved Conditional Use Permit #03-15.

WHEREAS, Conditional Use Permit #03-15 of Gary Rogers Arghyris, submitted by Gary Rogers Arghyris for a cottage occupation for the assembly and sale of sheds was considered. The property is located at 1518 Fairfax Pike. The property is further identified with Property Identification Number 87-A-12D in the Opequon Magisterial District. The conditional use is a permitted use in the RA (Rural Areas) Zoning District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the conditional use permit on October 21, 2015, recommended approval of the Conditional Use Permit with conditions; and

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this Conditional Use Permit during their regular meeting on November 12, 2015; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #03-15 – Gary Rogers Arghyris for a cottage occupation for the assembly and sale of sheds is permitted on the parcel identified by Property Identification Number (PIN) 87-A-12D with the following conditions:

1. All review agency comments and requirements shall be complied with at all times.
2. No more than seven (7) sheds for display or sale shall be allowed on the property. Such sheds shall be kept in the rear of the property.
3. An illustrative sketch plan shall be submitted to and approved by Frederick County, and all plan improvements shall be implemented prior to operating the business.
4. One business sign shall be allowed and shall conform to Cottage Occupation sign requirements and shall not exceed four (4) square feet in size and five (5) feet in height.
5. Any expansion or change of use shall require a new Conditional Use Permit.

Passed this 12th day of November, 2015 by the following recorded vote:

Richard C. Shickle	Aye
Charles S. DeHaven, Jr.	Aye

Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

REZONING #07-15 WOODSIDE LAND COMPANY, LLC., SUBMITTED BY GREYWOLFE, INC. TO REZONE 20 ACRES OF PROPERTY FROM RA (RURAL AREAS) DISTRICT TO M2 (INDUSTRIAL GENERAL) DISTRICT WITH PROFFERS. THE PROPERTY IS LOCATED ON THE SOUTHERN SIDE OF ROUTE 669 (WOODBINE ROAD) ABOUT 2000' EAST OF ROUTE 11 AND ADJACENT TO THE WINCHESTER & WESTERN RAILROAD AND IS IDENTIFIED BY PROPERTY IDENTIFICATION NUMBER 34-A-6D IN THE STONEWALL MAGISTERIAL DISTRICT. – POSTPONED UNTIL THE DECEMBER 9, 2015 MEETING WITH PUBLIC HEARING TO REMAIN OPEN

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item.

He advised this was a proposal to rezone 20 acres from RA (Rural Areas) District to M2 (Industrial General) District with proffers. The property is located on Woodbine Road in the Stonewall Magisterial District. On November 9, 2015 a new proffer statement was circulated. The applicant proffered \$0.75 per square feet of building area for transportation. The amount would increase \$0.05 per square foot on January 1, 2017 with an increase every year thereafter. Additional right-of-way for Route 669 was included. Deputy Director Ruddy advised the land uses were consistent with the area's land use plan. He concluded by saying the Planning Commission recommended approval of this request.

Supervisor Wells expressed concern about the truck traffic on Route 669.

Deputy Planning Director – Transportation John Bishop advised that VDOT had stayed out of evaluating cash proffers in this area. He noted the road plan called for the existing road to be straightened. He concluded by saying the transportation proffers were for unspecified improvements.

Chairman Shickle convened the public hearing.

George Sempeles, Stonewall District, supported Woodbine Farm's plan to rezone their property in conformance with the Comprehensive Plan and the Northeastern Land Use Plan;

however, he did not support this proposal. He stated this proposal allowed M-2 uses without excluding any of the permitted uses and it would have a negative impact on his home. He noted the proposed transportation proffer was deceiving because there was no minimum building size. The impact statement was not correct because the road were horrendous. He concluded by urging the Board to deny this proposed rezoning.

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

Gary Oates, GreyWolfe, Inc., appeared before the Board on behalf of the applicant. He advised the transportation proffer was based on the Blackburn project. He noted a transportation impact analysis on this project was so low that an analysis was not required. He noted a traffic impact analysis was required as part of a rezoning, but was not a requirement if one was doing a site plan. He stated the projected traffic was not enough to put any intersection in jeopardy. He went on to say this rezoning would allow for a shot of cash flow so the other parcel can be rezoned in the future. He noted the project received approval from the Planning Commission. He went on to say the applicant was proffering an easement to the Frederick County Sanitation Authority for a production well. He concluded by saying this proposal was kept as small as possible so as not to interfere with traffic.

Chairman Shickle asked why the applicant did not address the types of uses.

Mr. Oates responded the applicant was never asked.

Chairman Shickle wondered if more could be done.

Mr. Oates responded the applicant could do that if the application could be postponed.

John Light, Stonewall District and applicant, stated he would be happy to proffer out “ugly” uses since he had to live there too.

Supervisor Wells agreed with Chairman Shickle and stated it was a good idea for the adjoining property owners to get together.

Vice-Chairman DeHaven stated he heard the applicant say he was willing to work on this

proposal.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Wells, the Board postponed Rezoning #07-15 until December 9, 2015 and to keep the public hearing open.

Supervisor Fisher asked about the Sanitation Authority easement and if there was a better location.

Mr. Oates advised the applicant was open to looking at shifting the location around.

Supervisor Hess asked the applicant to discuss the concerns raised with the citizens who spoke at the hearing.

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

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

REZONING #08-15 MCCANN OFFICE PARK, SUBMITTED BY GREYWOLFE, INC., TO REZONE 154.923 ACRES AS FOLLOWS: 43.76 ACRES FROM RA (RURAL AREAS) DISTRICT TO RA (RURAL AREAS) DISTRICT WITH PROFFERS, 6.180 ACRES FROM RA (RURAL AREAS) DISTRICT TO B2 (GENERAL BUSINESS) DISTRICT WITH PROFFERS, 11.729 ACRES FROM RA (RURAL AREAS) DISTRICT TO M1 (LIGHT INDUSTRIAL) DISTRICT WITH PROFFERS AND 93.246 ACRES FROM RA (RURAL AREAS) DISTRICT TO OM (OFFICE-MANUFACTURING PARK) DISTRICT WITH PROFFERS. THE PROPERTY IS LOCATED ON THE SOUTHEASTERN SIDE OF MARTINSBURG PIKE (ROUTE 11) AND OLD CHARLESTOWN ROAD (ROUTE 761) AND IS IDENTIFIED BY PROPERTY IDENTIFICATION NUMBERS 44-A-25A, 44-A-2B, AND 44-A-40 IN THE STONEWALL MAGISTERIAL DISTRICT. - APPROVED

Deputy Planning Director Mike Ruddy appeared before the Board regarding this item. He advised this was a proposal to rezone 154.923 acres to the following: 43.76 acres from RA (Rural Areas) District to RA (Rural Areas) District with proffers, 6.180 acres from RA (Rural Areas) District to B2 (General Business) District with proffers, 11.729 Acres from RA (Rural Areas) District to M1 (Light Industrial) District with proffers and 93.246 acres from RA (Rural Areas)

District to OM (Office-Manufacturing Park) District with proffers. The property is located in the Stonewall Magisterial District. Deputy Director Ruddy noted the future Route 37 goes through the southern portion of the property. There is no limitation on land uses. The open space conforms to the Comprehensive Plan. The proposed proffers include: Route 37 right-of-way, additional right-of-way for other roads, Route 11 signalization, improvements to McCann lane, and \$0.10 per building square footage for fire and rescue. The rezoning conforms with the Comprehensive Plan. The impacts have generally been addressed. Deputy Director Ruddy cited proffer 4, which pertained to a monument sign. He noted any off-premise sign would require a conditional use permit.

Supervisor Dunn asked about the proffer for the Route 37 right-of-way.

Gary Oates, GreyWolfe, Inc., appeared before the Board on behalf of the applicant. He advised the applicant would deed the right-of-way for Route 37 within 60 days of the County's request or with the first occupancy permit.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board approved Rezoning #08-15.

WHEREAS, Rezoning #08-15, Of McCann Office Park, submitted by GreyWolfe, Inc., to rezone 154.923 acres of land from the RA (Rural Areas) District to RA (Rural Areas) with proffers, 6.18 acres from RA (Rural Areas) District to B2 (General Business) District with proffers, 11.729 acres from RA (Rural Areas) District to M1 (Light Industrial) District with proffers and 93.246 acres from RA (Rural Areas) District to OM (Office- Manufacturing Park) District, with proffers dated March 6, 2015, last revised on August 27, 2015 was considered. The property is located on the southeastern side of Martinsburg Pike (Route 11) and Old Charlestown Road. The property is further identified with PIN(s) 44-A-25A, 44-A-25B and 44-A-40 in the Stonewall Magisterial District; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on October 21, 2015 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on November 12,

2015; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to rezone 154.923 acres of land from the RA (Rural Areas) District to RA (Rural Areas) with proffers, 6.18 acres from RA (Rural Areas) District to B2 (General Business) District with proffers, 11.729 acres from RA (Rural Areas) District to M1 (Light Industrial) District with proffers and 93.246 acres from RA (Rural Areas) District to OM (Office-Manufacturing Park) District with proffers, dated March 6, 2015, last revised on August 27, 2015.

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

Passed this 12th day of November, 2015 by the following recorded vote:

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

**ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE –
CHAPTER 165 ZONING, ARTICLE IV AGRICULTURAL AND RESIDENTIAL
DISTRICT; PART 401 – RA RURAL AREAS DISTRICT §165-401.03
CONDITIONAL USES. ARTICLE II SUPPLEMENTARY USE REGULATIONS,
PARKING BUFFERS, AND REGULATIONS FOR SPECIFIC USES; PART 204 –
ADDITIONAL REGULATIONS FOR SPECIFIC USES, §165-204.18 STORAGE
FACILITIES, SELF-SERVICE. REVISION TO THE FREDERICK COUNTY
ZONING ORDINANCE TO INCLUDE THE SELF-STORAGE FACILITIES AS A
CONDITIONAL USE IN THE RA (RURAL AREAS) ZONING DISTRICT. -
DENIED**

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was proposed ordinance amendment to include self-storage facilities as a conditional use in the RA (Rural Areas) District. She noted this proposed use might be appropriate in the RA District due to its limited infrastructure. She noted the development must conform to the B-2 District and the parcel must have access to a state road. She concluded by saying the Planning Commission recommended approval of this proposed ordinance amendment.

Supervisor Fisher asked if this proposal would allow for the storage of trailers and recreational vehicles.

Chairman Shickle stated he was generally supportive, but these uses are “ugly”.

Senior Planner Perkins noted the use would have a B-2 buffer requirement.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Supervisor Lofton moved to approve this ordinance amendment.

The motion was seconded by Vice-Chairman DeHaven.

Supervisor Fisher stated he was uncomfortable with this proposal and did not think it fit in the RA District.

Supervisors Hess and Dunn agreed with Supervisor Fisher.

The above motion was defeated by the following recorded vote:

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

**ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE –
CHAPTER 165 ZONING ARTICLE X BOARD OF ZONING APPEALS; PART 1001
– BOARD OF ZONING APPEALS §165-1001.02 POWERS AND DUTIES.
ARTICLE I GENERAL PROVISIONS, AMENDMENTS, AND CONDITIONAL
USE PERMITS; PART 101 – GENERAL PROVISIONS §165-101.02 DEFINITIONS
AND WORD USAGE. REVISION TO THE FREDERICK COUNTY ZONING
ORDINANCE TO REVISE AND UPDATE THE VARIANCE REQUIREMENTS
PER THE CODE OF VIRGINIA. - APPROVED**

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was a proposed ordinance amendment to bring the zoning ordinance into conformance with revisions to the State Code. The Planning Commission recommended approval.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board approved the ordinance amending the Frederick County Code, Chapter 165 Zoning, Article X – Board of Zoning Appeals Part 1001 – Board of Zoning Appeals §165-1001.02 – Power and Duties; Article 1 – General Provisions, Amendments, and Conditional Use Permits; Part 101 – General Provisions §165-101.02 – Definitions and Word Usage.

WHEREAS, during the 2015 Session of the Virginia General Assembly passed an 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 Planning Commission held a public hearing on this ordinance amendment on October 21, 2015; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on November 12, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning is amended to modify Article X – Board of Zoning Appeals, Part 1001 – Board of Zoning Appeals, §165-1001.02 – Powers and Duties and Article I – General Provisions Amendments, and Conditional Use Permits, Part 101 – General Provisions, §165-101.02 – Definitions and Word Usage** 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.

**ARTICLE X
BOARD OF ZONING APPEALS**

Part 1001 – Board of Zoning Appeals

§ 165-1001.01 Appointment; organization; terms.

A Board of Zoning Appeals shall be appointed by the Circuit Court according to the

requirements and provisions of the Code of Virginia. The Board of Zoning Appeals shall organize and conduct itself according to all requirements of the Code of Virginia. The Board of Zoning Appeals shall consist of five members appointed for five-year terms.

§ 165-1001.02 Powers and duties.

- A. Administrative appeals. The Board of Zoning Appeals shall hear and decide appeals from any order, requirement, decision or determination made by the Zoning Administrator, Director of Planning and Development or other administrative officer with authority to administer or enforce the requirements of this chapter. **The determination of the Zoning Administrator shall be presumed to be correct. At a hearing, the Zoning Administrator shall explain the basis for their determination after which the appellant has the burden of proof to rebut such presumption of correctness by a preponderance of the evidence. The Board of Zoning Appeals shall consider any applicable ordinances, laws and regulations in making its decision.**
- (1) Procedures. An appeal to the Board of Zoning Appeals may be taken by any person, department, board, County or municipality aggrieved or affected by any decision of the Zoning Administrator. Such appeal shall be taken within 30 days after the decision by filing with the Zoning Administrator and Board of Zoning Appeals a notice of appeal specifying the grounds thereof. The Zoning Administrator shall transmit to the Board all the papers constituting the record upon which the action appealed was taken. An appeal shall stay all proceedings in furtherance of the action appealed unless the Zoning Administrator certifies to the Board that, by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order granted by the Board or by a court of record, on application and on notice to the Zoning Administrator and for good cause shown.
- (2) The Board shall fix a reasonable time for the hearing of an application or appeal and shall give public notice thereof as well as due notice to the parties in interest. It shall decide the appeal within 60 days. The Board may reverse or affirm wholly or partly or may modify an order, requirement, decision or determination appealed according to the procedures described in the Code of Virginia.
- B. Map interpretations. The Board of Zoning Appeals shall hear and decide applications for the interpretation of the Zoning District Map after notice to the owners of the property affected and after a public hearing held according to the requirements of the Code of Virginia. The Board shall interpret the map in such a way as to carry out the intent and purpose of this chapter for the particular district in question. The Board shall not have the power to change substantially the locations of district boundaries as established by this chapter. The Board shall not have power to rezone property.
- C. Variances. The Board of Zoning Appeals shall hear and decide applications for variances from specific terms or requirements of this chapter in specific cases. Variances shall only be granted by the Board in the following cases:
- (1) ~~When granting the variance will not be contrary to the public interest.~~ **The burden of proof shall be on the applicant for a variance to prove by a preponderance of the evidence that their application meets the standard for a variance as defined;**

(2) A variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance and:

- a. The property interest for which the variance is being requested was acquired in good faith;
- b. Any hardship was not created by the applicant for the variance;
- c. The granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;
- d. Condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;
- e. The granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and
- f. The relief or remedy sought by the variance application is not available through a Conditional Use Permit process or the process for modification of a zoning ordinance.

~~(2) When owing to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship. Variances shall only be granted when the property owner can show that his property was acquired in good faith and where the owner can show that the hardship was not self-inflicted. Variances shall be granted where, by reason of the exceptional conditions on the property at the time of the effective date of this chapter, the strict application of the requirements of this chapter would effectively prohibit or unreasonably restrict the use of the property. Variances shall be granted to alleviate a clearly demonstrable hardship approaching confiscation. Variances shall not be granted to provide a special privilege or convenience sought by the applicant. A variance shall not be granted when the condition being alleviated is of a recurring nature so that the condition could better be alleviated by a zoning amendment.~~

~~(3) When the granting of the variance will maintain the intent of this chapter.~~

~~(4) Variances shall be granted to alleviate the following types of conditions:~~

- ~~(a) Narrowness, shallowness, size or shape of a specific piece of property.~~
- ~~(b) Exceptional topographic conditions.~~
- ~~(c) Extraordinary conditions concerning the use of adjacent properties.~~
- ~~(d) Other extraordinary conditions of the specific parcel of land.~~

~~(5) Variances shall only be authorized if the Board finds the following:~~

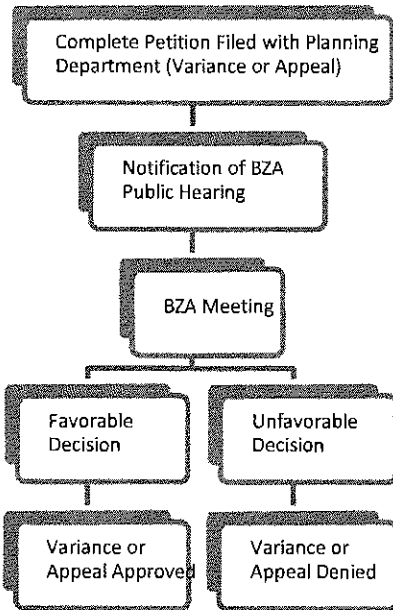
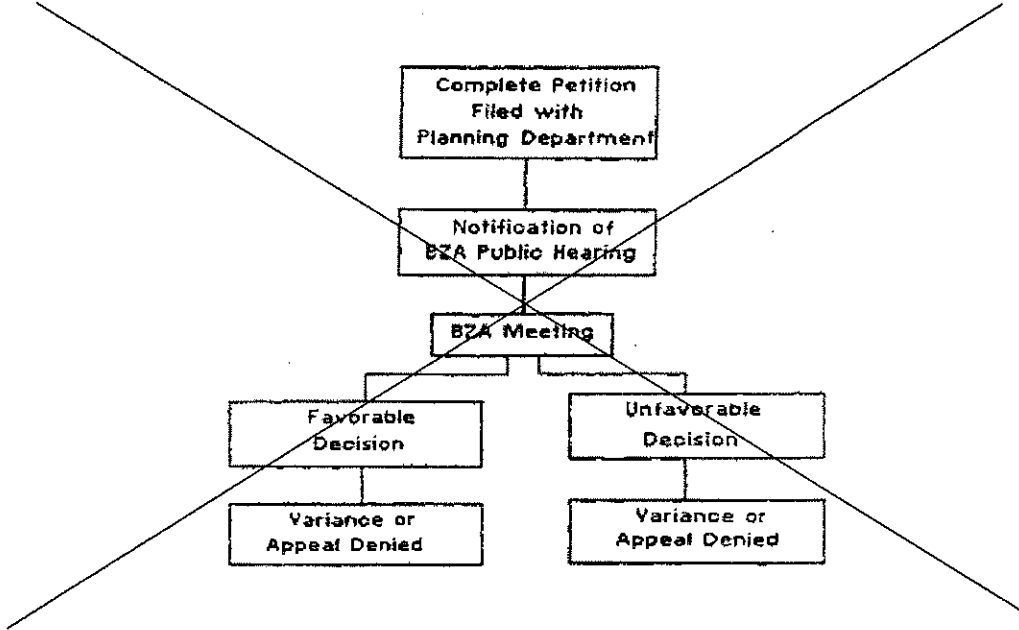
- ~~(a) That the strict application of this chapter would produce undue hardship as described above.~~
- ~~(b) That such hardship is not shared generally by other properties in the same zoning district and the same vicinity.~~
- ~~(c) That the authorization of such variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by granting the variance.~~

(3) No variance shall be granted for any proposed use, development or activity in the Floodway District that will cause any increase in flood levels during the one-hundred-year flood.

(4) When considering a variance application located within the floodplain districts, additional factors contained in ARTICLE VII, § 165-702.18, must be followed.

D. Procedures. Applications for variances shall be made to the Zoning Administrator in accordance with rules adopted by the Zoning Administrator. Plans, maps and other application materials shall be provided by the applicant as required. Variances; shall be promptly transmitted to the Board of Zoning Appeals for public hearing. No variance shall be granted until after notice and a public hearing is held according to the requirements of the Code of Virginia. Applications for variances shall be accompanied by a nonrefundable fee in an amount as set by resolution of the Board of Supervisors from time to time.

APPEALS AND VARIANCES



- E. Conditions. In granting a variance, the Board of Zoning Appeals may impose such conditions regarding the location, character and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guaranty or bond to ensure that the conditions imposed are being and will continue to be complied with.
- F. Decisions of the Board of Zoning Appeals may be appealed to the Circuit Court according to procedures set forth in the Code of Virginia.

**ARTICLE I
GENERAL PROVISIONS, AMENDMENTS, AND CONDITIONAL USE PERMITS**

Part 101 – General Provisions

§ 165-101.02 Definitions and word usage.

VARIANCE - A reasonable deviation from those provisions regulating the *shape*, size or area of a lot or parcel of land, or the size, *height*, area, bulk or location of a building or structure when the strict application of this chapter would ~~result in unnecessary or unreasonable hardship to the property owners~~ ***unreasonably restrict the utilization of the property***, and such need for a variance would not be shared generally by other properties, and provided that such variance is not contrary to the ~~intended spirit and purpose of this chapter and would result in substantial justice being done.~~

Passed this 12th day of November, 2015 by the following recorded vote:

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

**ORDINANCE AMENDMENT TO THE FREDERICK COUNTY CODE –
CHAPTER 165 ZONING, ARTICLE IV AGRICULTURAL AND RESIDENTIAL
DISTRICT; PART 401 – RA RURAL AREAS DISTRICT, §165-401.07 SETBACK
REQUIREMENTS. REVISION TO THE FREDERICK COUNTY ZONING
ORDINANCE TO REVISE THE SETBACK FROM PARCELS WITHIN
AGRICULTURAL AND FORESTAL DISTRICTS IN THE RA (RURAL AREAS)
DISTRICT. - APPROVED**

Senior Planner Candice Perkins appeared before the Board regarding this item. She advised this was a proposed ordinance amendment regarding setbacks in the agricultural and forestal districts. Under the proposed revisions parcels containing six acres or less would have a setback of 50 feet while parcels of more than six acres would have a setback of 200 feet. The Planning Commission recommended approval of this proposed amendment.

Chairman Shickle convened the public hearing.

John Good, Stonewall District, spoke in support of this proposed amendment. He noted that small parcels have less to do with agricultural operations and they cause a lot of aggravation to their neighbors.

John Toney, Back Creek District, spoke in support of this proposed amendment. He noted that he currently owns a parcel that could only be used for a residence; however, the current setback prohibits them from being able to sell the parcel. He stated that not allowing them to use their property would be a taking. He concluded by asking the Board to approve the ordinance amendment.

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

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the ordinance amending the Frederick County Code, Chapter 165 Zoning; Article IV - Agricultural and Residential Districts Part 401 – RA Rural Areas District, §165-401.07 – Setback Requirements.

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 held a public hearing on this ordinance amendment on October 21, 2015; and

WHEREAS, the Board of Supervisors held a public hearing on this ordinance amendment on November 12, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning, is amended to modify Article IV – Agricultural and Residential Districts, Part 401 – RA Rural Areas District; §165-401.07 – Setback Requirements** requiring 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.

**ARTICLE IV
AGRICULTURAL AND RESIDENTIAL DISTRICTS**

Part 401 – RA Rural Areas District

§ 165-401.07 Setback requirements.

The following setback requirements shall apply to all parcels within the RA Rural Areas Zoning District:

A. Setbacks for all lots other than rural preservation lots shall be as set out below. [Amended 2-28-2007; 4-27-2011]

- (1) Front setbacks. The front setback for any principal or accessory use or structure ~~located on a traditional five-acre lot~~ shall be 60 feet from the property line or right-of-way of the street, road or ingress/egress easement.
- (2) Side or rear setbacks. The minimum side or rear setback for any principal use or structure shall be determined by the primary use of the adjoining parcel as follows:

Adjoining Parcel Size	Setback (Side and Rear) (feet)
6 acres or less	50
More than 6 acres	100
<i><u>Agricultural and Forestal District, 6 acres or less</u></i>	<u>50</u>
<i><u>Agricultural and Forestal District, more than 6 acres</u></i>	<u>200</u>
Orchard (<i><u>regardless of parcel size</u></i>)	200

Passed this 12th day of November, 2015 by the following recorded vote:

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

OTHER PLANNING ITEMS

CONSIDERATION FOR INCLUSION OF PARCELS OF LESS THAN 5 ACRES INTO THE 2015-2020 AGRICULTURAL AND FORESTAL DISTRICTS. - APPROVED

Zoning Administrator Mark Cheran appeared before the Board regarding this item. He advised that staff was requesting the inclusion of 35 parcels totaling 70.94 acres into the 2015-2020 agricultural and forestall districts. He noted the Board of Supervisors deferred action on these parcels at their August 12, 2015 meeting pending an ordinance change.

Upon a motion by Supervisor Hess, seconded by Supervisor Wells, the Board approved the inclusion of the parcels less than five acres in the 2015-2020 Agricultural and Forestal Districts.

WHEREAS, the inclusion of parcels, each less than 5 acres in size which are not adjacent nor encapsulated by existing Ag District and are adjacent to existing Ag District into the 2015-2020 Agricultural & Forestal Districts was considered. The properties are identified by Property Identification Numbers 85-A-33, 85-A-25, 86-A-230A, 86-A-231, 86-A-245, 86-A-264A, 86-A-264, 86-A-33, 43-A-159, 55-A-118, 62-A-27, 61-A-43E, 73-A-38, 73-12-11, 73-12-26, 73-12-23, 31-A-170, 31-A-171, 85-A-132, 44-A-28C, 44D-2-6, 55-A-14, 55-A-117, 55-A-115, 55-A-178A, 55-A-177, 61-A-44, 73-A-64A, 73-A-34, 73-A-28, 73-A-27, 73-A-30A, 73-A-30E, 73-A-30, 74-A-10F as shown on the tables below; and

PIN	Owner	Acres	Ag & Forestal Districts
Not Adjacent nor Encapsulated by existing Ag District			
85-A-33	JUDD, JESSIE F	0.37	Double Church
85-A-25	SIEVER, ROGER DALE	0.50	Double Church
86-A-230A	GORE, JEFFERY M & JOSEPH F	0.97	Double Church
86-A-231	GORE, FRED B ET ALS	2.50	Double Church

86-A-245	BOOTH, JOHN H. & VIRGINIA G.	0.50	Double Church
86-A-264A	RITENOUR, SHIRLEY	0.53	Double Church
86-A-264	RITENOUR, SHIRLEY	0.50	Double Church
86-A-33	STELZL, BETTY R	0.12	Double Church
43-A-159	R & J LAND DEVELOPMENT, LLC	2.00	Red Bud
55-A-118	STULTZ, DAWN M	1.13	Red Bud
62-A-27	COPENHAVER, WILLIAM R	1.30	South Frederick
61-A-43E	MELBY, CAROL J	1.00	South Frederick
73-A-38	ORNDORFF, MARK A & ROXANNA M	3.57	South Frederick
73-12-11	MURPHY, CHARLES R & VICKY O	2.86	South Frederick
73-12-26	MENEFEE, DAVID & JULIE	2.29	South Frederick
73-12-23	HLAVINKA, DAVID D & PATRICIA E	2.98	South Frederick

PIN	Owner	Acres	Ag & Forestal Districts
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Adjacent to Existing Ag District

31-A-170	FRUIT HILL ORCHARD INC	0.34	Apple Pie Ridge
31-A-171	FRUIT HILL ORCHARD INC	1.07	Apple Pie Ridge
85-A-132	RITENOUR, SANDRA R	3.67	Double Church
44-A-28C	BODEN, ROBERT R. JR. & MARSHA	4.30	Red Bud
44D-2-6	WILLIS, CHARLES I	2.37	Red Bud
55-A-14	LAM, ERNEST L	2.00	Red Bud
55-A-117	R & J LAND DEVELOPMENT, LLC	4.33	Red Bud
55-A-115	JENKINS, JEFFREY G	1.75	Red Bud
55-A-178A	SCHULLER, WILLIAM H SR & GENEVIEVE	1.28	Red Bud
55-A-177	SCHULLER, WILLIAM HAMPTON JR	0.38	Red Bud
61-A-44	SNAPP, JOSEPH DAVISON	2.20	South Frederick
73-A-64A	DILLENDER, HOLLY B & SAMUEL C JR	2.32	South Frederick
73-A-34	HAMILTON, CHARLES A.	4.80	South Frederick
73-A-28	RIDINGS, L VERNON RESIDUAL TRUST	4.00	South Frederick
73-A-27	COOLEY, MARTHA	4.00	South Frederick
73-A-30A	NOFFKE, KENTON L & KATHY C	1.71	South Frederick
73-A-30E	RINKER, DUDLEY H.	1.01	South Frederick
73-A-30	RINKER, DUDLEY H.	4.83	South Frederick
74-A-10F	EARHART, LARRY L & JOYCE C	1.46	South Frederick

WHEREAS, the Board of Supervisors held a public hearing on August 12, 2015 to consider the addition of the above-referenced parcels but was postponed for 90 days; and

WHEREAS, the Board of Supervisors held a public hearing and recommended approval of this addition on November 12, 2015; and

WHEREAS, the Frederick County Board of Supervisors finds the inclusion of the 35 parcels, each less than 5 acres in size which are not adjacent nor encapsulated by existing Ag District and are adjacent to existing Ag District contributes to the conservation and preservation of agricultural and forestal land in Frederick County;

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

The Frederick County Board of Supervisors hereby adopts the inclusion of 35 parcels less than 5 acres which are not adjacent nor encapsulated by existing Ag District and are adjacent to existing Ag District as shown on the tables into the 2015-2020 Agricultural & Forestal Districts totaling 70.94± acres with an expiration date of May 27, 2020.

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

Passed this 12th day of November, 2015 by the following recorded vote:

- Richard C. Shickle Aye
- Charles S. DeHaven, Jr. Aye
- Blaine P. Dunn Aye
- Gene E. Fisher Aye
- Robert A. Hess Aye
- Gary A. Lofton Aye
- Robert W. Wells Aye

ROAD RESOLUTION – SANTA MARIA ESTATES – KNOCK LANE – APPROVED UNDER CONSENT AGENDA

The Board of Supervisors of Frederick County, in regular meeting on the 12th day of November, 2015, adopted the following:

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

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

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

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the streets described in the attached Form AM-4.3 to the secondary

system of state highways, pursuant to 33.2-705, Code of Virginia, and the Department's Subdivision Street Requirements; and

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

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

BOARD LIAISON REPORTS

There were no Board liaison reports.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Supervisor Hess advised that he attended the Service Learning Veteran's Day breakfast at Millbrook High School. He noted this was a great event.

Supervisor Fisher spoke about transportation proffers. He noted the \$0.75 per square foot of building comes up and people act like it is some type of precedent. He noted that he was not comfortable with that approach.

Supervisor Dunn thanked staff for a thorough two-day orientation and he thanked Chairman Shickle, Vice-Chairman DeHaven, and Supervisor Hess for the opportunity to meet and spend time together.

Chairman Shickle welcomed Supervisor Dunn to the Board.

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. (9:02 P.M.)

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

**CLOSED SESSION &
REGULAR MEETING**

DECEMBER 9, 2015

A Closed Session of the Frederick County Board of Supervisors was held on Wednesday, December 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.; Blaine P. Dunn; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells.

CALL TO ORDER

Chairman Shickle called the meeting to order.

CLOSED SESSION

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board convened in closed session pursuant to Section 2.2-3711 A (7), for consultation with legal counsel and briefing by staff members pertaining to probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and, pursuant to Virginia Code Section 2.2-3711 A (1) for the discussion and consideration of prospective candidates for appointment as Stonewall District representative to the Board of Supervisors effective January 1, 2016, and for discussion and consideration of the terms and conditions of employment of a prospective candidate for employment.

The above motion was approved by the following recorded vote:

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

Robert W. Wells Aye

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, 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
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board certified that to the best of each board member's knowledge that only consultation with legal counsel and briefing by staff member, pursuant to Section 2.2-3711 A (7) of the Code of Virginia, 1950, as amended, specifically consultation with legal counsel and briefing by staff members pertaining to probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body, and for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and, discussion and consideration of prospective candidates for appointment as Stonewall District representative to the Board of Supervisors effective January 1, 2016, and for discussion and consideration of the terms and conditions of employment of a prospective candidate for employment, pursuant to Section 2.2-3711 A (1) of the Code of Virginia, 1950, as amended, were discussed.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Charles S. DeHaven, Jr.	Aye

Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

REGULAR MEETING – CALL TO ORDER

Chairman Shickle called the regular meeting to order.

INVOCATION

Supervisor Dunn delivered the invocation.

PLEDGE OF ALLEGIANCE

Vice-Chairman DeHaven led the Pledge of Allegiance.

ADOPTION OF AGENDA - APPROVED

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

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

CONSENT AGENDA - APPROVED

Chairman Shickle asked for the consent items to be split into two actions. He advised that he would be abstaining from consideration of the concurring resolution concerning the financing for Shenandoah University.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the following items under the consent agenda:

- Minutes – Closed Session and Regular Meeting of October 28, 2015 – **Tab A**,
- Resolution of Appreciation for Eric R. Lawrence – **Tab C**,

- Acknowledgment of Receipt of Certified Copies of the Abstracts of Votes from the November 3 2015 General Election – **Tab I**,
- Parks and Recreation Commission Report – **Tab J**,
- Public Works Committee Report – **Tab K**,
- Landfill Oversight Committee – **Tab L**, and
- Transportation Committee – **Tab M**.

The above motion was approved by the following recorded vote:

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board approved the Resolution of the Board of Supervisors of Frederick County Concurring with a Financing to be Undertaken by the Economic Development Authority with a Financing to be Undertaken by the Economic Development Authority of the Town of Mount Jackson, Virginia, to Benefit Shenandoah University – **Tab H**.

The above motion was approved by the following recorded vote:

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

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

There were no Board of Supervisors’ comments.

MINUTES - APPROVED UNDER CONSENT AGENDA

The minutes from the October 28, 2015 Closed Session and Regular Meeting were approved under the consent agenda.

COUNTY OFFICIALS

**APPOINTMENT OF BOARD OF SUPERVISORS STONEWALL
MAGISTERIAL DISTRICT SEAT – JUDITH MCCANN-SLAUGHTER
APPOINTED**

Chairman Shickle advised that he would abstain from voting on this item since he would no longer be on the Board as of January 1, 2016.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board appointed Judith McCann-Slaughter to fill the soon to be vacant Stonewall Magisterial District seat.

The above motion was approved by the following recorded vote:

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

**RESOLUTION OF APPRECIATION FOR ERIC R. LAWRENCE – APPROVED
UNDER CONSENT AGENDA**

WHEREAS, Eric R. Lawrence served the citizens of Frederick County, Virginia, for approximately 20 years in the Department of Planning & Development; and

WHEREAS, Mr. Lawrence began his career with Frederick County first as a Planner, then serving as Zoning Administrator, Deputy Director, and, finally, rising to the level Director of Planning & Development; and

WHEREAS, through his leadership the department completed the Rural Areas Study, culminating in the adoption of the Rural Areas Recommendation and Report; established the Conservation Easement Authority and secured the first conservation easement through a partnership with Potomac Conservancy; and completed a comprehensive rewrite of the Comprehensive Plan; and

WHEREAS, Mr. Lawrence oversaw and established the First Transfer of Development Rights (TDR) program in the Commonwealth of Virginia.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Eric R. Lawrence for his leadership and wishes him all of the best in his future endeavors.

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

ADOPTED this 9th day of December, 2015.

INTRODUCTION OF NEW TOURISM DIRECTOR

The new director of the Winchester-Frederick County Convention and Visitors Bureau, Justin R. Kerns, appeared before the Board to introduce himself. He stated that he viewed his agency's job as more of a marketing engine for the community than just a group that operates a visitors' center.

COMMITTEE APPOINTMENTS

REAPPOINTMENT OF RONALD MADAGAN AS OPEQUON DISTRICT REPRESENTATIVE TO THE PARKS AND RECREATION COMMISSION - APPROVED

Upon a motion by Supervisor Wells, seconded by Vice-Chairman DeHaven, the Board reappointed Ronald Madagan as Opequon District representative to the Parks and Recreation Commission. This is a four year appointment. Term expires January 14, 2020.

The above motion was approved by the following recorded vote:

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

APPOINTMENT OF BRIAN HESTER AS FREDERICK COUNTY REPRESENTATIVE TO THE HANDLEY REGIONAL LIBRARY BOARD - APPROVED

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Hess, the Board appointed Brian Hester as Frederick County representative to the Handley Regional Library Board. This is a four year appointment. Term expires November 30, 2019.

The above motion was approved by the following recorded vote:

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

REAPPOINTMENT OF KEVIN KENNEY AS GAINESBORO DISTRICT REPRESENTATIVE TO THE PLANNING COMMISSION - APPROVED

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board reappointed Kevin Kenney as Gainesboro District representative to the Planning Commission. This is a four year appointment. Term expires January 26, 2020.

The above motion was approved by the following recorded vote:

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

REQUEST FROM COMMISSIONER OF THE REVENUE FOR REFUNDS - APPROVED

County Administrator Brenda Garton advised the Commissioner of the Revenue requested the Treasurer be authorized to credit the following:

1. Britt Louis Nemeth in the amount of \$3,019.47 for personal property taxes in 2014 and 2015 and vehicle license fees for 2015. This refund is the result of normal proration of vehicle taxes for vehicles paid here but actually located in another Virginia locality.
2. Admiral Security Service in the amount of \$2,815.49 for business license taxes for part of 2015. This refund is a result of the business moving their operation to the City of Winchester.
3. Shenandoah Gas in the amount of \$17,705.80 for consumer use taxes in 2014 and 2015 as part of the Washington Gas adjustment previously requested. 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.

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board approved the above refund requests and supplemental appropriations.

The above motion was approved by the following recorded vote:

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

RECONSIDERATION OF THE BOARD'S ACTION REGARDING THE SPECIAL ELECTION SLATED FOR MARCH 2016 – REQUESTED SPECIAL ELECTION FOR NOVEMBER 8, 2016

Supervisor Lofton advised that after reviewing the information received from the Voter Registrar he would like to change his vote because he was not comfortable with what the Board passed.

Chairman Shickle asked the Voter Registrar to address the Board regarding the information provided to the Board.

Voter Registrar Rick Miller advised the cost of the special election would be \$14,800 and given the timing low voter turnout was possible. He cited inconvenience on to the voter because

they would have to fill out two separate applications to request absentee ballots. He went on to say that candidates for the special election would have to file by January 8, 2016. He noted the proposed timeline conflicts with the closure of the registration books. He concluded by saying voting machines would have to be rented in order to hold the special election because the county's machines would be locked up for the required period of time following the primary election.

Supervisor Dunn asked about moving the election to March 15 or March 22.

Registrar Miller responded there would still be a need to rent voting machines.

Upon a motion by Supervisor Lofton, seconded by Supervisor Fisher, the Board rescinded its previous action to set a special election for March 8, 2016.

Supervisor Dunn stated, philosophically, he believed the citizens of the Stonewall District should elect their representative and that was his intent in proposing this date. He noted the cost of the election was 0.003% of the budget and he felt funds could be found in the budget to offset the costs. He concluded by saying he opposed the motion.

Supervisor Lofton stated he appreciated Supervisor Dunn's comments; however, he did have some questions about the ability of incumbency to hold sway. He felt this appointee would be her own person and would vote to represent her constituents.

The above motion was approved by the following recorded vote:

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

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

the judge to set a special election to fill the remainder of the unexpired term for the Stonewall District for November 8, 2016.

The above motion was approved by the following recorded vote:

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

CONSIDERATION OF ADDITIONS TO THE 2016 LEGISLATIVE INITIAIVES
- APPROVED

Administrator Garton advised that staff had received correspondence from Albemarle County and documentation supporting the position that counties in Virginia should have equal taxing authority to cities. In particular this authority would be granted to counties based on population density, meaning those counties already have the population density to be eligible for city status. Granting of this authority would recognize those counties need additional taxing authority to address the impacts of urbanization and higher density, as currently defined in the State Code. She noted staff was bringing this item to the Board for consideration as an addition to the County's legislative program.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved this addition to the 2016 legislative initiatives.

The above motion was approved by the following recorded vote:

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

Administrator Garton advised that staff included correspondence from Supervisor Dunn outlining his suggested additions to the County's legislative program. At the Board's November 12, 2015 meeting the Board briefly discussed these items, but ultimately postponed any consideration or action until its December 9, 2015 meeting.

Supervisor Dunn stated he was seeking approval of his proposal to ask the General Assembly to change the law to make it significantly easier for presidential candidates to access the ballot in primary elections. He stated he was looking to make this process as open as possible.

Supervisor Dunn moved to ask the General Assembly to pass a law to allow as many candidates for president to have access to the ballot and that write-ins be allowed.

The motion was seconded by Supervisor Hess.

Supervisor Lofton stated he found it difficult to engage in this conversation. He felt this should come from a grassroots movement.

Chairman Shickle stated he would like to see more people on the ballot, but he was not sure everyone should be on the ballot. He stated that he could support the initiative if the proposal was to encourage the General Assembly to make the ballots more accessible.

Supervisor Dunn amended his original motion to encourage the General Assembly to enact legislation to ease the ballot access requirements in order to enable more candidates to qualify for placement on the presidential ballots for primary elections.

The amended motion was seconded by Supervisor Hess.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye

Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Robert W. Wells	Aye

The amended motion was approved by the following recorded vote:

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

Supervisor Dunn moved request the General Assembly amend the law to require an instant run-off so that a 50%+1 majority determines the winner in a general and primary election.

The motion died for lack of a second.

Supervisor Dunn moved to request the General Assembly change the law to require votes to register by party.

The motion died for lack of a second.

**RESOLUTION OF THE BOARD OF SUPERVISORS OF FREDERICK COUNTY
CONCURRING WITH A FINANCING TO BE UNDERTAKEN BY THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE TOWN OF MOUNT
JACKSON, VIRGINIA, TO BENEFIT SHENANDOAH UNIVERSITY –
APPROVED UNDER CONSENT AGENDA**

WHEREAS, the Economic Development Authority of the Town of Mount Jackson, Virginia (the “Authority”), has received an application from Shenandoah University, a not-for-profit Virginia non-stock corporation (the “University”), requesting the Authority to issue one or more series of Educational Facilities Revenue Bonds in an aggregate principal amount not to exceed \$20,000,000 (the “Bonds”) to finance (a) the design, acquisition, construction, renovation, rehabilitation and equipping of various capital improvement projects including (without limitation) (1) an athletics and events center, (2) a three-story parking garage and (3) a student housing facility and (b) issuance expenses incurred in connection with the issuance of the Bonds (collectively, the “Project”);

WHEREAS, Section 15.2-4905 of the Code of Virginia of 1950, as amended (the “Virginia Code”), states that an industrial development authority may not finance facilities in another jurisdiction that has created its own industrial development authority “unless the governing body of such county, city or town in which the facilities are located or are proposed to be located,

concurs with the inducement resolution adopted by the Authority, and shows such concurrence in a duly adopted resolution;”

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Internal Revenue Code”) requires that the governmental unit having jurisdiction over the area in which any facility financed with the proceeds of the Bonds is located approve the issuance of such Bonds;

WHEREAS, Section 147(f) of the Internal Revenue Code requires that any such approval by the applicable governmental unit be given after a public hearing following reasonable public notice, which hearing may be held by the public authority issuing the Bonds;

WHEREAS, on November 30, 2015, in accordance with the requirements of Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, the Authority held a public hearing and adopted a resolution (the “Resolution”), a copy of which has been filed with the records of the Clerk of the Board of Supervisors of the County; and

WHEREAS, the University has requested the Board of Supervisors of the County to express its concurrence with the Resolution so that a portion of the net proceeds of the Bonds may be loaned to the University to finance such portions of the Project to be located in the County.

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

1. The Board of Supervisors hereby approves the issuance of the Bonds by the Authority for the benefit of the University, as required by Section 147(f) of the Internal Revenue Code and Section 15.2-4906 of the Virginia Code, and concurs with the Resolution adopted by the Authority for the benefit of the University to the extent required by Section 15.2-4905 of the Virginia Code to permit the Authority to loan the proceeds of the Bonds to the University to finance the portion of the Project to be located in the County.
2. The approval of the issuance of the Bonds does not constitute an endorsement of the Bonds or the creditworthiness of the University. As required by Section 15.2-4909 of the Virginia Code, the Bonds shall provide that the County will have no obligation to pay the Bonds or the interest thereon or other costs incident thereto.
3. All acts and doings of the officers of the County and members of the Board of Supervisors that are in conformity with the purposes and intent of this resolution shall be, and the same hereby are, in all respects approved and confirmed.
4. This Resolution shall take effect immediately.

ACKNOWLEDGEMENT OF RECEIPT OF CERTIFIED COPIES OF THE ABSTRACTS OF VOTES FROM THE NOVEMBER 3, 2015 GENERAL ELECTION – APPROVED UNDER CONSENT AGENDA

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Chairman Board of Supervisors

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Charles S. DeHaven, Jr.	11965
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	200
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Chairman Board of Supervisors.

Charles S. DeHaven, Jr.

Given under our hands this 3rd day of November, 2015

[Signature], Chairman
[Signature], Vice Chairman
Marie P. Skaut, Secretary
Marie P. Skaut, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,
Clerk of Court

NAMES OF CANDIDATES ON THE BALLOT

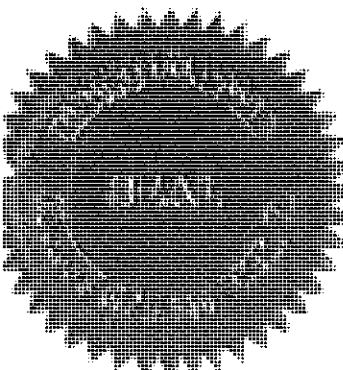
**TOTAL VOTES RECEIVED
(IN FIGURES)**

Rebecca P. Hogan	12183
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	109
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Clerk of Court.

Rebecca P. Hogan

Given under our hands this 5th day of November, 2015



[Signature], Chairman
[Signature], Vice Chairman
Maui P. Straub, Secretary
Maui P. Straub, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Commissioner of Revenue

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Ellen E. Murphy	12281
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	94
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Commissioner of Revenue.

Ellen E. Murphy

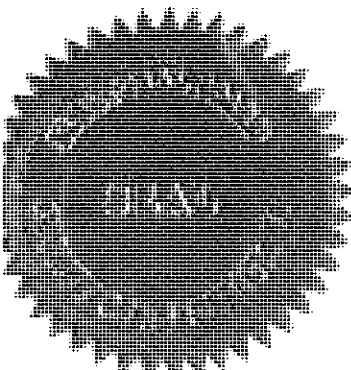
Given under our hands this 07th day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Marie P. Straub, Secretary

Marie P. Straub, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Commonwealth's Attorney

NAMES OF CANDIDATES ON THE BALLOT

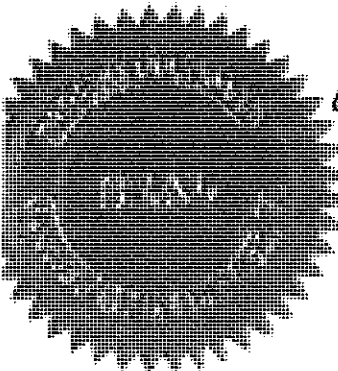
TOTAL VOTES RECEIVED
(IN FIGURES)

Ross P. Spicer	11566
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	122
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Commonwealth's Attorney.

Ross P. Spicer

Given under our hands this 5TH day of November, 2015


[Signature], Chairman

[Signature], Vice Chairman

[Signature], Secretary

[Signature], Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member Board of Supervisors

District: BACK CREEK DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Gary A. Lofton	1313
Shawn L. Graber	1267
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	15
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Gary A. Lofton

Given under our hands this 5TH day of November, 2015



Jeanette Lynn, Chairman
Raymond Hill, Vice Chairman
Marie P. Straub, Secretary
Marie P. Straub, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member Board of Supervisors

District: GAINESBORO DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Robert A. "Bob" Hess	2031
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	54
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Robert A. "Bob" Hess

Given under our hands this 5TH day of November, 2015



[Signature], Chairman
[Signature], Vice Chairman
Marie F. Straub, Secretary
Marie F. Straub, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member Board of Supervisors

District: OPEQUON DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Robert W. "Bob" Wells	1797
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	11
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors.

Robert W. "Bob" Wells

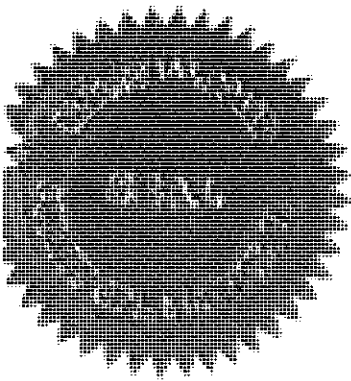
Given under our hands this 5TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Marie P. Straub, Secretary

Marie P. Straub, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member Board of Supervisors - Special

District: RED BUD DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Blaine P. Dunn	1246
Jason E. Ransom	849
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	8
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member Board of Supervisors - Special.

Blaine P. Dunn

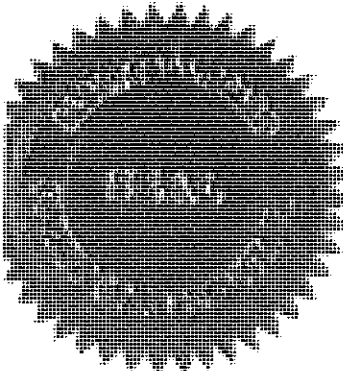
Given under our hands this 25TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Maie F. Strait, Secretary

Maie F. Strait, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member House of Delegates

District: 010

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

J. Randy Minchew - Republican	1920
Peter C. Rush - Democratic	530
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	17
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

J. Randy Minchew - Republican

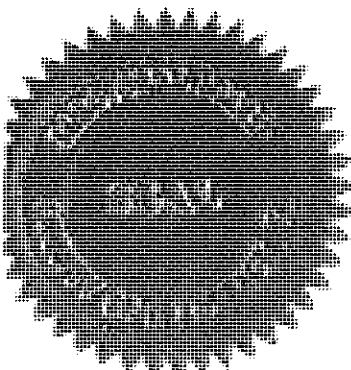
Given under our hands this 5TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Marie P. Straub, Secretary

Marie P. Straub, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member House of Delegates

District: 029

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Christopher E. Collins - Republican	6099
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	1168
** Please submit a Write-Ins Certification **	
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

Christopher E. Collins - Republican

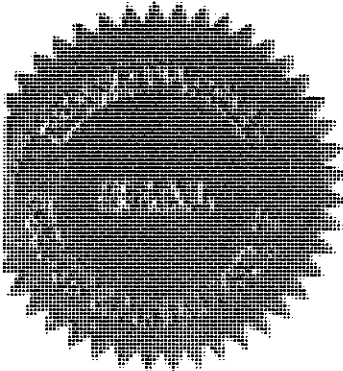
Given under our hands this 5TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Maria F. Straub, Secretary

Maria F. Straub, Secretary, Electoral Board





**WRITE-INS CERTIFICATION
AND CONTINUATION**

COMPLETE THIS FORM **ONLY** IF (i) TOTAL NUMBER OF WRITE-INS IS 5% OR MORE OF THE TOTAL NUMBER OF VOTES CAST FOR OFFICE **OR** (ii) A WRITE-IN CANDIDATE WAS ELECTED TO THE OFFICE.

WRITE-INS CERTIFICATION

FREDERICK COUNTY

COUNTY CITY TOWN

Member, House of Delegates

OFFICE TITLE
29th District

DISTRICT NAME OR NUMBER, IF APPLICABLE

General **Special Election**

November 3, , 2015
ELECTION DATE

Page 1 of 6

TOTAL VOTES
RECEIVED
(IN FIGURES)

WRITE-INS - SUMMARY

- 1. Invalid Write-Ins
 - 2. Valid Write-Ins
 - 3. Total Write-Ins
- [ENTER THIS FIGURE ON LINE FOR TOTAL WRITE-IN VOTES ON ABSTRACT FOR THIS OFFICE.]

44
ENTER TOTAL INVALID
1,124
ENTER TOTAL VALID
1,168
ADD LINES 1 AND 2

VALID WRITE-INS - DETAIL

LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 ABOVE.

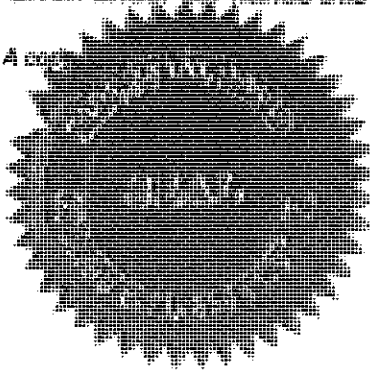
TOTAL VOTES
RECEIVED
(IN FIGURES)

<u>Sally Anderson</u>	<u>1</u>
<u>Chris Barltrap</u>	<u>1</u>
<u>Bastiat</u>	<u>1</u>

CONTINUED ON PAGES 2 THROUGH 6

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on Tuesday, November 3, 2015, do hereby certify that, with the continuation pages indicated, the above is a true and correct certification of the write-in votes cast at said election for the office indicated above.

Given under our hands this 5TH day of November, 2015.



[Signature] , Chairman
[Signature] , Vice Chairman
Marie P. Street , Secretary
Marie P. Street Secretary, Electoral Board



WRITE-INS CERTIFICATION - CONTINUATION

FREDERICK COUNTY

COUNTY CITY TOWN

Member, House of Delegates

OFFICE TITLE

29th District

DISTRICT NAME OR NUMBER, IF APPLICABLE

General **Special Election**

November 3 , 2015

ELECTION DATE

Page 2 of 6

VALID WRITE-INS - DETAIL (continued)

CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.

**TOTAL VOTES
RECEIVED
(IN FIGURES)**

Mark J. Beeg	1
Mark J. Berb	1
Mark J. Berd	1
J. Berg	2
Ma9k Berg	1
Mark Berg Jr.	1
Mark D. Berg	1
Mark E. Berg	2
Mark J. Berg	1,041
Michael Berg	1
Michael J. Berg	1
Mike Berg	1
Ron Berg	1
Ron J. Berg	1
Scott Berg	1
Mark Berk	1
George D. Bishop	1



WRITE-INS CERTIFICATION - CONTINUATION

FREDERICK COUNTY

General Special Election

COUNTY CITY TOWN
Member, House of Delegates

November 3, 2015

OFFICE TITLE

ELECTION DATE

29th District

Page 3 of 6

DISTRICT NAME OR NUMBER, IF APPLICABLE

VALID WRITE-INS - DETAIL (continued)

CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.

**TOTAL VOTES
RECEIVED
(IN FIGURES)**

Bernie Blankenship	1
Misty Blue	1
Jame K. Bryant II	2
Michael J. Burg	1
Byrd	1
Bobby Byrd	1
Mark Byrd	1
Mark J. Byrd	2
Adam Carr	1
Billy Cline	1
Bill Clinton	1
Christopher E. Collins	1
Mark J. Collins	1
John Copeland	1
Connor Daily	1
Sheila Davis	1
Robert Denitto	1



WRITE-INS CERTIFICATION - CONTINUATION

FREDERICK COUNTY

COUNTY CITY TOWN

Member, House of Delegates

OFFICE TITLE

29th District

DISTRICT NAME OR NUMBER, IF APPLICABLE

General **Special Election**

November 3 , 2015

ELECTION DATE

Page 4 of 6

VALID WRITE-INS - DETAIL (continued)

CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.

**TOTAL VOTES
RECEIVED
(IN FIGURES)**

Robin Dick	1
Deanne Dove	1
Daniel Drew	1
Ricky Dutrow	1
Jack Fascist	1
Jonathan C. Foster	1
Layla Gore	1
Dr. Greg	1
Ann Grogg	1
Greg Groves	1
Kevin Harris	1
Craig Hawkins	1
Patrick Henry	1
Hess	1
Josh Howell	1
Lois Kirkwood	1
Dave LaRock	1



WRITE-INS CERTIFICATION - CONTINUATION

FREDERICK COUNTY

COUNTY CITY TOWN

Member, House of Delegates

OFFICE TITLE

29th District

DISTRICT NAME OR NUMBER, IF APPLICABLE

General **Special Election**

November 3, 2015

ELECTION DATE

Page 5 of 6

VALID WRITE-INS - DETAIL (continued)

CONTINUE TO LIST VALID WRITE-INS IN ALPHABETICAL ORDER BELOW AND ON ADDITIONAL CONTINUATION PAGES, AS NEEDED. ALL VALID WRITE-INS WHEN ADDED TOGETHER MUST EQUAL TOTAL ENTERED ON LINE 2 OF PAGE 1.

**TOTAL VOTES
RECEIVED
(IN FIGURES)**

A. S. Scott Madigan Sr.	1
Mapkjberg	1
John Gregory McGowan	1
Robert McKew	1
Minchew	1
Randy Minchew	1
Mary Nelson	1
Miles Orndorff	1
Richard Palowski	1
Steve Pettler	1
George Rampey	1
Reagen	1
Robert M. Rhodes	1
Peter Rush	1
David Salyers	1
Sanders	1
Paula Shipman	1

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member House of Delegates

District: 033

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

Dave A. LaRock - Republican	2362
D. Chuck Hedges - Democratic	745
Mark D. Anderson - Libertarian	190
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	6
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member House of Delegates.

Dave A. LaRock - Republican

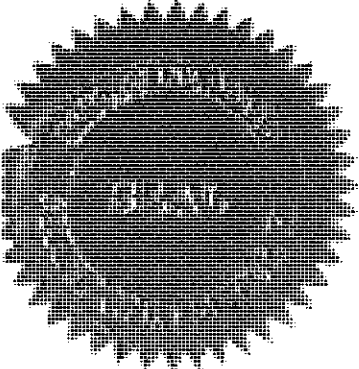
Given under our hands this 5TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

[Signature], Secretary

[Signature], Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member School Board

District: BACK CREEK DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Kali C. Klubertanz	2148
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	19
Total Number of Overvotes for Office	0


We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Kali C. Klubertanz

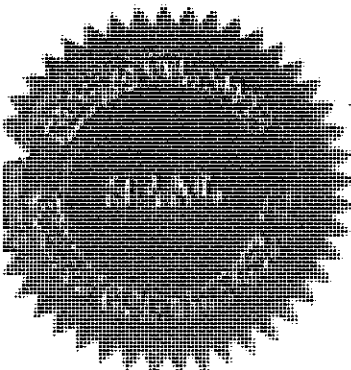
Given under our hands this 5TH day of November, 2015

 _____, Chairman

 _____, Vice Chairman

 _____, Secretary

 _____, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member School Board

District: GAINESBORO DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

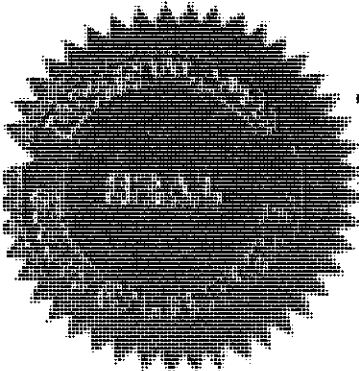
TOTAL VOTES RECEIVED
(IN FIGURES)

Michael A. Lake	1919
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	52
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Michael A. Lake

Given under our hands this 5TH day of November, 2015



[Signature], Chairman
[Signature], Vice Chairman
Mavis P. Straub, Secretary
Mavis P. Straub, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member School Board

District: OPEQUON DISTRICT

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED
(IN FIGURES)

Seth T. Thatcher	1724
Total Write-in votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	13
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board.

Seth T. Thatcher

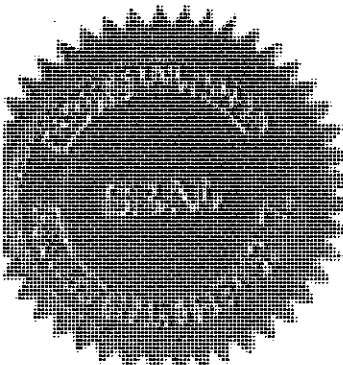
Given under our hands this 5TH day of November, 2015

[Signature], Chairman

[Signature], Vice Chairman

Marie P. Straub, Secretary

Marie P. Straub, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member School Board At Large

NAMES OF CANDIDATES ON THE BALLOT


TOTAL VOTES RECEIVED
(IN FIGURES)

John J. Lamanna	11356
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	143
Total Number of Overvotes for Office	0


We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Member School Board At Large.


John J. Lamanna

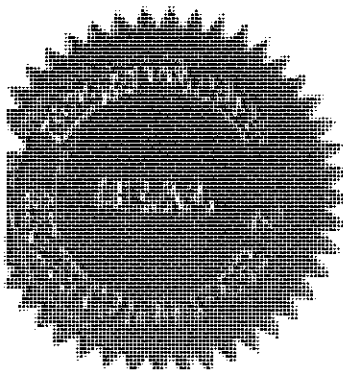
Given under our hands this 5th day of November, 2015


_____, Chairman


_____, Vice Chairman


_____, Secretary


_____, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Member Senate of Virginia

District: 027

NAMES OF CANDIDATES ON THE BALLOT

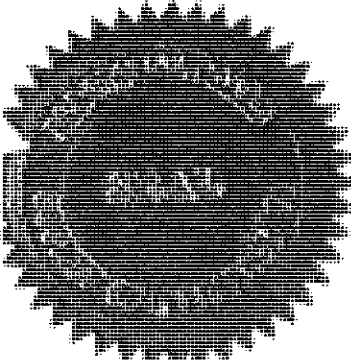
TOTAL VOTES RECEIVED (IN FIGURES)

Jill Holtzman Vogel - Republican	12264
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	288
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the Member Senate of Virginia.

Jill Holtzman Vogel - Republican

Given under our hands this 9TH day of November, 2015

 [Signature], Chairman
[Signature], Vice Chairman
Marie P. Strub, Secretary
Marie P. Strub, Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Sheriff

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

L. W. "Lenny" Millholland	6241
Terrence P. Bohan	5526
A. S. "Scott" Madigan, Sr.	2254
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	26
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Sheriff.

L. W. "Lenny" Millholland

Given under our hands this 5TH day of November, 2015



[Signature], Chairman
[Signature], Vice Chairman
[Signature], Secretary
[Signature], Secretary, Electoral Board

ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Soil and Water Conservation Director Lord Fairfax District

NAMES OF CANDIDATES ON THE BALLOT

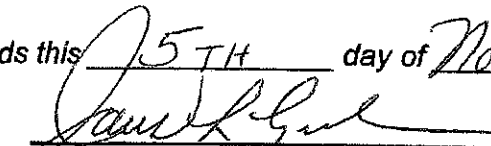
TOTAL VOTES RECEIVED
(IN FIGURES)

Kitty Hockman-Nicholas	8953
Marietta Cather Walls	7828
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	121
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Soil and Water Conservation Director Lord Fairfax District.

1. Kitty Hockman-Nicholas
2. Marietta Cather Walls

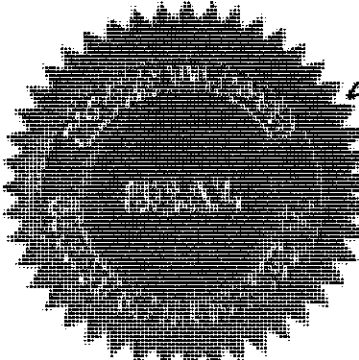
Given under our hands this 15TH day of November, 2015


_____, Chairman


_____, Vice Chairman


_____, Secretary


_____, Secretary, Electoral Board



ABSTRACT of VOTES

Cast in FREDERICK COUNTY, VIRGINIA
at the 2015 November General Election held on November 03, 2015 for,

Treasurer

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED (IN FIGURES)

C. William Orndoff, Jr.	12458
Total Write-In votes [From Write-Ins Certifications] [Valid Write-Ins + Invalid Write_ins = Total Write In Votes]	87
Total Number of Overvotes for Office	0

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on November 03, 2015, do hereby certify that the above is a true and correct Abstract of Votes at the said election and do, therefore, determine and declare that the following person(s) has received the greatest number of votes cast for the Treasurer.

C. William Orndoff, Jr.

Given under our hands this 5TH day of November, 2015



[Signature], Chairman
[Signature], Vice Chairman
Marie F. Straub, Secretary
Marie F. Straub, Secretary, Electoral Board

COMMITTEE REPORTS

PARKS AND RECREATION COMMISSION – APPROVED UNDER CONSENT AGENDA

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

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Proposed Parks and Recreation Commission Bylaw Revision – Mr. Madagan moved to revise Article 3, Section 5 of the Parks and Recreation Commission Bylaws to state “Commission members are required to attend seventy-five percent of the held commission meetings. Consideration of committee meeting attendance will be considered by the chairperson for those members not attending seventy-five percent of held meetings. Members failing to attend seventy-five percent of held commission meetings and not active in committee meetings will be notified by the chairperson regarding their lack of attendance”, second by Mr. Patrick Anderson, motion failed unanimously (6-0).

Mr. Carter moved to table the revision until staff can research change, second by Mr. Madagan, motion carried unanimously (6-0).

2. Buildings and Grounds Committee – Capital Improvements Plan FY2016-17 – The Buildings and Grounds Committee recommended the approval of the Capital Improvement Plan for FY 17 as submitted, second by Mr. Patrick Anderson, motion carried unanimously (6-0). The Parks and Recreation FY 17 Capital Improvements Plan recommendation will be forwarded to the Planning Department for review by the Planning Commission.
3. Closed Session: Mr. Madagan moved to convene into closed session under Virginia Code 2.2-3711 A (3) property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Kevin Anderson, motion carried unanimously (6-0).

Mr. Madagan moved to exit closed session, second by Mr. Patrick Anderson, carried unanimously (6-0). All commission members were polled re: any discussion besides matter for closed session, all said no.

PUBLIC WORKS COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Public Works Committee met on Tuesday, November 24, 2015 at 8:00 a.m. All members were present except Gene Fisher. The following items were discussed:

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

1. Fiscal Year 2014/2015 Recycling Summary

The Public Works Director presented a brief summary of the recycling accomplishments for FY14/15. The attached memorandum from Ms. Gloria Puffinburger, Solid Waste Manager, describes these accomplishments. The summary also included the results of a usage survey for the various citizen refuse collection sites located throughout the county.

2. Proposed Fiscal Year 2016/2017 Budgets

The Director presented the proposed draft budgets for Fiscal Year 2016/2017. These budgets were presented as general information with an emphasis on the basis for any major changes between the current budget and the proposed Fiscal Year 2016/2017 budgets. These draft budgets will be forwarded to the Finance Department on November 30, 2015. A subsequent budget review meeting has been scheduled with the County Administrator on December 16, 2015.

3. Closed Session

A closed session was convened in accordance with Virginia Code §2.2-3711 Subsection (A) (7), to consult with legal counsel and staff pertaining to probable litigation, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body. After reconvening into open session, the committee members unanimously certified that only matters pursuant to Virginia Code Section 2.2-3711 Subsection (A) (7) and identified in the motion to convene in closed session were discussed in the closed session. There was no action taken after reconvening from the closed session.

4. Miscellaneous Reports

- a) Tonnage Report
- b) Recycling Report
- c) Animal Shelter Dog Report
- d) Animal Shelter Cat Report

LANDFILL OVERSIGHT COMMITTEE – APPROVED UNDER CONSENT AGENDA

The Landfill Oversight Committee met on Wednesday, December 2, 2015 at 8:00 a.m. All committee members were present except Winchester representative, City Manager, Eden Freeman and Clarke County representative, David Ash. The following items were discussed:

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

1. Fiscal Year 2014/2015 Project Updates

Staff presented the following project updates for Fiscal Year 2014/2015:

- Updated financial assurance limit to comply with new Department of Environmental Quality regulation.
- Completed permit modification for the construction/demolition debris (CDD) landfill (Permit #591).
- Completed plans and specifications for new cell development in the CDD landfill.

2. Proposed Projects for Fiscal Year 2016/2017

Staff discussed the following proposed projects for Fiscal Year 2016/2017:

- Improve stormwater conveyance system at outfall #2 to reduce suspended solids.
- Install security camera at the landfill's main entrance, scale house, shop and convenience site.
- Expand gas collection system.
- Construct 80 foot by 40 foot pole building.

3. Future Five (5) Year Projects

As part of the budget process, staff presented a list of future projects that could potentially be constructed within the next five (5) years.

4. Fiscal Year 2016/2017 Budget

Staff presented the proposed Fiscal Year 2016/2017 budget to the committee for their review. Significant items related to projected revenue included increasing the municipal tipping fee from \$14 to \$18 per ton and increasing the sludge tipping fee from \$32 to \$36 per ton. Capital expenditures included the purchase of a new trash compactor at a cost of \$850,000 and a related GPS system for \$120,000.

Staff is proposing a Fiscal Year 2016/2017 budget of \$6,990,921 and a revenue projection of \$6,389,470. The minor difference will be funded from the landfill's fund balance. The landfill's fund balance is currently estimated at approximately \$32,500,000. Of that amount, approximately \$12,500,000 is dedicated to a closure/post-closure trust fund. It should also be noted that future projects planned for the next five years will require approximately \$15,000,000 in capital expenditures. Staff anticipates that the landfill fund balance will be reduced to an amount of approximately \$30,500,000 at the end of the fiscal year.

At the conclusion of the discussion, the committee unanimously endorsed the proposed budget with one abstention by Ms. Garton, Frederick County Administrator. This endorsement and the proposed budget will be forwarded to the appropriate committees in the respective jurisdictions.

TRANSPORTATION COMMITTEE – APPROVED UNDER CONSENT **AGENDA**

The Transportation Committee met on November 23, 2015 at 8:30 a.m.

Members Present

Chuck DeHaven (voting)
James Racey (voting)
Barry Schnoor (voting)
Blaine Dunn (voting)
Gary Oates (liaison PC)
Lewis Boyer (liaison Stephens City)

Members Absent

Mark Davis (liaison Middletown)
Gene Fisher (voting)

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

NONE

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

1. Capital Improvement Program

Staff presented last year's transportation component of the Capital Improvement Program (CIP) and noted that with the exception of some format updates the Board's adopted priorities had not changed. Staff also noted that since certain projects, such as Exit 310, were still underway it was not yet time to remove them from the CIP.

Mr. Oates asked whether it might be prudent to suggest promoting Redbud Road further up the priority list it might be beneficial since Snowden Bridge Boulevard is going to bid. Staff noted that since the projects above Redbud are on the Primary or Interstate system they were not typically competing for the same money and that the higher ranked projects still represented greater needs.

2. Long Range Plan Update – Complete Streets Discussion

Staff noted that as part of the transportation section update of the Comprehensive Plan that questions had been raised about the use of the 'Complete Streets' language. Staff outlined how they had been making use of the language in working with Applicants and Developers in order to ensure that the needs of all users are met. The Committee was also provided educational literature from the Complete Streets Coalition.

The Committee noted that parts of the literature seemed to have a political agenda and that use of the complete streets terminology may be tying the Comprehensive Plan into more than the Committee and Board really desire which could lead to unintended consequences. However, the committee noted the importance of supporting the different user groups and was supportive of the items such as bicycle and pedestrian accommodations that staff was targeting with use of the complete streets terminology.

The Committee requested that staff draft new language that met the goals of supporting

the different user groups but that did not make use of the specific complete streets language in order to avoid unintended consequences or interpretations of the Board's policy.

3. VDOT Updates on Route 37 and Exit 310

Mr. Chris Colson and Mr. Scott Alexander of VDOT attended the meeting to update the Committee on the progress of the Route 37 and Exit 313 studies.

Regarding Route 37, Mr. Colson noted the recent efforts have been primarily focused on the southern area and that they soon expected to begin Interchange Justification Reports for the future Route 37 interchanges with Warrior Drive and Route 522. Mr. Colson noted that right-of-way analysis for road sections was sufficiently completed for the entire eastern corridor that would allow the County to request any proffered right-of-ways that circumstances might dictate.

The Committee asked about what mechanisms were available to potentially limit construction or development within future right-of-way sections that were not yet owned or proffered. Staff and VDOT clarified that the County cannot prevent any development that is allowed under current zoning on the property when the County or State does not own the right of way. However, it was noted that, if a property was in the process of being rezoned, the Applicant can proffer to reserve right-of-way.

Mr. Colson also noted that he will be providing the County with electronic CADD drawings of the work completed to date.

Mr. Alexander noted that after delays created by the need to update the regional transportation model that the Exit 313 study is moving along well. He noted that the County should receive scenarios for input in late winter 2015 or early spring 2016.

The Committee had significant discussion on potential maintenance of traffic issues and different construction scenarios. Mr. Alexander noted that improvements to the bridge would likely be done in a phased construction in which the westbound or eastbound lanes of the new bridge would be built next to the existing facility and then traffic shifted to that roadway before completing the other half of the new bridge.

There was also discussion regarding the expected length of construction once the project was underway. It was asked whether there was a scenario in which it could be done in one year. Mr. Alexander noted that, while he would need to consult with the bridge section, it would more likely be a two year construction timeframe.

4. Other

Staff gave a brief update of the County revenue sharing projects.

HUMAN RESOURCES COMMITTEE - APPROVED

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, November 13, 2015. A quorum was not present. Committee members present were Supervisor Robert Hess and Supervisor Robert Wells; absent were Supervisor Blaine Dunn, citizen members Dorrie Greene, Beth Lewin, and Don Butler.

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

1. Creation of a Recreation Technician position within the Parks & Recreation Department. The Committee did not have a quorum in order to make a formal approval of the request for the position; however, it was the consensus of the members present to move forward with the request, no additional funding is needed for the position. - **APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Wells, the Board approved the creation of the Recreation Technician position with the Parks & Recreation Department.

The above motion was approved by the following recorded vote:

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

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

1. Ann Lloyd, Clerk of the Frederick County-Winchester Juvenile & Domestic Relations Court, and Debra Bull, Clerk of the Frederick County –Winchester General District Court presented the Committee with information regarding their departments staffing levels, caseload, and salary information.

There being no further business, the meeting was adjourned.

The next HR Committee meeting is currently scheduled for Friday, December 11, 2015.

FINANCE COMMITTEE - APPROVED

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, November 18, 2015 at 8:00 a.m. An Audit Committee meeting immediately followed. All members were present.

1. The Sheriff requests a General Fund supplemental appropriation in the amount of \$7,954.13. This amount represents proceeds from the Sheriff's Sale and will be used to purchase cruiser gun locks. No local funds 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:

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

2. The Sheriff requests a General Fund supplemental appropriation in the amount of \$8,350. This amount represents an insurance reimbursement for an auto claim. No local funds required. The committee recommends approval. -**APPROVED**

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

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

3. The Stewardship Planner requests a General Fund supplemental appropriation in the amount of \$26,000. This amount represents a donation received for a shelter at Rose Hill Park. No local funds 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:

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

4. The Zoning Administrator requests a Development Projects Fund supplemental appropriation in the amount of \$9,582.38. This amount represents funds called in for the County to administer the completion of Security Drive for inclusion into the state secondary road system in the Westview Business Center. No local funds 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:

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

5. The County Administrator and the Assistant County Administrator provide a potential approach regarding Fire & Rescue services. The committee recommends the establishment of a task force. –**APPROVED**

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

the above request by the following recorded vote:

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

6. The Schools Executive Director of Finance provides corrected FY 2015 Financial Statements. No action required.
7. The Finance Director requests continued discussion on unfunded FY16 capital requests. The committee requested a prioritization of the requests and a balance of contingency funds available. No recommendations were made.
8. The Finance Director provides requested information on outside agencies regarding funding. The committee recommends forwarding the list to the City-County Joint Finance Committee.

AUDIT COMMITTEE

1. The Internal Audit Report ending August 31, 2015 is provided. No action required.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for October 2015.
2. The Finance Director provides an FY 2016 Fund Balance Report ending November 12, 2015.
3. The Finance Director provides financial statements for the month ending October 31, 2015.
4. The Government Finance Officers Association (GFOA) has awarded the County the Distinguished Budget Presentation Award for the FY 2016 Budget document. This is the 29th consecutive year that Frederick County has received this achievement.

PUBLIC HEARING

TWELVE MONTH OUTDOOR FESTIVAL PERMIT REQUEST OF BELLE GROVE PLANTATION. PURSUANT TO THE FREDERICK COUNTY CODE, CHAPTER 86, FESTIVALS; SECTION 86-3, PERMIT REQUIRED; APPLICATION; ISSUANCE OR DENIAL; FEE; PARAGRAPH D, TWELVE MONTH PERMITS. ALL EVENTS TO BE HELD ON THE GROUNDS OF BELLE GROVE PLANTATION, 336 BELLE GROVE ROAD, MIDDLETOWN, VIRGINIA. PROPERTY OWNED BY THE NATIONAL TRUST FOR HISTORIC PRESERVATION. -APPROVED

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved the twelve month outdoor festival permit for Belle Grove Plantation.

The above motion was approved by the following recorded vote:

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

PROPOSED DISPOSITION TO THE FREDERICK COUNTY SCHOOL BOARD OF THE COUNTY'S INTEREST IN A 20-ACRE PORTION OF REAL

PROPERTY KNOWN AS 532 OLD CHARLES TOWN ROAD, STEPHENSON, VIRGINIA, AND IDENTIFIED BY COUNTY PROPERTY IDENTIFICATION NUMBER 44-A-292. THE HEARING IS PURSUANT TO VIRGINIA CODE SECTION 15.2-1800 AND THE PURPOSE OF THE HEARING IS TO RECEIVE PUBLIC COMMENT ON THE PROPOSED DISPOSITION OF THE REAL PROPERTY. - APPROVED

County Attorney Roderick Williams advised the County received a 44 acre parcel as part of a proffer obligation from the Snowden Bridge development. 20 acres of this parcel are designated for a park and the remaining 24 acres are for a school site. The parcel was received earlier this year; however, a subdivision cannot occur until the Board conducts a public hearing on the proposed disposition to the Frederick County School Board.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Lofton, the Board approved the resolution approving the conveyance of the 24 acre parcel.

WHEREAS, on February 23, 2015, Frederick County and the Frederick County School Board received the conveyance of a 44-acre parcel in the Snowden Bridge Subdivision, tax parcel number 44-A-292, in fulfillment of a proffer obligation of the developer to provide a 20-acre site for a school and a 24-acre site for park use; and

WHEREAS, at the time of the conveyance, the parcel was conveyed as a single undivided parcel, but it is now appropriate for the parcel to be subdivided into a 20-acre site for a school and a 24-acre site for park use and for the sites to be conveyed to the Frederick County School Board and Frederick County, respectively; and

WHEREAS, on December 9, 2015, the Board of Supervisors of Frederick County, Virginia held a public hearing on the conveyance of Frederick County's interest in the 20-acre school site portion of the parcel to the Frederick County School Board;

THEREFORE, be it resolved by the Board of Supervisors of Frederick County, Virginia that the County Administrator is authorized to execute such documents as necessary to effect the subdivision of tax parcel number 44-A-292 into a 20-acre site for a school and a 24-acre site for park use and to convey Frederick County's interest in the 20-acre school site portion of the parcel to the Frederick County School Board.

The above motion was approved by the following recorded vote:

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

AN ORDINANCE TO AMEND SECTION 155-153 OF ARTICLE XXV OF CHAPTER 155 OF THE CODE OF FREDERICK COUNTY, VIRGINIA TO DESIGNATE CERTAIN REAL OR PERSONAL PROPERTY OF EACH OF THE FOLLOWING ORGANIZATIONS AS EXEMPT FROM TAXATION: THE ARC – NORTHERN SHENANDOAH VALLEY, INCORPORATED, BELLE GROVE, INC., BLUE RIDGE HOSPICE, INC., CEDAR CREEK BATTLEFIELD FOUNDATION, INC., CONSERVATION CLUB (WINCHESTER-FREDERICK COUNTY CONSERVATION CLUB, INC.), FORT COLLIER CIVIL WAR CENTER, INC., THE NATURE CONSERVANCY, NW WORKS, INC., THE PEOPLE-TO-PEOPLE HEALTH FOUNDATION, INC., (PROJECT HOPE), POTOMAC APPALACHIAN TRAIL CLUB, THE SALVATION ARMY, SHENANDOAH VALLEY BATTLEFIELDS FOUNDATION, SHENANDOAH VALLEY COMMUNITY RESIDENCES, INC., STONE HOUSE FOUNDATION, THE WAYSIDE FOUNDATION FOR THE ARTS, INC., WINCHESTER CHAPER OF THE IZAAK WALTON LEAGUE, WOODMEN OF THE WORLD, AND THE YOUTH DEVELOPMENT CENTER, INC. - APPROVED

County Attorney Williams advised this was a proposed ordinance that would establish in the County Code the tax exempt status of the listed organizations. This action would allow the General Assembly, at the County's request, to remove the General Assembly tax exemptions and the County would ultimately decide which organizations receive the tax exempt designation. He noted that 21 organizations were identified in this ordinance.

Chairman Shickle convened the public hearing.

Jay Marts, Gainesboro District, stated the best way to handle exemptions for property taxes is at the local level and he supported this ordinance. He believed this authority should be given to the Board.

George Hughes, Gainesboro District, asked why these organizations were being given a blanket exemption now. He suggested doing an annual renewal. He concluded by saying the exemptions should have term limits.

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

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved the ordinance to amend Section 155-153 of Article XXV of Chapter 155 of the Code of Frederick County.

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 or personal 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. The indicated real or personal property of each of the following organizations is so designated by the Board of Supervisors pursuant to this section:

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. BlueRidgeHospice, Inc. – personal property of thrift shop in Stephens City;
4. 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;
5. Conservation Club [Winchester- Frederick County Conservation Club, Inc.]-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;
 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. 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;
 9. Leary Educational Foundation, Inc.-tax parcels 6-A-17 and 6-A-18;
 10. Nature Conservancy, The -tax parcels 48-A-45 and 48-A-47;
 11. NW Works, Inc. (formerly known as Northwestern Workshop, Inc.)- tax parcel 75-A-1F;
 12. People-to-People Health Foundation, Inc., The (Project Hope)- tax parcel 64-A-40C;
 13. Potomac Appalachian Trail Club- tax parcels 19-A-41D, 28-A-119A, 48-A- 29C, 48-A-33A, 48-A-37, 48-A-371, 48-A-37A, 48-A-37R, 48-A-49B, and 49-1-2-48;
 14. Salvation Army, The- tax parcel 54-A-36F;
 15. Shenandoah Valley Battlefields Foundation - tax parcels 43-A-154, 43-A- 155, 43-A-159A, 54-A-1B, 54-A-1C, 54-A-88, 54-A-89C, 54-A-90, 55-A-3, and 55-A-4;
 16. Shenandoah Valley Community Residences, Inc.- tax parcels 54N-2- 2-32 and 65H-12A-108;
 17. Stone House Foundation- tax parcels 74A03-A-77, 74A03-A-141, 74A03-A- 142, 74A03-A-144, and 74A03-A-146;
 18. Wayside Foundation for the Arts, Inc., The- tax parcel 91B-1-B-27;
 19. Winchester Chapter of the Izaak Walton League- tax parcels 77-A-72 and 77-A-76A;
 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 .

The above motion was approved by the following recorded vote:

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

PLANNING COMMISSION BUSINESS

REZONING #09-15 ARTILLERY BUSINESS CENTER SUBMITTED BY PENONI ASSOCIATES, TO REVISE PROFFERS ASSOCIATED WITH REZONING #07-08. THIS REVISION RELATES SPECIFICALLY TO THE TRANSPORTATION PROFFERS. THE PROPERTIES ARE LOCATED EAST AND ADJACENT TO SHADY ELM ROAD APPROXIMATELY 4,500 FEET SOUTH OF THE INTERSECTION OF SHADY ELM ROAD AND APPLE VALLEY DRIVE. THE PROPERTIES ARE IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBERS 75-A-1 AND 75-A-1F IN THE BACK CREEK MAGISTERIAL DISTRICT. (CONTINUED PUBLIC HEARING FROM OCTOBER 28, 2015 BOARD MEETING AND POSTPONED FROM NOVEMBER 12, 2015 BOARD MEETING.) - APPROVED

Deputy Planning Director-Transportation John Bishop appeared before the Board regarding this item. He noted some additional handouts had been provided to the Board to include amended proffers and a copy of the contract to purchase this parcel. He noted this was a proposal to amend the transportation proffers associated with a parcel of 57.6 acres located on Shady Elm Road in the Back Creek Magisterial District. He noted this property was rezoned in 2008. The proposed proffer modification would facilitate the sale of this parcel. The new proffers include:

- \$633,644 that could be used to leverage revenue sharing money or other state funds.
- Acquisition of right-of-way across the Carbaugh property.
- Construction of 1,100 feet of Renaissance Drive.

Deputy Director Bishop noted the approving resolution should refer to the newest version of the

proffers.

Supervisor Lofton asked if acquisition of the right-of-way from Carbaugh would provide all of the additional right-of-way we would need.

Deputy Director Bishop responded yes.

Chairman Shickle asked how the new proffer statement differed from what was in the Board's agenda.

Deputy Director Bishop stated the amount of the cash proffer was different.

Supervisor Dunn asked if Renaissance Drive could cross the railroad tracks now.

Deputy Director Bishop responded that additional revenue sharing money would be needed. He went on to say significant work was still needed with CSX in order to cross the railroad tracks.

Patrick Sowers, Pennoni Associates, appeared before the Board on behalf of the applicant. He noted they did have a purchase agreement to acquire the property from the Carbaughs. He noted the revised proffers are much improved.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing.

Upon a motion by Supervisor Lofton, seconded by Supervisor Hess, the Board approved Rezoning #09-15 with the amended proffer statement dated December 8, 2015.

WHEREAS, Rezoning #09-15 Artillery Business Center – Proffer Amendment submitted by Pennoni Associates, to amend the proffers associated with Rezoning #07-08 relating to the timing and commitments for transportation proffers was considered. The proffer amendment, original proffer statement dated February 7, 2008 with a final revision dated December 8, 2015 applies to parcels 75-A-1 and 75-A-1F owned by Venture I of Winchester, LLC and NW Works, Inc., respectively and is located approximately 1,500 feet south of Route 37 on the east side of Shady Elm Drive (Rt. 651) and across from Soldier's Rest Lane in the Back Creek District, and

WHEREAS, the Planning Commission held a public hearing on this rezoning on October 21, 2015, and forwarded a recommendation of approval; and

WHEREAS, the Board of Supervisors heard the items on October 28, 2015, then opened the public hearing and then voted to table the items and continue the public hearing on November 12, 2015

WHEREAS, the Board of Supervisors on December 9, 2015 continued the public hearing from October 28, 2015 on this rezoning; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to amend the proffers associated with Rezoning #07-08 relating to the timing and commitments for transportation proffers. This ordinance shall be in effect on the date of adoption.

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

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

REZONING #07-15 WOODSIDE LAND COMPANY, LLC., SUBMITTED BY GREYWOLFE, INC., TO REZONE 20 ACRES OF PROPERTY FROM RA (RURAL AREAS) DISTRICT TO M2 (INDUSTRIAL GENERAL) DISTRICT WITH PROFFERS. THE PROPERTY IS LOCATED ON THE SOUTHERN SIDE OF ROUTE 669 (WOODBINE ROAD) ABOUT 2000' EAST OF ROUTE 11 AND ADJACENT TO THE WINCHESTER & WESTERN RAILROAD AND IS IDENTIFIED BY PROPERTY IDENTIFICATION NUMBER 34-A-6D IN THE STONEWALL MAGISTERIAL DISTRICT. (CONTINUED FROM NOVEMBER 12, 2015 BOARD MEETING.) - APPROVED

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item.

He advised this was a proposal to rezone 20 acres from RA (Rural Areas) District to M2

(Industrial General) District with proffers. The property is located in the Stonewall Magisterial

District. He stated the Board reviewed this item at their November 12, 2015 meeting and

continued their public hearing.

Supervisor Lofton asked if the concerns raised were addressed.

Deputy Director Ruddy stated he would defer to the applicant.

Gary Oates, GreyWolfe, Inc., appeared before the Board regarding this item. He noted they did meet with Mr. Sempeles. The applicant agreed to the signalization of Route 11; however, not all transportation issues have been agreed to. He went on to say the applicant agreed to exclude M-2 uses. He noted the bend in the road could not be fixed because the property owner did not want to sell. He concluded by saying the EDA has put the property in their system to market.

Chairman Shickle convened the public hearing.

George Sempeles, Stonewall District, stated he was satisfied with the exclusion of certain M-2 uses. He felt the transportation improvements fall short in addressing the Woodside Road issues and the signalization has no meaning. He concluded by saying if plans go forward for future rezonings then it would take the full cooperation to address the transportation needs on Woodside Road.

Mark Regan, Stonewall District, urged the Board to deny this rezoning. He noted traffic is bad and getting worse and the truck traffic is horrible. He cited a potential conflict because people were using the Stonewall District planning commissioner for development applications in this area.

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

Upon a motion by Vice-Chairman DeHaven, seconded by Supervisor Wells, the Board approved Rezoning #07-15.

WHEREAS, Rezoning #07-15, Of Woodside Land Company LLC, submitted by GreyWolfe, Inc., to rezone 20.00 acres of land from the RA (Rural Areas) District to the M2 (Industrial

General) District with proffers dated June 22, 2015, last revised on November 20, 2015, was considered. The property is located on the southern side of Route 669 about 2,000' east of Route 11 and adjacent to the Winchester & Western Railroad. The property is further identified by PIN 34-A-6D in the Stonewall Magisterial District; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on October 21, 2015 and recommended approval; and

WHEREAS, the Board of Supervisors tabled the request and continued the public hearing on this rezoning on November 12, 2015; and

WHEREAS, the Board of Supervisors continued the public hearing on December 9, 2015; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to rezone 20.00 acres of land from the RA (Rural Areas) District to the M2 (Industrial General) District with proffers. The conditions voluntarily proffered in writing by the applicant and the property owner are attached.

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

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

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

REZONING #06-15 OPEQUON CROSSING SUBMITTED BY PENNONI ASSOCIATES, TO REVISE PROFFERS ASSOCIATED WITH REZONING #04-07 AND REZONING #12-07. THIS REVISION RELATES SPECIFICALLY TO THE MONETARY TRANSPORTATION CREDITS. THE PROPERTIES ARE LOCATED SOUTH OF THE EXISTING TERMINUS OF EDDYS LANE (ROUTE 820), SOUTH OF ROUTE 7 AND ADJACENT TO OPEQUON CREEK. THE PROPERTIES ARE IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBERS 55-A-210, 55-A-212 AND 55-A-212A IN THE REDBUD MAGISTERIAL DISTRICT. - APPROVED

Supervisor Wells advised that he would abstain from consideration of this matter due to a potential conflict of interest.

Deputy Planning Director – Transportation John Bishop appeared before the Board regarding this item. He advised this proposal would combine two rezonings into one, Opequon Crossing and Haggerty. The properties were rezoned in 2007 and 2008 respectively. He noted the applicant was seeking credits for the Route 37 right-of-way, Haggerty Boulevard alignment and Route 7 improvements, Route 37 turn lanes, and force mains. He noted the applicant also proposed to reduce the number of units from 625 to 574, all of the reduced units were multi-family. He noted the Planning Commission revised this proposal and recommended approval. He noted since the Planning Commission meeting Parks & Recreation expressed concern about the allocation of credits.

Patrick Sowers, Pennoni Associates, reviewed the credits. He noted this proposed proffer amendment would put the entire project under one proffer statement. Under the current proffer model, the transportation credits included:

- Route 37 right-of-way totaling 12.5 acres;
- 80 feet of buffer totaling 8 acres;
- Haggerty Boulevard to Route 7;
- Route 7 improvements;
- Relocation of 220 feet of force main.

The total value is \$2.1 million, which equates to a per unit credit of \$3,648. He noted this was the first project presented under the County's transportation credit policy. He concluded by saying the Planning Commission recommended approval.

Chairman Shickle convened the public hearing.

There were no public comments.

Chairman Shickle closed the public hearing

Upon a motion by Supervisor Dunn, seconded by Supervisor Fisher, the Board approved Rezoning #06-15.

WHEREAS, Rezoning #06-15, Of The Canyon, LC, submitted by Pennoni Associates, Inc., to modify proffers on 177.71 acres consisting of two developments known as the Haggerty Rezoning and the Opequon Crossing rezoning, now collectively known as Opequon Crossing. The proffer revision which seeks to implement policy enabling credits for proffered transportation improvements with proffers dated May 29, 2015, last revised on November 20, 2015 was considered. The properties are located south of the existing terminus of Eddys Lane (Route 820) and South of Route 7 adjacent to Opequon Creek and the Opequon Water Reclamation Facility. The properties are further identified by PINs 55-A-201, 212 & 212A in the Red Bud District; and

WHEREAS, the Planning Commission held a public hearing on this rezoning on November 4, 2015 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on December 9, 2015; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors the proffers are amended with the proffer statement dated November 20, 2015. The conditions voluntarily proffered in writing by the Applicant and the Property Owner are attached.

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

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

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

REZONING #10-15 HERITAGE COMMONS, L.L.C., SUBMITTED BY GREENWAY ENGINEERING, INC., TO REZONE 96.28 +/- ACRES FROM B2 (BUSINESS GENERAL) DISTRICT TO R4 (RESIDENTIAL PLANNED COMMUNITY) DISTRICT WITH PROFFERS AND 54 +/- ACRES FROM RP

(RESIDENTIAL PERFORMANCE) DISTRICT TO R4 (RESIDENTIAL PLANNED COMMUNITY) DISTRICT WITH PROFFERS AND .31 +/- ACRES FROM RA (RURAL AREAS) DISTRICT TO R4 (RESIDENTIAL PLANNED COMMUNITY) DISTRICT WITH PROFFERS. THE PROPERTIES ARE LOCATED WEST OF THE INTERSECTION OF FRONT ROYAL PIKE (ROUTE 522) AND AIRPORT ROAD (ROUTE 645) AND ARE IDENTIFIED BY THE PROPERTY IDENTIFICATION NUMBERS 63-A-150, 64-A-10, AND 64-A-12 IN THE SHAWNEE MAGISTERIAL DISTRICT. - APPROVED

Deputy Planning Director Michael Ruddy appeared before the Board regarding this item.

He advised this was a request to rezone 150.59 acres to the R4 (Residential Planned Community) District. The property is located on Front Royal Pike opposite Airport Road in the Shawnee Magisterial District. The property is currently zoned B2 (General Business) and RP (Residential Performance) Districts. The applicant is proposing 645 residential units and commercial development. The units will be multifamily units in multifamily structures. The applicant has proffered:

- Capital facility impacts;
- Transportation improvements;
- Recreational amenities;
- Phasing.

He noted the Board has a revised proffer statement dated December 7, 2015 at their seats. He stated that proffer H2 addressed the aviation easement and it would be executed within 30 days of rezoning approval. 107,500 square feet of commercial development would be provided by the 645th building permit in order to provide a balance of uses.

Deputy Planning Director – Transportation John Bishop reviewed five key points between the current project and what was being proposed.

	\$1,000,000	Warrior Drive	Airport Road	I-81 Bridge	East Tevis St.
Current	Y	Y	Y	Y	Y
Proposed	N	Right-of-way only	Y	Y	Right-of-way only

With regard to revenue sharing, there were three awards totaling \$8.7 million in State funds. He

concluded by saying that items to be addressed were Warrior Drive and East Tevis Street.

Deputy Director Ruddy stated the proposed land uses were not consistent with the 2030 Comprehensive Plan. He concluded by saying the Planning Commission recommended approval and staff was seeking Board action.

Evan Wyatt, Greenway Engineering, appeared before the Board on behalf of the applicant. He reviewed the generalized development plan and stated the applicants believed this to be a better layout for the project. They would use a phasing approach to construct a total of 645 units. The proposal would require commercial construction while the residential units are being built. He noted the applicants would provide the Sheppard property with the opportunity to connect to sewer, if needed. He went on to say the applicant was seeking credits for proffered commercial development to reduce the development impact model cost from \$8.9 million to \$4.4 million for a cost of \$6,640 per unit. He stated the applicant did not believe they would be able to secure revenue sharing funds for Warrior Drive, but they have dedicated the right-of-way. He reviewed the other proffers to include:

- Avigation easement;
- Revenue sharing;
- Additional traffic studies if vehicle trips per day hit 20,000.

With regard to the avigation easement, he advised the applicant was willing to clarify the language by adding the following phrase to proffer H2 – "...with terms and conditions acceptable to the airport...". He concluded by saying the Planning Commission recommended approval.

Chairman Shickle asked about the revenue sharing funds available to the applicant.

Mr. Wyatt stated the proffer obligated the applicant to execute a single agreement with Frederick County, which would cover all of section A, part of section B and the bridge crossing.

He noted a tri-party agreement would be difficult. He stated the applicant assumes full responsibility for the bridge crossing.

Chairman Shickle stated he would like to see all the money preserved.

Deputy Director Bishop stated the County would look to preserve funds to maintain the northern “Y”. He noted there was a willingness by the third party to partner with the County.

Chairman Shickle convened the public hearing.

Mike Sheppard, Shawnee District, advised he was an adjacent property owner and had been working with Greenway. He was satisfied with the agreement to keep the shared buffer and for sewer access.

George Hughes, Gainesboro District, stated the County needs a road like Warrior Drive, but there are no provisions to make it happen. He concluded by encouraging the Board to say to the applicant “you’ve just got to do it.”

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

Supervisor Fisher credited the applicant for working with the neighbors to be proactive.

Upon a motion by Supervisor Fisher, seconded by Supervisor Hess, the Board approved rezoning #10-15 of Heritage Commons, LLC with the additional language to proffer H2 with a date of December 9, 2015.

WHEREAS, Rezoning #10-15, of Heritage Commons LLC, submitted by Greenway Engineering, Inc., to rezone 96.28 acres from B2 (Business General) District to R4 (Residential Planned Community) District and 54 acres from RP (Residential Performance) District to R4 (Residential Planned Community) District and .31 acres from the RA (Rural Areas) District to the R4 (Residential Planned Community) District with proffers, final revision date December 9, 2015 was considered. The site fronts on the west side of Front Royal Pike (Route 522), opposite Airport Road (Route 645), and has frontage on the east side of Interstate 81. The properties are further identified with PIN(s) 64-A-10, 64-A-12, 64-A-150 in the Shawnee Magisterial District.

WHEREAS, the Planning Commission held a public hearing on this rezoning on November 18, 2015 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on December 9, 2015; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to rezone 96.28 acres from B2 (Business General) District to R4 (Residential Planned Community) District and 54 acres from RP (Residential Performance) District to R4 (Residential Planned Community) District and .31 acres from the RA (Rural Areas) District to the R4 (Residential Planned Community) District with proffers, final revision date December 9, 2015. The conditions voluntarily proffered in writing by the applicant and the property owner are attached.

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

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

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

OTHER PLANNING ITEMS

SUBDIVISION REQUEST #07-15 FOR REGENTS CREST – INFORMATION ONLY

Zoning and Subdivision Administrator Mark Cheran appeared before the Board regarding this item. He advised this was a subdivision request located in Sunnyside in the Stonewall Magisterial District. The subdivision was originally approved in 2004. The property is zoned RP (Residential Performance) District. The master development plan did not allow for individual lots to be subdivided. The proposal would divide 9 acres into 42 townhouse units and 24 single family small lots with open space. He advised that no action was required by the

Board. He concluded by saying it was being presented as information only because of the master development plan for a subdivision of land.

RESOLUTION RE: VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) SIGNATORY AUTHORITY - APPROVED

Upon a motion by Supervisor Hess, seconded by Vice-Chairman DeHaven, the Board approved the resolution granting VDOT signatory authority to County Administrator Brenda Garton.

WHEREAS, Frederick County has received a request from the Virginia Department of Transportation for signatory authority granted by the Board of Supervisors to the individual signing when executing agreements with outside agencies; and

WHEREAS, the County will be engaged in a number of County managed projects leading to more agreements with outside agencies; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Frederick County, Virginia, grants authority for County Administrator, Brenda G. Garton to execute project administration agreements with outside agencies.

This authority shall be in effect on the day of adoption.

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

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

BOARD LIAISON REPORTS

Supervisor Lofton reported that he attended the gifted and talented student showcase at Orchard View Elementary School. He noted the projects presented were very well thought out.

CITIZEN COMMENTS

There were no citizen comments.

BOARD OF SUPERVISORS COMMENTS

Vice-Chairman DeHaven asked Chairman Shickle if he would allow him to run this portion of the meeting.

Chairman Shickle turned the gavel over to Vice-Chairman DeHaven.

Vice-Chairman DeHaven read the following resolution of appreciation for Richard C.

Shickle, Chairman At-Large:

WHEREAS, Richard C. Shickle served the citizens of Frederick County, Virginia, for twenty (20) years, four as Supervisor for the Gainesboro District, from 1996-1999, and sixteen as Chairman At-Large to the Board of Supervisors, from 2000 to 2016; and

WHEREAS, Richard C. Shickle is currently the longest serving Chairman At-Large in the Commonwealth of Virginia; and

WHEREAS, during his tenure he held seats on numerous committees, including the Finance Committee, Joint Finance Committee, Industrial Development Authority, Northern Shenandoah Valley Regional Commission, Consolidation Steering Committee, Metropolitan Planning Organization (MPO), and alternate to the Northwestern Regional Adult Detention Center; and

WHEREAS, under Richard C. Shickle's leadership, Frederick County experienced great economic growth through business locations and expansions to include: H.P. Hood, LLC, Kraft Foods, Fisher Scientific, McKesson, Navy Federal Credit Union, and O.N. Minerals to name a few; and

WHEREAS, several capital projects were completed during his time in office to include: Bowman Library, Frederick County Public Safety Building, Orchard View Elementary School, Millbrook High School, Admiral Richard E. Byrd Middle School, Evendale Elementary School, Gainesboro Elementary School, Greenwood Mill Elementary School, and the Frederick County Transportation Center; and

WHEREAS, Richard C. Shickle was instrumental in promoting a number of studies to include the Rural Areas Study, culminating in the adoption of the Rural Areas Recommendation and Report, and the Business Friendly Committee study, which culminated in the establishment of the Frederick County Economic Development Authority; and

WHEREAS, Richard C. Shickle will be remembered for his strong leadership and his ability to build consensus among differing constituencies; and

WHEREAS, Richard C. Shickle was a tireless worker for all of the citizens of Frederick County; and

WHEREAS, this Board will always consider Richard C. Shickle a colleague and friend.

NOW, THEREFORE BE IT RESOLVED, that the Frederick County Board of Supervisors extends its sincerest thanks to Chairman Richard C. Shickle and wishes him all of the best in his future endeavors.

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

ADOPTED this 9th day of December, 2015.

Upon a motion by Supervisor Fisher, seconded by Supervisor Lofton, the Board approved the resolution of appreciation for Richard C. Shickle, Chairman At-Large by the following recorded vote:

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

Chairman Shickle stated he did not know of a better place to live than Frederick County. He expressed his love for the county and its people and he appreciated the citizens' willingness to let him serve them. He stated it has been a gift to him.

Supervisor Lofton thanked Chairman Shickle for his leadership and management that was a help to him.

Supervisor Hess stated "it was an honor and privilege to serve with you. He went on to say the county and the citizens are better off as a result of your dedication."

Vice-Chairman DeHaven spoke on behalf of the citizens and himself and stated Chairman Shickle has been a wonderful friend and mentor and he appreciated his dedication and commitment.

Supervisor Dunn appreciated being treated like family and appreciated Chairman Shickle's friendship. He wished Chairman Shickle well.

Supervisor Fisher echoed everyone's remarks. He stated his friendship and guidance was appreciated.

Supervisor Wells thanked Chairman Shickle for everything he has done.

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. (10:05 P.M.)

**FREDERICK COUNTY BOARD OF
SUPERVISORS' MINUTES**

TRANSPORTATION FORUM

DECEMBER 14, 2015

The Frederick County Board of Supervisors held a transportation forum on Monday, December 14, 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.; Blaine P. Dunn; Gene E. Fisher; Robert A. Hess; Gary A. Lofton; and Robert W. Wells.

OTHERS PRESENT

Delegate J. Randall Minchew; Delegate David A. LaRock; Delegate-elect Christopher E. Collins; Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; John A. Bishop, Deputy Planning Director – Transportation; Michael T. Ruddy, Deputy Planning Director; Candice Perkins, Senior Planner; Karen Vacchio, Public Information Officer; Virginia Department of Transportation representatives: Clifton Balderson, Edinburg Residency Administrator; Ed Carter, Assistant Edinburg Residency Administrator; Terry Short, District Planning Manager; and Steve Damron, Programming Specialist Senior.

Approximately 40 citizens were present.

CALL TO ORDER

Chairman Shickle called the forum to order and welcomed the attendees. He then turned the presentation over to Deputy Director Bishop.

Deputy Director Bishop advised the forum would consist of an opportunity for people to meet with county and VDOT staff and elected officials to discuss transportation concerns along with an opportunity for citizens to provide formal comments to the Board and members of the local State delegation.

At the conclusion of the informal discussions, approximately 10-15 citizens addressed the

elected officials. The majority of the comments focused on the paving of currently unpaved roads in the County and how that funding and maintenance process is administered. One citizen spoke about congestion and safety issues along Greenwood Road, particularly the intersection of Greenwood Road and Sulphur Springs Road.

There being no further public comments, the forum was adjourned at 8:15 p.m.

E



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
DATE: January 7, 2016
RE: Committee Appointments

Listed below are the vacancies/appointments due through March, 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

Community Policy and Management Team (CPMT)

Holly L. Buck - Parent Representative
1179 Merrimans Lane
Winchester, VA 22602
Term Expires: 06/30/16
Two year term

(See Attached Application of Leslie Stewart. Staff has been advised Ms. Buck has resigned.)

Social Services Board

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

(See Attached Application of Mrs. Pat Riley.) *(Members serve a four year term and are limited to two consecutive terms.)*

Board of Zoning Appeals

Jeremy McDonald – Back Creek District Representative
306 Buffalo Marsh Road
Middletown, VA 22645
Term: 02/25/15 - 12/31/16

(Staff has been advised Mr. McDonald has passed away.) *(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.)*

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.)

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

(Mr. Clouse resigned at the end of his term.)

(Staff has been in contact with Northwestern Community Services in seeking their assistance in finding possible candidate(s) and will forward any recommendation(s) received to the Board of Supervisors.) *(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.)*

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.)

JANUARY 2016

No remaining appointments due.

FEBRUARY 2016

Parks and Recreation Commission

Natalie Gerometta – Gainesboro District Representative
1741 Hunting Ridge Road
Winchester, VA 22603
Phone: (540)550-4178
Term Expires: 02/13/16
Four year term

Planning Commission

Stan Crockett – Stonewall District Representative
139 Panorama Drive
Winchester, VA 22603
Phone: (540)533-9581
Term Expires: 02/12/16
Four year term

MARCH 2016

No appointments due.

BGG/tjp

Attachments



Frederick County, Virginia

Comprehensive Services Act
107 North Kent Street, 3rd Floor
Winchester, VA 22601
Office: (540) 665-5688
FAX: (540) 535-2146

December 4, 2015

Ms. Brenda Gartner,
Frederick County Administrator
107 N. Kent Street
Winchester, Virginia 22601

Ms. Gartner,

As Chairwoman of the Frederick County Community Planning and Management Team (CPMT) I am pleased to inform you that at our meeting of November 16, 2016 the CPMT nominated Ms. Leslie Stewart, by unanimous vote, to fill the vacancy of parent representative.

The parent representative is a mandated position on the CPMT. The State Code provides for both the private provider representative and the parent representative to be appointed by the Board of Supervisors. Appointments occur during the May Board of Supervisor's Meeting and are for a two year term with members being eligible for reappointment. Interim appointments will finish out the prior term and renew on the current schedule. Traditionally, the Board of Supervisors has considered input on new appointments to the CPMT from the seated members.

Ms. Stewart has been and remains active on various committees in the community including the Northern Shenandoah Valley Substance Abuse Coalition, Lord Fairfax Planning District Prevention Coalition, and the Northern Shenandoah Valley Alliance. She has 2 school age children and is committed to enriching our community. She currently serves as Executive Director of CLEAN, Inc, a local not-for-profit organization that provides substance abuse prevention and education to the community. Her experience makes her a strong candidate for the position of Parent Representative on the Frederick County CPMT. The nomination information that was submitted for her is enclosed for your review and information.

Sincerely,

A handwritten signature in cursive script that reads "Dana Bowman".

Dana Bowman
CPMT Chairwoman, Private Provider Representative
Children's Services of Virginia
Executive Director of Administration

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

_____, _____ District Supervisor, would like to nominate you to serve on the Community Policy and Management Team.
As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. **(Please Print Clearly. Thank You.)**

Name: Leslie Stewart **Home Phone:** 540-336-8086
Address: 121 Garden Court **Office Phone:** 540-722-3589
Winchester, VA 22601 **Cell/Mobile:** 540-336-8086
Fax: 540-722-9155
Employer: CLEAN, Inc. **Email:** lstewart@cleaninc.org

Occupation: Executive Director

Civic/Community Activities: As the parent of two school age children I pride myself on being involved with a variety of community events with the goal of enriching our community.

I currently sit on a number of community coalitions to include the Northern Shenandoah Valley Substance Abuse Coalition, The Lord Fairfax Planning District Prevention Coalition, and The NSV Alliance.

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

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

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

Applicant's Signature: Leslie Stewart Digitally signed by Leslie Stewart, DN: cn=Leslie Stewart, o=CLEAN, email=lstewart@cleaninc.org, c=US, Date: 2015.11.03 11:26:11 -0500 **Date:** 11/3/2015

Nominating Supervisor's Comments: _____

Please submit form to:
Frederick County Administrator's Office
107 North Kent Street
Winchester, VA 22601
or email to: tprice@fcva.us or jtibbs@fcva.us

Leslie Stewart

Areas of Specialty	<ul style="list-style-type: none">• Coalition Development• Leadership• Presentations• Grant Writing• Strategic Planning• Substance Abuse Prevention• Alcohol and Drug Education• Mental Health Promotion• Anger Management• Suicide Prevention	
Education	Masters of Science, Counseling <i>(Magna Cum Laude)</i> Capella University, Minneapolis, MN	August, 2011
	Bachelor of Social Work <i>(Magna Cum Laude)</i> Meredith College, Raleigh, NC	December, 2000
Certifications	Board Development Certification Workforce Solutions Certification Anger Management Certification -NAMA ASIST (Applied Suicide Intervention Skills Training) SAPST Trained SASSI I & II Certification <i>Substance Abuse Interventions</i> <i>Working With Latino Population</i> <i>Working With the Difficult Family</i> <i>Coping With Grief</i> Play Therapy Certification At Risk Adolescents Addictions and Compulsive Behavior Diversity, Multiculturalism, and Ethics in the Workplace Addiction as a Disease	
Experience	CLEAN, Inc. (Community Law Enforcement Against Narcotics) , Winchester, VA Executive Director	July 2011- Present
	<ul style="list-style-type: none">• Oversee the daily operations of the local non-profit organization that provides support to the courts, schools and community.• Construct yearly budgets to include programs that try to counteract the growing substance abuse problems in the community.• Functions as the community liaison for the courts, schools, and other community-based projects.• Facilitate various meetings to effect change in the community, based on the multi-prong approach of the SPF-SIG to include: assessment, capacity, planning, implementation and evaluation.• Research and develop programs based on identified needs through assessments and data collection and evaluation.• Grant writing to obtain funds for direct service, environmental projects, and policy change.• Hire, train, and provide supervision to field staff on an ongoing basis, to include intern supervision.• Engage in strategic planning with the board of directors.• Interface with the media outlets.• Provide education and training to the coalition, board members, and community at large.	

- Conduct fundraising efforts, event planning, and organize media campaigns

CLEAN, Inc. (Community Law Enforcement Against Narcotics) Winchester, Virginia
Program Manager September 2009- July, 2011

- Promote prevention services to children, adolescents, and adults using evidence-based programs
- Prevent substance abuse, suicide and promote successful mental health
- Collaborate with local coalitions and community members to address youth risk behaviors of concerned
- Engage in community needs assessments
- Provide individual, group and community support
- Develop prevention plans based on the Strategic Plan Framework, which includes assessment, capacity, planning, implementation, and evaluation, as well as sustainability and cultural competency
- Report all services provided by the SAPT block grant to the Department of Behavioral Health and Developmental Services (DBHDS) through their database KIT Solutions.
- Monitor prevention services provided by contract agency that are funded through the SAPT block grant and ensure those activities are being reported to DBHDS through their database KIT Solutions

Blue Ridge Hospice, Winchester, Virginia
Bereavement Coordinator September 2009-August 2005

- Oversaw the daily functions of the bereavement department and staff of 10
- Effectively managed incoming referrals from staff, hospice families, and the community
- Participated in the development of policies, procedures, clinical protocols, forms, and service programs
- Provided workshops and in-services to include schools, businesses, and community
- Provided individual and group counseling to adults and children
- Developed and facilitated school support groups for children with various need
- Provided crisis intervention
- Helped to establish Camp Hope, a camp for grieving children ages 3-16
- Established therapeutic relationships with clients from a variety of cultural, religious/spiritual, and socioeconomic backgrounds

Blue Ridge Hospice, Winchester, Virginia
Bereavement Counselor June 2005-September 2004

- Established therapeutic relationships with clients from a variety of cultural, religious/spiritual, and socioeconomic backgrounds
- Provided grief and loss services to hospice families and the community through individual and group counseling
- Provided in home support and telephone contact
- Created and implemented individual care plans
- Facilitated support groups
- Assessed individual needs and risk levels
- Provided referrals to community resources
- Interfaced with area agencies

Community Home Care and Hospice, Clinton, North Carolina
Bereavement Coordinator August 2004-May 2001

- Provided grief and bereavement therapy
- Facilitated Support Groups
- Educated volunteers and staff on Grief and Stress Management
- Managed company in-services
- Provided community outreach in the form of groups and lectures
- Provided support to local agencies, schools, and businesses for grief-related issues

- Developed agency's annual Memorial Service
- Responsible for county's first Senior Health and Fitness Fair.

Community Home Care and Hospice, Clinton, North Carolina

Volunteer Coordinator

May 2001-December 2000

- Directed, assessed, and supervised volunteer program consisting of 120 volunteers
- Assisted with recruitment of volunteers and marketing within the community
- Facilitated training
- Assessed patient needs for placement purposes
- Maintained volunteer schedule
- Produced regular statistic reports

Community Home Care and Hospice, Clinton, NC

Medical Social Worker

May 2001-December 2000

- Served as a patient advocate. Maintained a 25-30 patient caseload
- Evaluated and admitted patients for hospice services
- Completed various therapeutic plans of care based upon individual needs
- Provided individual and family counseling
- Engaged patients in various therapeutic techniques
- Educated patients and families on advanced care directive
- Prepared Power of Attorney and Living Wills
- Documented caseload for state agencies
- Assisted patients in applying for Medicare, Medicaid, and SSI

Our Community Hospital & Bryan Long Term Care Center, Scotland Neck, NC

Director of Admissions and Head of The Social Services

December 2000

- Managed a 100 bed unit consisting of rest home, intermediate, and skilled nursing, acute and swing beds
- Worked with the Department of Social Services, Social Security, Home Health and Mental Health agencies
- Completed the FL2, level one screen and obtained PASSAR numbers
- Assessed patients for level of care for placement and discharge
- Performed bio-psycho-social assessments to obtain pertinent information to promote optimal care
- Completed MDS and Care plans
- Conducted family conferences in conjunction with other healthcare professionals
- Counseled families regarding grief and loss
- Promoted and marketed the facility for the purpose of maintaining a positive public relationship

References

Available upon request

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

Judith McCann-Slaughter, Stonewall Magisterial District Supervisor, would like to nominate you to serve on the Social Services Board.

As a brief personal introduction to the other Board members, please fill out the information requested below for their review prior to filling the appointment. (Please Print Clearly. Thank You.)

Name: Patricia Riley Home Phone: _____
Address: 101 Barrel Way Office Phone: _____
Stephenson, Va. Cell/Mobile: 540-5398006
22656 Fax: _____
Employer: retired Email: nimby7@verizon.net

Occupation: preschool teacher

Civic/Community Activities: 4-H, Apple Blossom Cochair, Special Love

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

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

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

Applicant's Signature: Patricia Riley Date: Jan 6, 2016

Nominating Supervisor's Comments: Pat would make an outstanding representative on the Social Services Board.

Please submit form to:
Frederick County Administrator's Office
107 North Kent Street
Winchester, VA 22601
or email to: jprice@fcva.us or jtibbs@fcva.us

F



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: January 5, 2016
RE: Commissioner of Revenue Refund Requests



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

1. Glass America Southeast, Inc. – \$2,833.92
2. Crown Cork & Seal Co USA, Inc. – \$352,334.40


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: December 30, 2015

RE: Refund – Glass America Southeast, Inc.

I am in receipt of the Commissioner's request, dated December 28, 2015, to authorize the Treasurer to refund Glass America Southeast, Inc. the amount of \$2,833.92, for business license taxes in 2014 and 2015 and personal property taxes in 2015. This refund is a result of this company's change of ownership. The operation of the company remains in Frederick County. The new charges are the same amount as this refund and have been paid by the new ownership.

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

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

Roderick B. Williams
County Attorney

Attachment



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



December 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

RE: Exoneration Glass America Southeast Inc.

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

Please approve a refund of \$2,833.92 for business license taxes of \$2810.40 for 2014 and 2015 and BE taxes of \$23.52 for 2015 in the name of Glass America Southeast, Inc. This company was replaced by Glass America Midwest LLC. The operation of the company in Frederick County remains the same but ownership has changed. This refund is actually the same amount as the new charges to Glass American Midwest LLC. This refund reflects normal proration of business license taxes as reflected by change in ownership. The new charges have been paid by the new ownership.

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

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

Exoneration is \$2,833.92.

Date: 12/23/15

Cash Register: COUNTY OF FREDERICK

Time: 08:50:59

Customer Name: GLASS AMERICA

Total Transactions: 240
Customer Transactions: 4

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	BL2014	1	00027570001	\$1,264.60-	\$.00	\$1,264.60-
-	BL2015	2	00093510001	\$1,545.80-	\$.00	\$1,545.80-
-	PP2015	3	00203610001	\$11.76-	\$.00	\$11.76-
-	PP2015	4	00203610002	\$11.76-	\$.00	\$11.76-

Total Paid : \$2,833.92

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: December 30, 2015

RE: Refund – Crown Cork & Seal Co USA, Inc.

I am in receipt of the Commissioner's request, dated December 14, 2015, to authorize the Treasurer to refund Crown Cork & Seal Co USA, Inc. the amount of \$352,334.40, for personal property taxes in 2012, 2013, and 2014. This refund is a result of new packaging equipment being taxed as machinery and tools. The taxpayer showed that the equipment was not necessary, under state rules, to prevent contamination, making the purpose of the equipment being for shipping only and therefore statutorily intangible. Therefore, the equipment is exempt from the machinery and tools tax. The taxpayer filed an appeal and the Commissioner verified the status of the equipment, including by a walk-through of the plant, and verified that the documentation and details for this refund meet all requirements.

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

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

Roderick B. Williams
County Attorney

Attachment



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



December 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

A handwritten signature in cursive script, appearing to read "E. Murphy".

RE: Exoneration – Crown Cork & Seal Co USA Inc.

Please approve a refund totaling \$352,334.40 for machinery and tools taxes for 2012, 2013 and 2014 for Crown, Cork & Seal Co. USA, Inc. Taxpayer had filed new packaging equipment with his machinery and tools rendition for the years in question. However, because it was shown that the equipment was not necessary by state rules to prevent contamination the equipment was deemed to be for shipping only and intangible. Therefore it was exempt from the machinery and tools tax.

An appeal was filed and staff have verified the attorney General opinion and contacted the Tax Department for verification of the intangible status. This amount is the net difference in their reconciliation for Frederick County payments.

The Commissioner staff has verified all data including a walk-through of the plant. All records and correspondence are in the Commissioner's office

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

Exoneration is \$352,334.40.

Date: 12/09/15

Cash Register: COUNTY OF FREDERICK

Time: 16:48:54

Customer Name: CROWN CORK & SEAL CO USA INC
 Total Transactions: 224
 Customer Transactions: 6

Options: 2=Edit 4=Delete 5=View

Opt	Dept	Trans	Ticket No.	Tax Amount	Penalty/Int	Amount Paid
-	PP2012	1	00117480001	\$70,466.88-	\$.00	\$70,466.88-
-	PP2012	2	00117480002	\$70,466.88-	\$.00	\$70,466.88-
-	PP2013	3	00119110001	\$58,722.40-	\$.00	\$58,722.40-
-	PP2013	4	00119110002	\$58,722.40-	\$.00	\$58,722.40-
-	PP2014	5	00122550001	\$46,977.92-	\$.00	\$46,977.92-
-	PP2014	6	00122550002	\$46,977.92-	\$.00	\$46,977.92-

Total Paid : \$352,334.40

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

Needs Board Approval

G



Chester T. Lauck
Deputy Emergency
Management Coordinator

Memorandum

To: Board of Supervisors

From: Chester Lauck, Deputy Emergency Management Coordinator

Date: January 7, 2016

Re: Adoption of Emergency Operations Plan

A handwritten signature in black ink, appearing to be "CL", is positioned to the right of the "From:" line.

The current Emergency Operations Plan (EOP) adopted on January 11, 2012 for a period of four years and is set to expire at the end of January 2016. This document has been through a customary review by Virginia Department of Emergency Management and suggested changes made. Review and adoption of this plan is in accordance to Code of Virginia 44-146.19 (E) and needs to be completed no later than January 31, 2016.

Attachment: 2016 EOP

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Promulgation of the County Emergency Operations Plan

By virtue of the authority vested in me by the "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000 as Amended" (Code of Virginia 44-146.13 to 44-146.29:2) as County Administrator of the County of Frederick, Deputy Director of Emergency Management, and as the administrator ultimately responsible for the emergency management of the County of Frederick. I hereby promulgate and issue the County of Frederick Emergency Operations Plan ("the Plan") dated _____. The Plan provides for the county response to emergencies and disasters in order to save lives, to protect public health, safety and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as amended and is consistent with the National Incident Management System as implemented in the National Response Framework adopted in January 2008.

The Emergency management Coordinator and Deputy Coordinator, on behalf of the County Administrator are hereby authorized to activate the County of Frederick Emergency Operations Center ("EOC") in order to coordinate and supplement county emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the county Office of Emergency Management is hereby authorized, in coordination with the County Administrator, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of the County of Frederick.

Assigned in the Plan, the head of each designated county department or agency shall appoint a lead and at least one alternate for the department or agency. This promulgation rescinds any previous plan adoptions.

This promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the County of Frederick, this the _____ day of _____ 2016.

County Administrator: _____
Brenda Garton Date

Attest: _____

Witness: _____

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BOARD OF SUPERVISORS

Resolution Emergency Operations Plan

WHEREAS, the Board of Supervisors of the County of Frederick, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, the County of Frederick has a responsibility to provide for the safety and well being of its citizens and visitors; and


WHEREAS, the County of Frederick has established and appointed a Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Frederick, Virginia, this Emergency Operations Plan as revised is officially adopted, and

BE IT FURTHER RESOLVED AND ORDERED, that the Director of Emergency management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time it be ordered to come before this board.


Richard Shickle, Chairman, Board of Supervisors

ATTEST:


Clerk
County Board of Supervisors

Adopted this 11th day of January 2012.

Resolution #036-12

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Record of Changes

The following changes may require action by the Board of Supervisors while minor changes to the plan may be changed and tracked by the Director of Emergency Management or his/her designee.

- A formal update of planning guidance or standards
- A change in elected officials
- A plan activation or major exercise
- A change in the jurisdiction's demographics or hazard or threat profile, or
- The enactment of new or amended laws or ordinances or policy changes

Change Number	Date of Change	Page or Section Changed	Summary of Changes	Name of Person Authorizing Changes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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Record of Distribution

If this plan is for distribution to the public, it should be “clean” or without any sensitive or personal information.

Group	Agency/Department	Title of Recipient	Electronic or Hard Copy

Left blank intentionally

I. Introduction

Purpose

Frederick County is vulnerable to a variety of hazards. The purpose of this basic plan is to respond effectively to any emergency of a size or complexity beyond routine response systems. It is critical that all Frederick County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of the first responders.

A well planned and coordinated response on the part of the state and local officials in support of “in-the-field” emergency responders can save lives, enhance property protection capabilities, and, more quickly restore essential services. The foundation for this coordinated response is established herein as the County of Frederick Emergency Operations Plan and is governed and directed by the “Commonwealth of Virginia Emergency Services and Disaster Laws of 2000 as amended” (Code of Virginia 44-146.13 to 44-146.29:2) which requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in preparation for such emergency instances.

Plan Elements

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and coordinate operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

Scope

The county is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.

The population of Frederick County is approximately 79,453 (31,587 households) with the following demographics based on the 2013 ACS 5-year population estimates:

- Size of household: 2.68 persons
- Median Household Income: \$68,424
- Median age of resident: 40.1
- Percentage of populations >45 years of age: 32,961 (~41.5%)
- Percentage of population <19 years of age: 21,287 (~26.8%)

The County of Frederick is located in Northern Virginia, approximately 75 miles from the District of Columbia at 39°11'4.503N latitude and 78°9'46.735W longitude. It covers approximately 415 square miles. Terrain ranges from 375 feet in elevation, to 2840 in elevation.

The major transportation routes in the county are: Route 7, Route 37, Route 50, Route 522 and Interstate 81.

In accordance with the Virginia Emergency Services and Disaster Law of 2000, as amended, the county Emergency Operations Plan has been developed. This plan will be staffed, revised, exercised, readopted, and reissued once every four years.

The Frederick County Emergency Operations Plan identifies a range of potential disasters that could occur in or near our locality. These potential hazards and their respective frequency/severity are listed below:

Hazard	Significance Rating
Natural Disasters	
Hurricane	Limited
Tornado	Limited
Severe Winter Storm	Significant
Thunder Storm	Significant
Conflagration	Moderate
Resource Shortage	Limited
Earthquake	Limited
Flood	Moderate
Wildfire	Significant
Man-Made Disasters	
Terrorism	Moderate
Criminal Activity	Moderate
Pandemic	Moderate
Mass Casualty	Moderate
Civil Unrest	Limited
Chemical Incident	Significant
Radiological Incident	Moderate
Biological Incident	Moderate
Explosive Incident	Moderate
Nuclear Incident	Limited
Communications Failure	Moderate
Infrastructure Failure	Moderate

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the County of Frederick. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the Regional Hazard Mitigation Plan.

A local readiness capability assessment is conducted yearly (LCAR). This process is used to determine community capabilities and limits in order to prepare for and respond to defined hazards. It provides a snapshot of the jurisdictions preparedness capabilities. The most recent capability assessment was completed in June of 2015.

The EOP works to anticipate the needs that Frederick County might experience during an incident and provides guidance across county departments, agencies and response organizations by describing an overall emergency system. For example:

- How county departments and agencies will be organized during response to an incident, including command authorities.
- Critical actions and interfaces during all phases of the incident.
- How the interaction between the county, regional, state and federal authorities is managed.
- How the interaction between the county and its private partner organizations (hospitals, non-governmental organizations, and others) is managed.
- How to manage available resources and request those resources which are not available within the locality.

Incident Management Activities

This plan addresses the full spectrum of activities related to local incident management, including mitigation, preparedness, response, and recovery actions. The plan focuses on those activities that are directly related to an evolving incident, potential incident, or event. These activities include but may not be limited to:

- Increasing public awareness
- Public warning and information systems
- Coordination of protective measures across jurisdictional boundaries
- Increasing mitigation activities including inspections, security, and infrastructure protection
- Involvement in public health assessments and conducting a wide range of prevention measures to include, but not limited to the administration of vaccinations and other prophylactic medications as warranted by public health emergencies
- Assisting with immediate as well as long term public health medical response assets
- Providing strategies for the coordination of resources
- Supporting immediate response and recovery activities while working to define and support long term recovery goals.

Other key concepts of incident management include:

- A systematic and coordinated incident management approach, including protocols for:
 - Incident reporting
 - Coordinated actions between departments, agencies and organizations
 - Alert and notification
 - Management of resources
 - Operating under all hazards
- Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with federal, state, private entities as well as other local governments when possible.
- Organizing interagency efforts to minimize damage, restore impacted areas to re-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
- Coordinate incident communications, worker safety and health, private sector involvement, and other activities that are common to the majority of incidents.

- Organizing Emergency Support Functions (ESFs) to facilitate the delivery of critical resources, assets and assistance. Departments and agencies are assigned to lead or support ESFs based on authorities, resources and capabilities.
- Providing mechanisms for coordination, communications, and information sharing in response to threats or incidents. These mechanisms facilitate the coordination between federal, state, and Frederick County government as well as between the public and private sector.
- Providing support to departments and agencies acting under the requesting departments or agency's own authorities.
- Developing detailed supplemental operations, tactical, and hazard specific contingency plans and procedures.
- Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.

II. Assumptions & Considerations

- A. Incidents are typically managed at the lowest possible level of government.
- B. Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS) and Incident Command System (ICS).
- C. The combined expertise and capabilities of government at all levels, the private sector, and non-governmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
- D. Incidents that require the Frederick County government to coordinate operations and/or resources may:
 - Occur at any time with little or no warning
 - Require the Coordinator or Deputy Coordinator to mobilize resources and personnel as required by the situation
 - Require significant information sharing across multiple jurisdictions and between the public and private sectors
 - Involve single or multiple geographic areas
 - Have significant impact and/or require resource coordination and/or assistance
 - Span the spectrum of incident management to include prevention, preparedness, response, and recovery
 - Involve multiple, highly varied hazards or threats on a local or regional scale
 - Result in numerous casualties, fatalities, displaced people, property loss; disruption of normal operating systems, essential public services and basic infrastructure; and significant damage to the environment
 - Attract a sizeable influx of independent, spontaneous volunteers and supplies
 - Require short notice State and Federal asset coordination
 - Require prolonged, sustained incident management operations and support activities.
- E. The top priorities of the Frederick County government are to:
 - Save lives and protect the health and safety of the public, responders, and recovery workers
 - Ensure security of the County
 - Prevent an imminent incident from occurring, when possible
 - Protect and restore critical infrastructure and key resources
 - Ensure the County government continues to function throughout the incident
 - Protect property and mitigate damages and impacts to individuals, communities, and the environment, and
 - Facilitate recovery of individuals, families, businesses, government, and the environment
 - Secure mutual aid agreements with neighboring localities.

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III. Organization and Assignment of Responsibilities

LOCAL CHIEF EXECUTIVE OFFICER/COUNTY ADMINISTRATOR

The County Administrator, serving as the jurisdiction's chief executive, is responsible for the public safety and welfare of the people of that jurisdiction. The County Administrator:

- Is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies.
- Dependent upon state and local laws, has extraordinary powers to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and in coordination with the local health authority to order quarantine.
- Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

EMERGENCY SUPPORT FUNCTIONS (ESFs)

The Emergency Support Function is a grouping of government and certain private sector capabilities into an organization structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during incidents.

Each ESF is composed of primary and support agencies. The county will identify primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area (Matrix of Responsibilities – Basic Plan Page 43). Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating all of the ESFs.

NONGOVERNMENTAL AND VOLUNTEER ORGANIZATIONS

Although many of these organizations are founded on the state level, they will be expected to work in conjunction with and by request of the affected locality.

PRIVATE SECTOR

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters. The roles, responsibilities, and participation of the private sector during a disaster vary based on the nature of the organization and the type and impact of the disaster. The roles of the private sector organizations are summarized below:

Type of Organization	Role
Impacted Organization of Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resource	Private sector organizations provide response resources (donated or compensated) during an incident – including specialized teams, equipment, and advanced technologies – through county, public-private emergency plans, mutual aid agreements, or incident specific requests from local governments and private sector volunteered initiatives
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in county emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee (LEPC).

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangements or county government purchases to assist in response and recovery activities.

Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. The Frederick County government maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, response, and recovery activities. Private sector representatives should be included in planning and exercises.

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery and mitigation.

The Citizen Corps brings these groups together and focuses efforts of individuals through education, training and volunteer services to help make communities safer, stronger and better prepared to address incidents of all types. The Citizen Corps works through a national network of state and local Citizen Corp Councils, which bring together leaders from law enforcement, fire, emergency medical, and other emergency management volunteer organizations, local elected officials, the private sector, and other community stakeholders.

The Citizen Corps Council implements the Community Emergency Response Teams (CERT), Lord Fairfax Health District, Medical Reserve Corps Unit (MRC), Neighborhood Watch, Volunteers in Police Service, and the affiliate programs and provides opportunities for special skills and interests. The programs develop targeted outreach for special needs groups and organize special projects and community events.

The Frederick County government has partnered with the City of Winchester to develop a combined CERT team, with approximately 40 volunteers available to assist with emergency preparedness, response and recovery activities. The LEPC has taken on the responsibility of the CERT program as the lead agency.

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IV. Concept of Operations

General

This section describes the county's coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, non-governmental organizations and private sector efforts into a comprehensive approach to incident management.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Frederick County organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Director of Emergency Management (Director) is the Chairman of the Board of Supervisors. The day-to-day activities of the emergency preparedness program have been delegated to the Deputy Director of Emergency Management (Deputy Director), Coordinator of Emergency Management (Coordinator), and Deputy Coordinator of Emergency Management (Deputy Coordinator). The Deputy Director, in conjunction with the Coordinator and Deputy Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The County Administrator's office will be responsible for emergency public information. Public information may be provided in one or more forms which include but may not be limited to: radio, television, print media, and use of citizen's alert system.
3. The Coordinator and Deputy Coordinator, assisted by department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which coordination and support of field operations will occur. The primary EOC is located in the Frederick County Public Safety Building, 1080 Coverstone Drive, Winchester, Virginia 22602. The alternate EOC facility will be located at the determination of the Coordinator or Deputy Coordinator.
4. The day-to-day activities of the emergency management program, for which the Coordinator and Deputy Coordinator are responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in County and State regulations.
5. The Deputy Director or, in his absence, the Coordinator and Deputy Coordinator will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. Local Law Enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident the Incident Commander or his representative on scene should coordinate immediate protective actions with the Coordinator or Deputy Coordinator to include evacuation as appropriate.

6. Succession to the Director will be the Deputy Director, Assistant Director, Coordinator, and the Deputy Coordinator, respectively.
7. The County department heads will maintain plans and procedures in order to be prepared to effectively accomplish their assigned EOC responsibilities.
8. The Coordinator, assisted by the Deputy Coordinator, will assure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County as appropriate.
9. The County must be prepared to bear the initial impact of a disaster on its own realizing that help may not be immediately available from the State or Federal governments after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the State. Requests for assistance will be made through the State EOC.
10. By the authority given by the Deputy Director, the Coordinator or Deputy Coordinator, with support from designated County officials, will exercise direction and coordination efforts from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatening disasters.
11. The County Department heads will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is needed. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of the Frederick County government. Department and agency heads will establish lines of succession of key emergency personnel within their respective Continuity of Operations Plan (COOP).
12. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
13. Declaration of a Local Emergency
 - a. The Frederick County Board of Supervisors, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
 - b. A local emergency may be declared by the Deputy Director, in consultation with the Director, with the consent of the Board of Supervisors (see Section 44-146.21,

Virginia Emergency Services and Disaster Law) or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first.

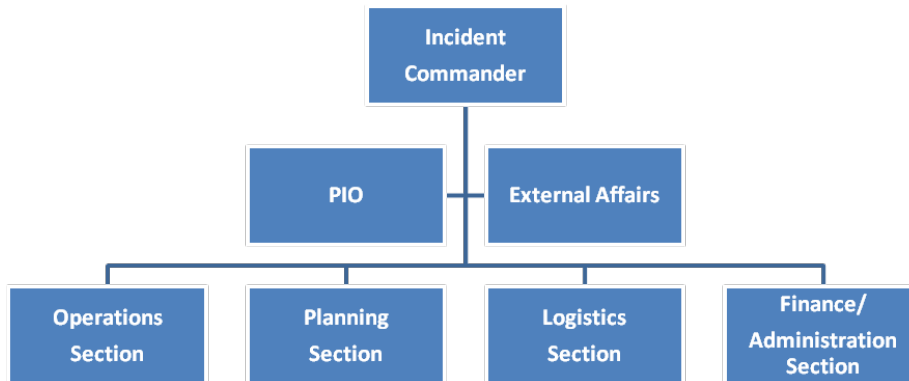
- c. A declaration of a local emergency activates the response and recovery program of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Board of Supervisors cannot convene due to the disaster, the Deputy Director, in consultation with the Director, or any other Emergency Management staff in his absence, may declare a local emergency to exist subject to confirmation of the entire Board, within fourteen days. The Deputy Director or, in his absence, the Coordinator or Deputy Coordinator will advise the Virginia EOC immediately following the declaration of a local emergency.
 - d. When local resources are insufficient to cope with the effects of a disaster and Frederick County requests state assistance, the following procedures will apply. The Deputy Director, Coordinator or Deputy Coordinator will notify the State Coordinator of Emergency Management that a local emergency has been declared, through contact with the State EOC (VEOC). At that time, notification will be made that the EOP has been activated, that all local resources have been committed and that state assistance is being requested. A follow-up letter, with a copy of the resolution, declaring the local emergency should be forwarded to the VEOC.
14. The Virginia Emergency Operations Plan requires the submission of the following reports, as applicable, by local government in time of declared emergency. These reports are available through the on-line Web EOC program.
- a. Daily Situation Report
 - b. Initial Damage Assessment Report
 - c. Request for Assistance Form
15. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and personnel and may receive from the County Deputy Director or his designated representative (Coordinator or Deputy Coordinator) mission type requests, to include objectives, priorities, and other information necessary to accomplish missions.
16. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Deputy Director, Coordinator or Deputy Coordinator.
17. The Deputy Director in conjunction with the Department of Social Services and the American Red Cross will assist disaster victims in obtaining post-disaster assistance such as temporary housing and low-interest loans.
18. In the event that victims or witnesses of crimes during a disaster shall be protected and provided rights as defined in Code of Virginia §19.2-11.01 as a provision that the Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation shall be contacted.

The current contact information is kept in the EOC as well as the resource manual and with the Deputy Emergency Management Coordinator

19. The Deputy Director, Coordinator and Deputy Coordinator shall have overall responsibility for maintaining and updating this plan. It should be updated and improved upon based on lessons learned, and Code changes, and, following real time, large scale emergency incidents, or exercises. Plan review should occur at least annually and the plan should be readopted every 4 years.
20. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the county and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as Amended.
 - b. A State of Emergency is declared by the Governor.

Organization

On Scene



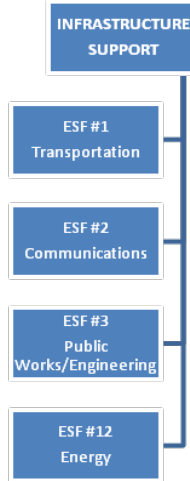
When the local emergency operations center (EOC) is activated, there should be coordination between the emergency manager and the incident commander to ensure a consistent response:

- EOC follows the ICS structure and
- The ESFs should be aligned with ICS staff.

Emergency Services ESFs



Infrastructure Support ESFs



Planning Section ESFs



Human Services ESF



Logistics Section ESFs



V. Administration, Finance and Logistics

All assets (human resources and facility and equipment resources) of the county will become the purview of the County Administrator to direct in any way necessary to respond to an emergency. In the absence of the County Administrator, or his designee, the Coordinator or Deputy Coordinator may assume this authority.

MISSION

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

ORGANIZATION

The Board of Supervisors may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.

The Director of Finance and Coordinator are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.

The Director of Finance and Coordinator will coordinate with all departments, government entities, and representatives from the private sector who support disaster operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

CONCEPT OF OPERATIONS

In an emergency situation, as defined by the Emergency Operations Plan, the Director of Finance will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

The Coordinator and Director of Finance will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner. Department directors will also be informed of any assistance the central accounting office will provide. Department directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.). Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations.

The accounting process followed by all departments will follow existing standardized procedures. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

The Finance Office will be responsible for developing and providing its own logistical support to carry out the assigned emergency duties. The Finance Office will also be responsible for developing, maintaining, and implementing the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster as well as facilitate their restoration if impacted by the disaster.

EMERGENCY MANAGEMENT ACTIONS - BUDGET AND FINANCIAL MANAGEMENT

1. Normal Operations

- a. Develop, maintain, disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster
- b. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms
- c. Develop the necessary logistical support to carry out emergency tasking
- d. Instruct all departments to maintain an inventory of supplies on hand
- e. Develop the necessary mutual aid agreements, contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations
- f. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster

2. Increased Readiness

A natural or man-made disaster is threatening the local area

- a. Review emergency budget and management procedures and update if necessary
- b. Review federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000 as Amended
- c. Review resource inventories and prepare to make emergency purchases of goods and services. Major claimants will be Public Works, schools and Social Services

- d. Review procedures to be followed in documenting and reporting disaster-related expenditures with all departments
- e. Pre-identify one or more cost center code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment
- f. Review and update mutual aid agreements, contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations
- g. Ensure that the necessary measures to protect vital records and critical systems are in place and can be implemented

3. Emergency Operations

- a. Implement emergency budget and financial management procedures to expedite the necessary procurement of goods and services to effectively address the situation at hand
- b. Begin tracking and compiling accurate cost center records from data submitted by departments
- c. Assist in damage assessment survey
- d. Implement the necessary mutual aid agreements
- e. Begin utilizing contracts and the resource listing to expedite the procurement of anticipated resource needs for disaster operations
- f. Implement the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster

4. Recovery

- a. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures
- b. Assist in finalizing damage assessment report
- c. Review and revise real estate assessments based upon damages sustained to local infrastructure
- d. Assist in the preparation and submission of government insurance claims
- e. Conduct the necessary internal audits as well as support external audits required by state and federal governments for assistance received

Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems

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VI. Plan Development and Maintenance

Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, requires jurisdictions to develop, adopt, and keep current a written Emergency Operations Plan.

Every four years, the County of Frederick shall conduct a comprehensive review and revision of its Emergency Operations Plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Board of Supervisors.

Such review shall also be certified in writing to the Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on the Frederick County administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness. Input may be received by any or all of the following agencies and departments:

- Board of Supervisors
- County Administration
- Emergency Management
- Fire & Rescue
- Sheriff's Office
- PSCC
- Public Works
- Finance
- Human Resources
- Social Services
- Other departments as applicable

The Coordinator or Deputy Coordinator will review and update the Emergency Operations Plan annually. Emergency Management will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator and/or Deputy Coordinator to assure that the plan is tested and exercised on a scheduled basis.

The Coordinator or Deputy Coordinator will maintain the exercise schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

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VII. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Frederick County Emergency Operations Plan. The Coordinator and/or Deputy Coordinator will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Frederick County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator and/or Deputy Coordinator, in conjunction with the Fire and Rescue Training Division, is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Frederick County. This program will be comprised of a general, core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Frederick County.

Training will be based on federal and state guidance. Instructors will be selected from Frederick County government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency services and response. All training and exercises conducted in Frederick County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator and/or Deputy Coordinator will develop, plan, and conduct table top, functional and/or full-scale exercises as appropriate. These exercises will be designed to not only test the Frederick County Emergency Operations Plan, but to train all appropriate officials, emergency response personnel, Frederick County employees, and improve the overall emergency response organization and capability of the County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed as immediately as feasible and practical.

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Appendix 1 – Glossary of Key Terms

Amateur Radio Emergency Services

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

American Red Cross

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Command Section

Includes the five functional areas of the Incident Command System. The function of the command section is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

That location at which primary Command functions are executed; usually collocated with the Incident Base also referred to as the Incident Command Post.

Comprehensive Resource Management

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Coordination

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Emergency

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective

actions in the event of a disaster or emergency situation.

Emergency Operations Center

A facility from which government coordinates and supports its emergency operations; where information about the status of the emergency situation is officially collected, compiled, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

Assisting people to move from the path or threat of a disaster to an area of relative safety.

Federal Disaster Assistance

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery

actions. This plan is separate from the county's Emergency Operations Plan.

Incident Command System

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Presidential Declaration

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Administrator during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Administrator or his/her designee.

Regional Information Coordination Center

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Weapons of Mass Destruction

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

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Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment

PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix 3 – Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2007

Local

1. Frederick County Emergency Operations Plan
2. Department Continuity of Operation Plans:
 - County Administrator
 - Fire & Rescue
 - Regional Adult Detention Center
 - Landfill
 - Shawneeland Sanitary District
 - Public Works
 - Communications
 - Planning & Development
 - Parks & Recreation
 - Inspection
 - Human Resources
 - Department of Geographic Information Systems
 - Finance Department
 - Office of Treasurer
 - Economic Development Commission
 - Commissioner of Revenue
 - Animal Shelter
 - Social Services
 - Data Processing
 - Health Department

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Appendix 4 – Matrix of Responsibilities

	ECC Operations Supervisor	Emergency Management Coordinator	Board of Supv./Director of E.M.	County Administrator	Sheriff	Fire & Rescue Department	Superintendent of Schools	Department of Social Services	American Red Cross	Health Department		Public Works	Hospitals	VPI&SU Ext. Agent/Com. Revenue	Inspections	Commonwealth Attorney	State and Special Police Forces	VA Dept. of Transportation	
o- - Primary responsibility x- - Secondary or assist responsibility																			
Direction and Control		o	o	o												x			
Emergency Public Information		o	x	o															
Law Enforcement					o												x		
Traffic Control					o												x	x	
Communications	o	x			x	x	x												
Warning and Alerting	o				x	x											x		
Fire Response						o													
Hazardous Materials Response		o			x	o													
Search and Rescue					o	x													
Evacuation					o	o	x										x		
Radiological Incident Response		o			x	o				x									
Shelter Operation		o				x	x	o	o										
Emergency Medical Transport						x	o						o						
Mass Feeding		x				x	x	o	x										
Welfare Services								o	x										
Health Services						x				o			x						
Utilities Services												o			x				
Street Maintenance												x			x				o
Debris Removal		x										x			x				o
Damage Assessment		o										x		x	x				
Resource and Supply						o						x							
Economic Stabilization			o	x												x			
Medical Services						x		x	x				o						
Mortuary Services						x			o				x						

ESF MATRIX FOR COUNTY AGENCIES

SUPPORT FUNCTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
EMERGENCY SUPPORT FUNCTION	TRANSPORTATION	COMMUNICATIONS	PUBLIC WORKS	FIREFIGHTING	EMERGENCY MANAGEMENT	MASS CARE, HOUSING & HUMAN RESOURCES	RESOURCE SUPPORT	PUBLIC HEALTH & MEDICAL SERVICES	URBAN SEARCH & RESCUE	OIL & HAZARDOUS MATERIALS	AGRICULTURE & NATURAL RESOURCES	ENERGY	PUBLIC SAFETY & SECURITY	LONG TERM COMMUNITY RECOVERY & MITIGATION	EXTERNAL AFFAIRS
FREDERICK COUNTY DEPARTMENTS															
ADMINISTRATION					P		P					P		P	P
AIRPORT AUTHORITY	P	S						S							
AMERICAN RED CROSS						S	S				S				
COMMR. OF REVENUE							S							S	
COUNTY ATTORNEY					S										
DATA PROCESSING		S			S		S								
EXTENSION SERVICE					S		S				P				
FIRE & RESCUE DEPT.	S	S		P	S	S	S	P	S	P	S		S	S	S
HEALTH DEPARTMENT			P			S	S	P	S	S	S	S	S	S	S
INSPECTIONS			P				S							S	
PARKS & RECREATION			S			S	S								
HUMAN RESOURCES					S		S								
PLANNING			S		P		S								
PUBLIC SAFETY COMM.		P					S						S		
PUBLIC WORKS	S		P		S		S					S		S	
REGIONAL JAIL	S					S	S								
SANITATION DEPARTMENT			S							S				S	
SCHOOL ADMINISTRATION	P	S				S	P								S
SERVICE AUTHORITY			S							S					
SHERIFF'S DEPARTMENT	S	S		S		S	S		P	S			P	S	S
SOCIAL SERVICES	S					P		S			S			S	S

P – Primary Agency: Responsible for management of ESF.
S – Support Agency: Responsible for supporting the primary agency.

Appendix 5 – Succession of Authority

Continuity of Government is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Board of Supervisors	Chairman
	Vice Chairman
	Senior Board Member
County Administration	County Administrator
	Assistant County Administrator
	Deputy County Administrator
Emergency Management	Director
	Deputy Director
	Coordinator
	Deputy Coordinator
Finance	Director
	Assistant Director
	Risk Manager
Fire & Rescue	Chief
	Deputy Chiefs
	Captains
Human Resources	Director
	Benefits Administrator
	H.R. Generalist
Planning & Development	Director
	Deputy Director
	Senior Planner
PSCC	Director
	Supervisor
	Supervisor
Public Works	Director
	Deputy Director
	Building Official
Sheriff	Sheriff
	Major
	Captain

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Appendix 6 – Emergency Operations Plan Distribution List

Director of Emergency Management
Deputy Director of Emergency Management
Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Frederick County Fire & Rescue Department
Frederick County Volunteer Fire & Rescue Companies (11)
Public Utilities (5) SVEC, REC, FCSA, Comcast, Washington Gas
Building Official
Director, Parks and Recreation
Commissioner of the Revenue
Director, Social Services
County Administration
Frederick County Extension Services
Frederick County Health Department
County Attorney
Public Safety Communications Center
Frederick County Board of Supervisors (6)
Frederick County Public Schools – Administration Office
American Red Cross
Virginia Department of Transportation
Damage Assessment Team
Winchester Medical Center
Winchester Regional Airport
Northwestern Regional Adult Detention Center
Lord Fairfax EMS Council
Salvation Army
Virginia State Police – Kernstown Barracks
Landfill
Shawneeland Sanitary District
Director, Public Works
Director, Planning & Development
Director, Human Resources
Director, GIS
Director, Finance
Office of the Treasurer
Animal Shelter
Mayor, Town of Middletown
Mayor, Town of Stephens City
Virginia Department of Emergency Management

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Appendix 7 – Essential Records

Court Records

The preservation of essential records for the locality is the responsibility of the Frederick County, Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

Real Estate Records*
Criminal Records
Wills
Civil Records
Chancery Records
Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court.

The loading and transportation of these records is the responsibility of the Frederick County Sheriff's Department.

*** A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

Agencies/Organizations

Each agency/organization within the structure of local government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

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Appendix 8 - NIMS Resolution

Declaration of Adoption National Incident Management System

Resolution (#042-05) RE: Adoption of the National Incident Management System – Approved

Upon a motion by Supervisor Van Osten, seconded by Supervisor Tyler, the Board approved the Resolution re:
Adoption of the National Incident Management System.

WHEREAS, the Board of Supervisors of the County of Frederick, Virginia, does hereby find as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of causer, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resources management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes;

WHEREAS, the Incident Command System components of NIMS are already an integral part of various county incident management activities, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of Frederick, Virginia, that the National Incident Management Systems (NIMS) is established as the County standard for incident management.

The above motion was approved by the following recorded vote:

Richard C. Shickle	Aye
Gary W. Dove	Aye
Bill M. Ewing	Aye
Gene E. Fisher	Aye
Gina A. Forrester	Aye
Lynda J. Tyler	Aye
Barbara E. Van Osten	Aye

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Appendix 9 – Resolution of Adoption of EOP

Resolution

~

Emergency Operations Plan

WHEREAS the Board of Supervisors of Frederick County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS Frederick County has a responsibility to provide for the safety and wellbeing of its citizens and visitors; and

WHEREAS Frederick County has established and appointed a Director, Coordinator and Deputy Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Frederick County Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Coordinator of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Chairman, County Board of Supervisors

ATTEST:

Clerk
County Board of Supervisors

Adopted this ___ day of _____ 20__

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Appendix 10 – Sample Declaration of Local Emergency

RESOLUTION # ____ DECLARING A LOCAL EMERGENCY IN FREDERICK COUNTY, VIRGINIA

WHEREAS, the Board of Supervisors of the County of Frederick does hereby find that:

1. Due to a severe winter storm with expected snow accumulation totals of 30 to 40 inches, the County of Frederick is facing dangerous conditions;
2. Due to a severe winter storm, a condition of extreme peril of life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED BY THE Board of Supervisors of the County of Frederick, Virginia that an emergency exists throughout the county, and

IT IS FURTHER PROCLAIMED AND ORDERED that due to the above stated circumstances, and after consultation with the Coordinator and Deputy Coordinator(s) of Emergency Management, the Director of Emergency Management declared a local emergency pursuant to Section 44.146.21 of the Code of Virginia on _____, 20___. This local emergency declaration remained in effect until _____, 20__ during which time the powers, functions, and duties of the Director of Emergency Management and the Emergency Services Organizations of the County of Frederick shall be those prescribed by state law and the ordinances, resolutions, and approved plan of the County of Frederick in order to mitigate the effects of said emergency.

ADOPTED this ____ day of _____, 20__

Upon motion made by Supervisor _____, seconded by Supervisor _____, the above Resolution was approved by the following recorded vote:

Chairman	_____	Member	_____
Member	_____	Member	_____
Member	_____	Member	_____
Member	_____		

A COPY TESTE:

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

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EMERGENCY SUPPORT FUNCTION

#1 - TRANSPORTATION

PRIMARY AGENCY

County Transportation Planner

SECONDARY/SUPPORT AGENCIES

Law Enforcement
Public Schools
Public Works
Virginia Department of Transportation
Airport Authority

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #1 – Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

SCOPE:

Assistance provided by ESF #1 includes, but is not limited to:

- Coordinating transportation activities and resources during the response phase immediately following an emergency or disaster;
- Facilitating damage assessments of transportation routes to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies and emergency support functions. This ESF will coordinate evacuation transportation as its first priority; and
- Facilitate movement of the public in coordination with other transportation agencies.

POLICIES:

- Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident;
- Local transportation planning will recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment and supplies;
- To facilitate the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by local government prior to an incident. Each ESF is responsible for compiling, submitting, and updating information for inclusion in the ESF #1 prioritized shipments.

CONCEPT OF OPERATIONS

GENERAL:

The Emergency Operations Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.

A disaster may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by lack of usable surface transportation infrastructure.

The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.

Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.

Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.

All government transportation resources not being used for the emergency/disaster will be available for use.

All requests for transportation support will be submitted to the Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

ORGANIZATION:

The County, in conjunction with the Virginia Department of Transportation, is responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

The Department of Transportation will provide a liaison and provide information on road closures, alternate routes, and infrastructure damage, and debris removal, rail and bus transit and restoration activities.

The Department of Transportation in conjunction with support agencies will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

ACTIONS

- ESF #1 will develop, maintain, and update plans and procedures for use during an emergency;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- If necessary, contact State or Federal agencies and alert Secondary Agencies. Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses, and continue through the duration of the emergency;
- Prepare appropriate facilities for possible use;
- Identify a Transportation Officer (Fleet Management) to coordinate transportation issues, as needed;
- Locality will communicate and inform the State EOC of actions and intentions;
- ESF #1 staff coordinates the use of transportation resources to fulfill mission assignments and follow established practices and procedures; and
- Continue to provide support where needed.

RESPONSIBILITIES

PRIMARY AGENCY:

- Staff EOC as required to coordinate activities;
- Partners with State and Federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
- Coordinates and implements, response and recovery functions under Primary agency statutory authorities;
- Assists with determining the most viable transportation networks to, from and within the emergency or disaster area and regulates the use of these transportation networks; and
- Identifies resource requirements for transportation and coordinates their allocation.
- Ensures safe and open transportation routes;
- Maintenance and continued operation of infrastructure in County right-of way including traffic engineering and street maintenance;
- Assist with providing minimum essential sanitation services;
- Relocation of essential equipment and supplies; and
- Provide for a flood plain management program.
- Monitor/ provide information relative to the IFLOWS program to departments and businesses

EMERGENCY TRANSPORTATION RESOURCES

FREDERICK COUNTY PUBLIC SCHOOLS:

Bus Garage: 540-678-1868 or contact the Superintendent of Schools

135	regular school buses (Approximately 119 radio/cellular-equipped)
18	lift-equipped/wheelchair – capable buses of varying sizes (All radio/cellular equipped)
Note: set-up/reconfiguration required to vary number of wheelchair bays in each, requiring some lead time	
4	Supervisor’s vehicles (radio/cellular-equipped)
6	Activity vehicles.

Base Radio; county frequency, can net with both the EOC and the Frederick County Communications Center.

CHURCHES/CIVIC GROUPS/PRIVATE SCHOOLS:

Public Information appeal for transportation; query mechanical reliability in order to avoid becoming a liability rather than asset; issue written directions on traffic control point entry pass.

Consider, given church knowledge of their own aged and handicapped members in area, coordinating assets and inputs.

Assign Vans to smaller, more remote roads, which cannot handle school buses.
(Consider check-in/out at traffic control pt)

PARKS AND RECREATION VANS

Vehicles:

- 3 – Seven passenger vans
- 1 – Thirteen passenger van
- 1 – 24 Passenger Bus

PRIVATE TRANSPORTATION COMPANIES

Schrock Tour & Charter	540-678-2871
Shuttle Transportation Inc.	540-631-9111
Taylor Charter Service	540-888-3963

EMERGENCY SUPPORT FUNCTION

#2 – COMMUNICATION

PRIMARY AGENCY

Public Safety Communications

SECONDARY/SUPPORT AGENCIES

Sheriff's Department
Fire & Rescue Department
Local Telephone Service Providers
Information Technology Department
Amateur Radio

INTRODUCTION

PURPOSE:

The purpose of Emergency Support Function #2 – Communication is to support public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 is responsible for keeping the public and county employees informed in regards to an emergency situation, provide guidance when appropriate to help save lives and protect property, and support county agencies with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources. This section describes the locality's emergency communications/ notification and warning system. The locality will coordinate with the State Emergency Operations Center should outside assistance be required.

SCOPE:

ESF #2 works to accurately and efficiently transfer information during an incident. This ESF is also responsible for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machines. Communication includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any natures by wire, radio, optical, or other electromagnetic systems.

POLICIES:

- The Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point;
- The ECC is accessible to authorized personnel only;
- Support personnel to assist with communications, designated logistics, and administration will also be designated. The Deputy Director or Coordinator will be available for decision-making as required; and
- The ECC will initiate notification and warning of appropriate personnel.

CONCEPT OF OPERATIONS

GENERAL:

The Emergency Operations Plan provides guidance for managing emergency communications resources.

The County's Public Safety Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

The Emergency Communications Center (ECC) is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number (540-678-3911) will be reserved for "rumor control" to handle citizen inquiries from the EOC. The Coordinator will coordinate with the telephone company to provide these services.

Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications with some in-field operators.

It is important that while communicating, standard plain language and common terminology is used so that multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio, TV and the Citizens Alert System. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

ORGANIZATION:

Frederick County emergency communications are heavily dependent on the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

Amateur radio operators and other nongovernmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Deputy Director of the Coordinator. The amateur radio and other nongovernmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management.

ACTIONS

- ESF #2 will establish a working arrangement between the local Primary Agency, the local Emergency Operations Center, and local news media;
- The ECC will initiate notification and warning of appropriate personnel. Landline telephones, voice or data-2 way radio, and wireless telecommunications devices may be utilized to notify public officials, EOC staff, emergency personnel and others, as required;
- Emergency service vehicles equipped with public address systems may be used to warn the general public;
- The Coordinator or his/her designee must authorize the use of the Emergency Alert System; and
- Emergency warning may originate at the federal, state or county level of government. Timely warning requires dissemination to the public by all available means:
 - Emergency Communications Center
 - Emergency Alert System
 - Local radio and television stations
 - NOAA Weather Radio – National Weather Service
 - Mobile public address system
 - Telephone
 - General broadcast over all available radio frequencies
 - Citizens Alert System
 - Newspapers
 - Amateur Radio Volunteers
 - Cable TV

RESPONSIBILITIES

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, nongovernmental and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to Finance Section Chief.

TAB 1 TO EMERGENCY SUPPORT FUNCTION #2

EMERGENCY NOTIFICATION PROCEDURES

Until the EOC is activated, the Public Safety Communications Center of Frederick County will notify the following officials upon receipt of a severe weather flash flood or tornado watch or warning, or when directed by an on-scene incident commander:

- Personnel notification list are kept in Public Safety Communications Center of Frederick County, the EOC and with the Deputy Emergency Management Coordinator
- Additional personnel who are to be notified when an immediate evacuation is required or an immediate need for temporary shelter is required.

Once operational, the EOC will receive messages directly from the State EOC. It is then the responsibility of the Dispatch Center of Frederick County to monitor message traffic and ensure that messages reach the Deputy Director or his designee.

**TAB 2 EMERGENCY SUPPORT FUNCTION #2
AMATEUR RADIO EMERGENCY SERVICE**

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in the public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Frederick County leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the county. The ARES Emergency Coordinator for Frederick County reports to the South Piedmont Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

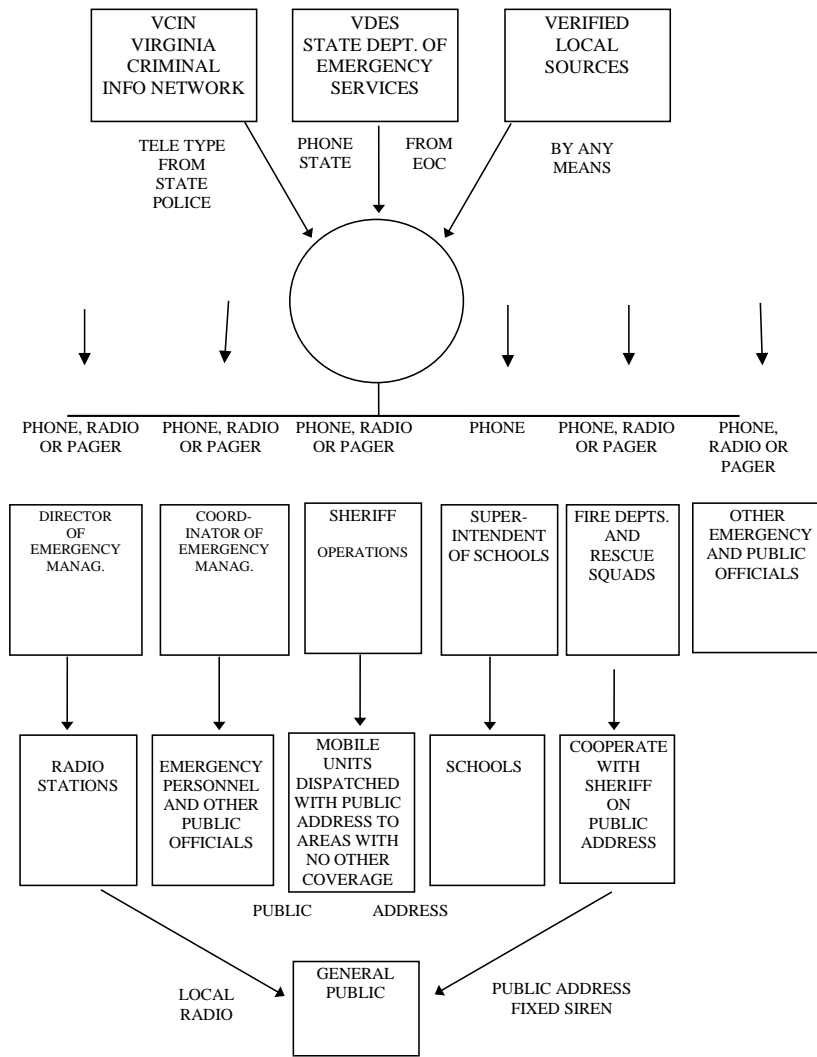
Upon notification by the EOC or other appropriate Frederick County official, the Frederick County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other location as directed. Upon reporting to the responsible Frederick County official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency and ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

Frederick County ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Frederick County to other local, state and national locations, should the emergency warrant. Emergency backup radio communications provided by Frederick County ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing voice and/or record traffic, to include data processing, in order to support the telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Frederick County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases delineated in Annex B. He shall keep the EOC fully advised of the state of readiness of ARES in Frederick County.

TAB 3 EMERGENCY SUPPORT FUNCTION #2

WARNING FAN-OUT SYSTEM



EMERGENCY SUPPORT FUNCTION

#3 – PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY

County Department of Public Works

SECONDARY/SUPPORT AGENCIES

Department of Building Inspection Services
Department of Planning and Zoning
Department of Park and Recreation
Public Schools
Water Authorities
Fire and EMS
Sheriff's Department
Department of Transportation
County Attorney
Virginia Department of Transportation
Virginia Department of Environmental Quality
Service Authorities
Commissioner of Revenue

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #3 – Public Works and Engineering will assess the overall damage to public and private property. ESF #3 will also conduct necessary inspections to ensure the integrity of buildings, assist with debris removal and ensure that any rebuilding complies with existing zoning and land-use regulations.

SCOPE:

ESF #3 is structured to provide public works and engineering-related support for the changing requirements of incident management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Conducting pre- and post-incident assessments of public works and infrastructure;
- Executing emergency contract support for life-saving and life-sustaining services;
- Providing technical assistance to include engineering expertise, construction management, and contracting and real estate services; and
- Providing emergency repair of damaged infrastructure and critical facilities.

POLICIES:

- Personnel will stay up to date with procedure through training and education;
- The Primary Agency will develop work priorities in conjunction with other agencies when necessary; and
- Local authorities will obtain required waivers and clearances related to ESF #3 support.

CONCEPT OF OPERATIONS**GENERAL:**

In a disaster, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the County Damage Assessment Teams, Insurance Companies, Virginia Department of Emergency Management, Utility Companies and Federal Agencies.

ORGANIZATION:

The Emergency Manager will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. At the Incident Commander's request, the Damage Assessment Teams' first priority will be to assess the structural damage.

County Damage Assessment Teams will assess damage to the extent of their resources and in their areas of expertise. The Health Department may assist the Department of Public Works with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

An Initial Damage Assessment Report will be completed by Coordinator and submitted to the Virginia Department of Emergency Management within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance. Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

To minimize threats to public health, the Department of Public Works will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County Attorney to secure the necessary emergency environmental waivers and legal clearances that would be needed to dispose of emergency debris and materials from demolition activities. The Department of Public Works will coordinate with DEQ to monitor the disposal of debris materials.

The county departments mentioned will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the incident will comply with the county building codes, zoning and land-use regulations and comprehensive plan.

The County Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

ACTIONS

- Alert personnel to report to the EOC;
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment;
- Activate the necessary equipment and resources to address the emergency; and
- Coordinate response with County, State, Federal departments and agencies.

RESPONSIBILITIES

- Assist in conducting initial damage assessment;
- Submit initial damage assessment to EOC (ESF#5)
- Assist in coordinating response and recovery;
- Prioritize debris removal;
- Inspect buildings for structural damage; and
- Ensure all repairs comply with County building codes, zoning, land-use regulations and comprehensive plan.

TAB 1 FOR EMERGENCY SUPPORT FUNCTION #3

BUILDING POSTING GUIDE

1. All buildings within the area, regardless of damage are to be POSTED by the emergency department members at the site.
2. One of the following three posters is to be used
 - A. “SAFE FOR OCCUPANCY” GREEN POSTER
No damage to structural elements.
No damage to utilities.
There is only minor damage to walls or roof affecting weather resistance.
Generally 10% or less damage.
 - B. “LIMITED ENTRY” YELLOW POSTER
There is structural damage to a portion of the building.
The building needs utility or weather resistance repairs.
The building may be occupied safely.
Generally greater than 10% and less than 50% damage.
 - C. “THIS BUILDING IS UNSAFE” RED POSTER
“DANGER KEEP OUT”
There is major structural damage.
No occupancy is allowed.
May or may not need to be demolished.
Generally more than 50% damage.
3. If there is immediate danger to life from failure or collapse, the squad leader should inspect and, as appropriate sign or have Building Official sign demolition order to call the appropriate entities to shore-up structure.

TAB 2 FOR EMERGENCY SUPPORT FUNCTION #3

**PUBLIC WORKS AND RECREATION
ORGANIZATION AND RESOURCES**

Parks and Recreation

- Parks and Recreation includes the responsibilities of the following:
- Building Maintenance
- Janitorial Services
- Parks and Recreation Facilities and Grounds

Personnel:
37

Vehicles:
Cars 2
Pick-ups 17
Vans 5
3 – Seven passenger vans
1 – Thirteen passenger van
1 – Fifteen passenger van
1 - 24 Passenger Bus
2 – Dump trucks (Clear Brook & Sherando Maintenance Staff)

Public Works Department

Public Works Department includes the following:

- Land Fill
- Inspections
- Refuse Collection
- Re-Cycling
- Litter Control
- Shawnee Land
- Animal Shelter

Personnel:
42

Vehicles:
Van1
Pick-ups.....18
Four Wheel Drive, Heavy Equipment, and Dump Trucks

Signage that may be needed for buildings that have been determined to be safe for occupancy, limited entry or unsafe to enter shall be provided by the Building Department upon such inspections.

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EMERGENCY SUPPORT FUNCTION

#4 – FIRE FIGHTING

PRIMARY AGENCY

Frederick County Fire & Rescue Department

SECONDARY/SUPPORT AGENCIES

Virginia Department of Forestry
Volunteer Fire & Rescue Companies

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #4 – Fire Fighting directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

SCOPE:

ESF #4 manages and coordinates fire-fighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

POLICIES:

- Priority for all firefighting operations is given to public and fire fighter safety and then to protecting property (in that order).
- For efficient and effective fire suppression mutual aid may be required from various local firefighting agencies. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

CONCEPT OF OPERATIONS

GENERAL:

The Frederick County Fire & Rescue Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.)

Fire department personnel who are not otherwise engaged in emergency response operations will assist other local agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for firefighting support will, in most

cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The Director or his/her designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. However, the incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Should an evacuation become necessary the warning and instructions will be communicated through the appropriate means. In addition, the Law Enforcement will use mobile loudspeakers or bullhorns, or go door to door to ensure that all affected residents have received the warning.

During an evacuation in which a large number of citizens are sheltered, the County fire & Rescue Department may coordinate the positioning of an onsite EMS basic life support unit to support the shelter operation.

ORGANIZATION:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire and EMS Departments will implement evacuations and the Sheriff's Department will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

The Fire Department has 81 paid firefighters and approximately 300 volunteer firefighters in 11 volunteer stations.

ACTIONS

- Develop and maintain plans and procedures to provide fire and rescue services in time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check firefighting and communications equipment;
- Fire Service representatives should report to the County Emergency Operations Center to assist with operations;
- Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport; and
- Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services; and
- Requests mutual aid from neighboring jurisdictions.

RESPONSIBILITIES

- Fire prevention and suppression;
- Emergency medical treatment and transport;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the State EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid.

Equipment:

- 18 pumpers
- 7 tankers
- 9 utilities
- 14 brush trucks (all four-wheel drive)
- 2 Aerial Devices
- 1 search and rescue vehicle
- 5 ALS support vehicles
- 22 ambulances
- 4 rescue engines
- 10 staff vehicles
- 2 ATV
- 1 Zodiac boat
- 1 Mobile command post
- 1 Raft
- 1 John Boat

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EMERGENCY SUPPORT FUNCTION

#5 – EMERGENCY MANAGEMENT

PRIMARY AGENCY

Coordinator of Emergency Management / Emergency Management Agencies

SECONDARY/SUPPORT AGENCIES

Fire & Rescue
Sheriff's Department
Department of Information and Technology
Department of Planning & Zoning
Department of Public Works
Red Cross
County Attorney
County Administrator
Finance

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #5 – Emergency Management directs, controls, and coordinates emergency operations from the County's Emergency Operation Center utilizing an incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2, and coordinate with the Virginia State Emergency Operation Center should outside assistance be required.

SCOPE:

ESF #5 serves as the support for all local departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

POLICIES:

- Emergency Support Function #5 provides an overall locality wide multi-agency command system implemented to manage operations during a disaster.
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment.
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, a manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Provides representatives to staff key positions on Emergency Response Teams.
- Departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

CONCEPT OF OPERATIONS**GENERAL:**

The Coordinator or Deputy Coordinator will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency operations center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. Emergency Management officials and agencies assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.

When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinator or Deputy Coordinator will assure that all actions are completed as scheduled.

The Planning Section will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short term and long term planning activities. Plans will be short and concise. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

ORGANIZATION:

Emergency operations will be directed and controlled from the Emergency Operations Center (EOC). The EOC staff will consist of the Deputy Director, Coordinator, and Deputy Coordinator, and key agency/department leads or their designated representatives.

The succession of authority within these key departments should be available in the EOP or Continuity of Operations Plan (COOP). The list should include information on both elected and designated positions; other positions may be outlined in State or County statutes. EOC support personnel to assist with communications, internal logistics, finance, external affairs and administration will also be designated. The Deputy Director will be available for decision-making as required. The Deputy Director is also responsible for coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

The Incident Commander will utilize the Incident Command System. Depending on the nature and scope of the incident it may be handled solely by the Incident Commander, or it may require coordination with the Emergency Operations Center. In major disasters there may be more than one incident command post. The Incident Commander will generally be a representative from the Primary Agency.

The regulatory agencies and governing bodies play an important role as they must pass and implement the rules, regulations, codes and ordinances, which would reduce the impact of a disaster. Local government agencies and volunteer emergency response organizations assigned to disaster response duties are responsible for maintaining plans and procedures. These agencies are also responsible for ensuring that they are capable of performing these duties in the time of an emergency. In addition, these agencies are responsible for bringing any areas where new/revised codes, regulations, and ordinances may mitigate a particular hazard to the attention of the County Administrator and the County Board of Supervisors, in coordination with the Coordinator for Emergency Management.

The Coordinator will assure the development and maintenance of established procedures on the part of each major emergency support function. Generally, each agency should maintain current notification rosters, designate staffing as appropriate for an official agency operation center, if applicable, designate EOC representatives, establish procedures for reporting appropriate emergency information, and provide ongoing training to maintain emergency response capabilities.

The Coordinator will assure that all actions are completed as scheduled. The County Administrator may close facilities, programs, and activities in order that employees who are not designated "emergency service personnel" are not unnecessarily placed in harm's way.

The Coordinator will coordinate training for this emergency support function and conduct exercises involving the EOC.

Actions

- Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
 - Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
 - Maintain a notification roster of EOC personnel and their alternatives;
 - Establish a system and procedure for notifying EOC personnel;
 - Identify adequate facilities and resources to conduct emergency operations at the EOC;
 - Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross;
 - Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;

- Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
- Test and exercise plans and procedures; and
- Conduct community outreach/mitigation programs.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the County;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
- Provide periodic staff briefings as required;
- Prepare to provide emergency information to the public in coordination with ESF #2;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through the established communications network
- Provide reports and requests for assistance to the Virginia EOC;
- Compile and initial damage assessment report and send to the Virginia EOC; and
- Coordinate requests for non-mutual aid assistance.

RESPONSIBILITIES

- Activates and convenes local emergency assets and capabilities;
- Coordinates with law enforcement and emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Coordinates and supports emergency operations;
- Submits state required reports and records;
- Conducts initial warning and alerting; and
- Provides emergency public information

TAB 1 TO EMERGENCY SUPPORT FUNCTION #5

PRIMARY EOC STAFFING

Skeletal Staffing

Coordinator of Emergency Management
Deputy Coordinator of Emergency Management
Sheriff or Designated Person
Message Clerk
Phone Operator
Fire & Rescue Chief or Designee

Full Staffing

Coordinator of Emergency Management – ESF 5
Deputy Coordinator of Emergency Management – ESF 5
Deputy Director of Emergency Management – ESF 5
Sheriff's Department – ESF 13
Fire & Rescue Chief or Designated Person – ESF 4
Superintendent of Schools or Designated Person – ESF 1
Health Department Representative – ESF 8
Social Services Representative – ESF 6
Red Cross
Message Clerks (2)
PIO – ESF 15
Public Works Director or Designated Person – ESF 3
General Services or Designated Person – ESF 7
County Attorney Representative – ESF 5
Director of Communications or Designee – ESF 2
Haz-Mat Team Representative – ESF 10
Search & Rescue Representative – ESF 9
Parks & Recreation – ESF 7

Messengers (2)

Status Board/Map Assistants (2)
Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Messenger
Security

EMERGENCY SUPPORT FUNCTION

#6 – MASS CARE, HOUSING, HUMAN RESOURCES

PRIMARY AGENCY

Department of Social Services

SECONDARY/SUPPORT AGENCIES

Red Cross
Public Schools
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Virginia Department of Health – Local Health Department
VA Department of Mental Health, Mental Retardation and Substance Abuse Services
Fire & Rescue Department
Northwestern Community Services

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #6 receives and cares for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

SCOPE:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services.

- **Mass Care** involves the coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- **Housing** involves the provision of assistance for short- and long-term housing needs of victims.
- **Human Services** include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

POLICIES:

Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.

The Coordinator will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the primary response agency and the agency that is the provider of the site.

All government/volunteer/private sector resources will be utilized as necessary.

As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident. Staging of facilities may occur before the incident when the incident is anticipated.

Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.

Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

CONCEPT OF OPERATIONS

GENERAL:

In the event of a small-scale evacuation, shelter and care may be provided at the nearest public safety facility, which would include public schools, fire and EMS station or the Salvation Army. Local motels and local churches may also be used to shelter evacuees. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator along with the Incident Commander decides that a larger facility is required, he will advise the Superintendent of Schools and the Department of Social Services. The Superintendent of Schools will then activate one or more of the schools in the county as shelter center(s) and designate a shelter manager to be responsible for operations at the facility. The Department of Social Services will be responsible for registration and record keeping. The American Red Cross will assist with operations at each facility.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms will be completed for each family. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. The American Red Cross and the Salvation Army may provide food and clothing, and assist in shelter operations in accordance with Statement of Understanding with the Commonwealth of Virginia.

The Department of Social Services will assure that persons with disabilities and functional needs populations are provided for in time of an emergency. A current roster and a resources list should be maintained. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis-counseling services be required, trained mental health professionals will be provided by local Community Services Boards, in conjunction with the Department of Mental Health, Mental Retardation and Substance Abuses Services (DMHMRSAS).

Daily situation reports should be provided to the County Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s). The Local EOC will then relay information to the Virginia EOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

ORGANIZATION:

The Department of Social Services assisted by the Superintendent of Schools, and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. The County Sheriff's Department or a private security company will provide security. The local health department along with EMS providers will provide first aid and limited medical care service at the shelter center.

ACTIONS

- Identify shelter facilities and implement MOA and other agreements;
- Develop plans and procedures to transport, receive, and care for an indeterminate number of evacuees;
- Determine the maximum capacities for each potential shelter;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with disabilities evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week;
- Develop plans and procedures to receive and care for the animals of the evacuees;
- Provide mass transportation as required;
- Provide mass feeding as required; and
- Document expenses

RESPONSIBILITIES

- Activates support agencies.
- Coordinates logistical and fiscal activities for ESF #5.
- Plans and supports meetings with secondary agencies, and ensures all agencies are informed and involved.
- Coordinates and integrate overall efforts.
- Provides registration and record keeping.
- Provides crisis-counseling services as required.
- Provides emergency welfare for displaced persons.
- Coordinates release of information for notification of relatives.
- Provides assistance for special needs population.
- Assists in provisional medical supplies and services.
- Provides available resources such as cots and ready to eat meals.

TAB 1 TO EMERGENCY SUPPORT FUNCTION #6

SHELTER CENTER REGISTRATION FORM

Comment [EJT1]: Is Fredrick now using the Pheonix registration system? If not verify that this is in use and then remove from plan. Should be part of procedures.

American Red Cross				DISASTER SHELTER REGISTRATION	
Family Last Name			Shelter Location		
Names			Shelter Telephone No.	Date of Arrival	
Age	Medical Problem	Referred to Nurse	Predisaster Address and Telephone No.		
	<input type="checkbox"/> Killed <input type="checkbox"/> Injured <input type="checkbox"/> Hospitalized		<input type="checkbox"/>	<input type="checkbox"/>	
Man			I do, do not, authorize release of the above information concerning my whereabouts or general condition.		
Woman (include Maiden Name)			Signature		
Children Home			Date Left Shelter		
			Time Left Shelter		
Family Members in Shelter (Location if Known)			Post disaster Address and Telephone Number		
SHELTER MASTER FILE			AMERICAN RED CROSS FORM 5972 (5-79)		

This "Disaster Shelter Registration" form (#5972) is the standard form used by all American Red Cross Shelter Centers. It is a four-part form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected evacuees.

TAB 2 TO EMERGENCY SUPPROT FUNCTION #6

Frederick County, Peacetime Disaster Plan

EMERGENCY SHELTER MANAGEMENT PLAN

MISSION

To receive and care for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Department of Social Services, assisted by the Red Cross and the Salvation Army, is responsible for the reception and care of evacuees. During very large evacuations when the use of a public school is deemed necessary as an evacuation site, public school employees will be assigned support tasks. The Sheriff's Department will provide security. Medical care will be provided by the Health Department. Northwestern Community Health will provide Crisis Intervention. Local rescue squads will provide emergency medical care at the Evacuation Assembly Center as necessary.

CONCEPT OF OPERATIONS

The provision of Emergency Shelter Services is a coordinated effort between the Department of Social Services, the Red Cross, the Salvation Army, the Frederick County School System and the local fire department/rescue squad units. The nature of the emergency and the anticipated size of the evacuation will determine the sheltering response to be implemented.

Small Scale Temporary Evacuation

Local fire departments have traditionally functioned as small scale, temporary evacuation sites. Located throughout the County, the fire companies will continue to serve as the "first point of shelter" or gathering place for individuals being evacuated during an emergency.

Fire halls cannot accommodate individuals needing on-going shelter. Some individuals will be able to make arrangements for their own sheltering needs (e.g. local motels, etc) directly from the fire hall. Social Workers from the Department of Social Services will be on-call to assist individuals and families in making arrangements to divert their need for on-going shelter.

Small Scale Emergency Shelter

Salvation Army - 662-4777. The direct line to the shelter for evenings and weekends is 450-1555.

In the event that it is determined by the Director that evacuees will need to be sheltered beyond the temporary capacity of the fire halls, care will be provided by the Salvation Army with the assistance and support of the Department of Social Services and the Red Cross. The Salvation Army will be able to accommodate up to fifty evacuees at their facility located at 300 Ft. Collier Road.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Staff and volunteers of the Salvation Army and the Department of Social Services will be trained by the Red Cross in Emergency Shelter Management. The Red Cross will provide cots, blankets and personal care kits for the evacuees. Staff and volunteers of the Salvation Army will be responsible for registration and record keeping. Meals will be provided by the Salvation Army. The cost of food and supplies will be reimbursed by the Red Cross or Frederick County as appropriate. Shelter staff will be provided by the Salvation Army during the initial stage of the emergency shelter and will be supplemented by staff of the Department of Social Services and volunteers from the Red Cross.

Support services (snow removal in the parking lot, garbage collection, delivery of necessary additional food and supplies, etc.) will be coordinated by the Director of Social Services or designee working with the Director.

If it is determined that nursing services are required, a nurse will be provided by the Winchester/Frederick County Health Department. Should crisis-counseling services be required, mental health professionals will be provided by Northwestern Community Services.

Large Scale Emergency Shelter

At the point that the need for emergency shelter escalates beyond the capacity of the Salvation Army, the Director may determine that a larger facility is required. The Superintendent of Schools and the Director of Social Services will be notified. The school to be designated as the Evacuation Assembly Center will be determined based on the nature of the emergency. The Superintendent of Schools will assign school administrative staff, kitchen, staff, maintenance personnel and bus transportation personnel to assist with the emergency operations.

A staff member of the Department of Social Services will function as Shelter Manager of the designated school. The Director of Social Services or designee will report to the Emergency Operations Center. Staff members of the Department of Social Services and volunteers of the Red Cross will be responsible for registration, record keeping and all sheltering duties. The Red Cross will provide a trained Shelter Manager to assume management of the shelter beyond the first 24 hours of the shelter's operation.

Sheltering of Animals

Only service animals are permitted in either the small scale or large scale sheltering facilities. Upon determination of shelter needs, the CERT will be activated to provide assistance with the Pet Sheltering needs. Winchester/Frederick County in conjunction with the LEPC and the Citizens Corp maintain equipment needed to provide "Pet Sheltering" at Emergency Shelters. Management of the pet sheltering shall be that of the local CERT which may need to be supplemented by employees and volunteers of both the City and County. Other pet animals for which no other alternative can be arranged will be placed at the Frederick County Animal Shelter, 161 Fort Collier Road, Winchester.

Frederick County
Management Plan for Large Scale Emergency Shelter

At the point that the need for emergency shelter escalates beyond the capacity of the Salvation Army, the Coordinator or Deputy Coordinator may determine that a larger facility is required.

The Coordinator/Deputy Coordinator (through ECC) will contact the Red Cross, the Director of the Frederick County Department of Social Services and the Assistant Superintendent of the Frederick County School System. The following information is to be communicated by the ECC:

1. Name and location of school to be opened.
2. Nature of the evacuation emergency.
3. Estimated time of arrival of evacuees.

Deputy Coordinator of Emergency Management

Chester Lauck – 665-5618
clauck@fcva.us

Central Dispatch

Contact Responsibility is as follows:

- Red Cross to call Ham Radio Communications Volunteers, Red Cross Volunteers and Red Cross Shelter Manager.
- Social Services to call agency workers.
- School to call the Principal; cafeteria staff, custodians and transportation personnel.

The Director of Social Services (or designee) will be stationed at the Emergency Operations Center (EOC) throughout the time that the Evacuation Assembly Center is open and functional. The Director will serve as the individual responsible for responding to all needs identified by the Emergency Operations Center. (In the case of a long term emergency requiring sheltering, the Director of Social Services may request assistance from the Red Cross in stationing a volunteer at the EOC.)

Emergency Shelter Kits have been placed at the Salvation Army, James Wood Middle School, and at all county high schools. The Principal of each school knows where the Emergency Shelter Kit is stored in his or her school.

SHELTER DUTIES AND RESPONSIBILITIES

1. Identification of Shelter Manager

The Director of Social Services or designee will designate a Department of Social Services staff member as the Manager of the Emergency Shelter. The Red Cross will provide a trained Shelter Manager to assume management of the shelter beyond the first 24 hours of the shelter's operation. The Shelter Manager will identify himself/herself to the school principal, custodian and cafeteria manager.

2. Space Designation

The Shelter Manager will determine space to be utilized for receiving evacuees, waiting, eating, health clinic, and sleeping, with appropriate consideration for accessibility for people with mobility impairments. A copy of each school's floor plan is located in that school's Emergency Shelter Kit.

3. Shelter Identification

Workers will put up signs and ensure appropriate doors are unlocked. (Signs are needed at main highway, driveway entrance, building entrance, bathrooms, health clinic and registration). The shelter will be identified as a "Red Cross Emergency Shelter" and the signs will be found in the Emergency Shelter Kit.

4. Set up Shelter Manager's Work Station

The Shelter Manager will identify himself/herself to all workers volunteers and school staff and will brief all shelter staff as soon as possible.

5. Outside Traffic Control

Workers will direct volunteers and evacuees to correct entrance, parking, etc. Volunteers and evacuees with disabilities will be directed to the designated accessible parking and entrances.

6. Workers/Volunteers Sign In

All workers are to be identified by wearing red shelter vests and name badges. Duties will be assigned as workers sign in. Workers/volunteers must sign out if leaving the shelter.

7. Interior Traffic Control

One worker will be stationed at the door to direct all workers to Shelter Manager's Work Station and to direct evacuees to registration. Worker will explain to evacuees what to expect. (e.g. "You will be registering yourself and your family; then you will be directed to the shelter activity and/or sleeping areas. We will be serving coffee and juice and, as soon as they are ready, an announcement will be made.")

8. Registration

Workers need to set up registration tables and chairs. Pencils, Red Cross Registration Cards and name tags for evacuees will be available to each worker. Registration cards are to be completed by worker. Workers will assist evacuees with disabilities through the registration process as needed. Workers will note any special problems or concerns or health needs and will get full names of children (last names are often different than parents' names). Once Registration card is completed, the evacuee takes card to the designated worker who will collect the cards, alphabetize cards, tell the evacuee what to expect next and direct the evacuee to the next activity. All evacuees will be given name badges to be worn at all times.

9. Room Set Up

One worker is to be assigned as Lead Worker for Activity/Sleeping arrangements. Worker prepares area for sleeping or resting, gets gym mats from storage and arranges them so that there are areas for single men, single women and families. Worker determines need for additional cots and arranges for chairs to be set up. Red Cross will supply blankets and cots to the shelter. Personal item kits will be provided to evacuees if available.

10. Food Preparation and Clean Up

The School Cafeteria Manager or designee will direct all food preparation, serving and clean up with assistance from shelter volunteers and workers. As soon as possible following the opening of the Evacuation Center, coffee, juice and/or a snack will be served. The Cafeteria Manager will work closely with the Shelter Manager to determine meal times, needed supplies, etc. The Cafeteria Manager or designee will keep a record of all food utilized during the sheltering activity. If necessary, a second method of providing food for shelters will be the CFW Regional Jail cafeteria. Food will be prepared as needed and transported to the shelter site.

If for any reason the above food preparation plan is not possible, the Director will coordinate with the Red Cross to utilize their food resource agreements.

11. Health Care

Shelter health services will be provided by the staff of the Winchester-Frederick County Health Department. The primary contact person for the Health Department is April Jenkins (cell: (540) 247-2754). The Health Department nurses will provide shelter nursing services and will determine the need to transport evacuees to the hospital, if necessary. Fire & Rescue Department may station an Advanced Life Support Ambulance and crew as needed at the shelter.

12. Establishment of Sign-out/Re-entry Procedures

A sign-out/re-entry procedure will be established so that an accurate accounting of all persons in the shelter is maintained.

13. Crisis Intervention

An area will be established for agency workers to address the immediate mental health/emotional concerns of evacuees. Additional mental health counseling services will be provided through Northwestern Community Services Emergency Services (Phone 667-2658 or 667-0145 nights and weekends). If additional mental health services are needed, the Red Cross has disaster mental health counselors on-call. The Director or Shelter Manager can access these workers through the Red Cross phone number.

14. Group Meeting for Evacuees

A printed list of Shelter Rules is located in the Emergency Shelter Kit. Copies of the Shelter Rules must be posted throughout the Shelter.

As soon as possible following the registration of evacuees, a meeting will be held for all evacuees to go over the rules of the shelter and to share information known about the disaster or emergency. The following areas will be covered:

-No smoking

- No drinking of alcoholic beverages
- Location of bathrooms, including those specified as handicapped accessible
- Parents are responsible for their children
- Rules of pay phones/communication
- Individuals are responsible for their own belongings
- Acceptable/non-acceptable behaviors
- Requirement to sign-out/sign-in when leaving or re-entering shelter
- Eating/Food rules
- Recreation activities
- Call for volunteers from evacuees
- Answer questions from evacuees
- Emergency evacuation procedures and exits

15. Security/Safety

A Security Officer will be provided by the Sheriff's Department to the Shelter site. Safety/security issues will be handled by the Sheriff's Deputy. The Deputy will explain and enforce shelter rules, as needed, and assure fire exits are unlocked.

16. Supplies

All supplies are to be ordered through the Red Cross procedures. The worker:

- coordinates with Red Cross and the Emergency Operations Center to maintain a listing of supplies needed and supplies used;
- works closely with food preparation worker;
- orders supplies and arranges for transportation delivery to shelter;
- periodically checks restrooms to assure adequate supplies; and
- orders clothes for evacuees who have been previously contaminated and arrive at shelter in need of clean clothes.

17. Communication

Worker monitors communication between shelter and outside, monitors payphone or other communications by evacuees to outside numbers, works with ham radio operators. Cellular phones and walkie-talkies from the physical education department may be used by Shelter staff.

18. Transportation

If unable to get to shelter by their own vehicles, the transportation of workers to and from the shelter will be arranged through the Emergency Operations Center. Workers/Red Cross volunteers may be requested to use agency or Red Cross vehicles to obtain supplies.

19. Recreation

Worker arranges for TV/DVD or other recreational items and monitors use of equipment. An Entertainment Box of DVDs, games and cards may be obtained through the Red Cross.

20. Shelter Clean Up

All workers will return building to condition prior to shelter usage.

21. Animal Care

Only Service Animals will be permitted within the shelter. All other animals cannot be cared for in the shelter setting. Arrangements will be made with the Frederick County Animal Shelter located at 161 Fort Collier Road, Winchester, to shelter pet animals, if necessary. Emergency contact is Animal Control at 662-6162.

Emergency Shelter Management Plan for Large Scale Shelter – Public *Updated 6/11*

EMERGENCY SHELTER MANAGEMENT

When it becomes necessary to establish an Emergency Shelter in the event of a natural or man-made disaster, Virginia State Law designates the Department of Social Services [DSS] as the government agency responsible for operating the shelter.

The decision of when to open a shelter, where to open it and how long to remain open is the responsibility of the Deputy Director for Frederick County. When the decision is made to open a shelter, the Deputy Director will contact the DSS Director or designated individual who, in turn, will notify DSS employees. All DSS staff members are responsible for participating in the emergency shelter management.

The following criteria excuse an employee from emergency shelter assignment:

1. Personal illness which would prevent employee from functioning during work assignment.
2. Employee is on approved annual leave. Leave must have been approved prior to imminent disaster.
3. Child or relative living in the employee's home has an acute illness and the employee is the only caretaker.
4. Death of a member of the immediate family.
5. Pregnancy of seven or more months.

Only the Director or designated shelter manager can excuse an employee from emergency shelter assignment. Refusal of assignment will be considered a violation of the Code of Conduct.

It is recognized that during a disaster, employees may not be able to get to the shelter. In such cases, arrangements will be made to pick the employee up and return him or her home when the assignment is completed.

Employees will be provided compensatory time for hours worked at the shelter. If beyond normal working hours, time will accrue from the time the worker leaves his or her residence until the return to residence. If Frederick County has been proclaimed a Disaster Area and Federal/State funds are provided, the employee may be paid in lieu of receiving compensatory time.

It is expected that when placed on "Emergency Shelter Alert", DSS employees will prepare for possible shelter assignment. It is expected that employees will have read the Emergency Shelter Management Plan (following this section) and will participate in any shelter training activities as assigned.

EMERGENCY SUPPORT FUNCTION

#7 – RESOURCE SUPPORT

PRIMARY AGENCY

County Department of Finance
Department of General Services

SECONARY/SUPPORT AGENCIES

Red Cross
Department of Public Works
Department of Social Services
Virginia Department of Emergency Management
County Public Schools

Introduction

Purpose:

Emergency Support Function #7 will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster. ESF #7 functions with the Logistics Support Annex.

SCOPE:

ESF #7 provides support for requirements not specifically identified in other ESFs. Resource Support may continue until the disposition of excess and surplus property is completed. The locality will determine what resources are needed and then ESF #7 will collect and distribute those goods by means of a distribution center. Goods that may be needed could include, ice, water, tarps, blankets, clothes, and non-perishable foods. ESF #7 will manage Staging Areas as needed to coordinate the resource influx and status.

POLICIES:

- The initial emergency response will be dependent upon local public and private resources;
- Adequate local resources do not exist to cope with a catastrophic incident;
- Identified public and private sector resources will be available when needed for emergency response;
- Necessary personnel and supplies will be available to support emergency resource response;
- If local resources are depleted, assistance may be requested through the Virginia Emergency Operations Center (EOC);
- Local departments and agencies will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;

- The Coordinator will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
- All resource expenditures will be reported and maintained, following proper procedures.

CONCEPT OF OPERATIONS

GENERAL:

The Department of Finance will designate an agency to identify sites and facilities that will be used to receive, process, and distribute equipment, supplies and other properties that will be sent to the disaster area this may be in conjunction with the county GIS department. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by County, state, federal governments, volunteer organizations, and private security as required. This process must be closely coordinated with state and federal emergency management officials, local governments in the region, and the media.

The Department of Finance will designate an agency to be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The County Resource Manager, Deputy Director and Coordinator, in coordination with the County Attorney, Finance Director, and Human Resources Director, will assist county departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Potential sites for local and regional resource distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

ORGANIZATION:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will coordinate their resource needs with the local finance director and procurement official.

The Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. (See ESF #6 and #11).

ACTIONS

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Develop contingency plans in conjunction with ESF#3 to provide emergency lighting, procure and distribute emergency water and provide sewage disposal, if necessary;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPs to manage the processing, use, inspection, and return of resources coming into area;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical reserves, recommended contingency actions, etc.); and
- Contract with federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary.

RESPONSIBILITIES

Locates, procures, and issues resources to other agencies to support the emergency response or to promote public safety.

Locates and coordinates the use of available space for incident management activities.

Coordinates and determines the availability and provision of consumable supplies.

STATE-LEVEL COMMODITY MANAGERS

<u>Commodity</u>	<u>Manager</u>	
Natural Gas	State Corporation Commission Division of Energy Regulation	(804) 371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804) 371-9611
Petroleum Products	Department of Emergency Management	(804) 674-2400
Solid Fuels	Department of Emergency Management	(804) 674-2400
Potable Water	Department of Health (Water Programs)	(540) 463-7136
Transportation	Department of Transportation	(804) 367-6549
Health and Medical	Department of Health (Emergency Medical Services)	(804) 888-9100
Food	Department of Agriculture (Consumer Affairs)	(804) 786-8899

MAJOR SUPPLIERS AND USERS OF RESOURCES

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic well-being of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community.

This information should be obtained and then updated at least once a year.

Please see Resource Manual.

Communications Facilities: Wireless Services

AT&T
(770) 701-2521

nTelos
1150 Shenandoah Valley Drive
Waynesboro, VA 22980-7590
(540) 946-1853
(800) 262-2200

Sprint PCS
6391 Sprint Pky – KSOPHP0512-5-A300
Overland Park, KS 66251-4300
(913) 794-8484
(800) 927-2199

Verizon Wireless
1 Verizon Place, MC G A3B1REG
Alpharetta, GA 30004-8511
(678) 339-4295

Triton PCS (Suncom)
100 Westgate Parkway
Richmond, VA 23233
(804) 346-7872

EMERGENCY SUPPORT FUNCTION #8 – PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY

Frederick County Health Department

SECONDARY/SUPPORT AGENCIES

Department of Social Services
Department of Environmental Services
Water Authority
Community Services Board
Sheriff's Department
Red Cross
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Agriculture and Consumer Services
Frederick County Volunteer Fire & Rescue Companies
Winchester Medical Center
Valley Health System
Frederick County Fire & Rescue Department
Lord Fairfax Emergency Medical Services Council
Northwestern Community Services
Veteran Associations

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #8 – Health and Medical provides for coordinated medical, public health, mental health, and emergency medical services to save lives during and/or after an emergency and to guide/coordinate a response with local government in addition to state agencies when the emergency exceeds community capabilities. These health and medical needs are to include veterinary and/or animal health issues when appropriate.

SCOPE:

The scope is an all hazards approach based on the community's ability to provide medical resources. ESF #8 meets public health and medical needs of victims affected by an incident. Examples of such support can be categorized in the following way:

- Assessment of public health/medical needs;
- Public health surveillance;
- Medical care personnel and medical equipment and supplies; and
- Detect mental health issues and prevent harmful stress levels in the general public.
- Environmental Health Monitoring and Response

POLICIES:

- The County Health Department coordinates all ESF #8 response actions using its own internal policies and procedures.
- Each ESF #8 organization is responsible for managing its respective response assets after receiving coordinating instructions.
- The Joint Information Center (JIC) is authorized to release general medical and public health response information to the public after consultation with the Health Department.
- The County Health Department determines the appropriateness of all requests for public health and medical information.
- The County Health Department is responsible for consulting with and organizing public health and subject matter experts as needed.

CONCEPT OF OPERATIONS

GENERAL:

During a threatened or actual emergency, the Director of Health or designated representative will direct coordinated health, medical, and rescue services from the Emergency Operations Center (EOC). Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and emergency medical service (EMS) providers in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate. Essential public health services, such as food and water inspections, will be provided by the Virginia Department of Health, as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the EOC.

During an evacuation in which a large number of evacuees are sheltered in the shelter center, local EMS providers will set up and staff an emergency medical aid station in the shelter center and the Sheriff's Department will provide security. The Health Department will monitor food safety and shelter sanitation upon being notified of the intent to open a shelter in addition to providing disease surveillance and "contact" investigations if warranted. The Northwestern Community Services will provide mental health services.

In disasters involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster (See Tab 4).

DMORT Teams may be requested as needed.

ORGANIZATION:

A fire & rescue department representative will be assigned to the Emergency Operations Center (EOC) in order to coordinate the fire and rescue response. The fire & rescue representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through the County Public Safety Communications Center.

The locality is also served by AIR-CARE 4 MEDEVAC services operating out of the Warren County Regional Airport (See Tabs 1 and 3).

Because of their speed, vertical flight, and minimal landing requirements, MEDEVAC helicopters are able to respond quickly to emergency situations and provide rapid evacuation of seriously injured and, in some cases, critically ill patients to specialty care centers (e.g., trauma centers). Each MEDEVAC helicopter consists of a specialty pilot and crew in addition to the latest life support and communications equipment.

There are EMS providers serving the locality, which will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

ACTIONS

- Designate an individual to coordinate medical, public health, and mental health services;
- Develop and maintain procedures for providing a coordinated response;
- Maintain a roster of key officials in each medical support area;
- Establish a working relationship and review emergency roles with the local hospital and emergency medical services providers;
- Activate the agency emergency response plan;
- Implement mutual aid agreements as necessary;
- The Health Department representative will report to the EOC;
- Coordinate medical, public health, and mental health services;
- Provide laboratory services to support emergency public health protection measures;
- Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- Maintain records and monitor the status of persons injured during the emergency;
- Assist the Office of Chief Medical Examiner's in the identification and disposition of the deceased;
- Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel; and
- Maintain standards and monitor safety of food and water during an emergency.
- Provide support to Public Works and Engineering for water and waste water programs.

RESPONSIBILITIES

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident;
- Inspect and advise on general food/water handling and sanitation matters;
- Certify emergency water supplies for human consumption;
- Establish communications with ESF #5 to report and receive assessments and status information;
- Coordinate through the Public Information Officer dissemination of disaster related public health information to the public;
- Provide preventive health services including investigation and prevention of communicable disease;
- Coordinate with hospitals and other health providers on response to public health needs;
- Provide investigation, surveillance, and take measures for containments of harmful health effects;
- Provide coordination of laboratory services;
- Coordinate with hospital medical control on patient care issues and operations;
- Coordinate with hospital medical control, area hospitals/receiving facilities, and EMS agencies on the transportation of the sick and injured.
- Coordinate behavioral health activities among response agencies;
- Assess behavioral health needs following an incident, considering both the immediate and cumulative stress resulting from the incident;
- Coordinate through the Public Information Officer the dissemination of public education on critical incident stress and stress management techniques;
- Coordinate outreach to serve identified behavioral health needs;
- Coordinate with ESF #6 to identify shelter occupants that may require assistance;
- Provide water control assistance;
- Local/Regional hospitals will provide medical care for those injured or ill;
- Assist in expanding medical and mortuary services to other facilities, if required;
- Coordinate the distribution of resources from the Strategic National Stockpile and;
- Identify deceased (Office of Chief Medical Examiner's) with assistance from County Sheriff's Department and Virginia State Police.
- Provide environmental and water quality of response in the context of public health as needed upon request.

TAB 1 TO EMERGENCY SUPPORT FUNCTION #8

EMERGENCY MEDICAL SERVICES RESOURCES

County Fire & Rescue

Fire and Rescue Stations – 11

Personnel: 300 Volunteers
81 Career Staff

Equipment:

22 ambulances
9 utility vehicles
5 ALS support vehicles
4 Rescue Engines

Valley Medical Transport

Personnel:
22 – ALS Certified
8 – EMT Basic
2 – Transport Specialists

Transport Vehicles:
4 – Ambulance
5 – Wheelchair Vans
1 – Neonatal Ambulance

Dispatch Center:
8 – Personnel
Equipped with an emergency back-up system.

EMERGENCY MEDICAL SERVICES PROVIDERS

Provider	Location	Number of Trucks

TAB 2 TO EMERGENCY SUPPORT FUNCTION #8

HEALTH AND MEDICAL RESOURCES

Winchester Medical Center

240 Physicians

Warren Memorial Hospital

46 Physicians

Shenandoah Memorial Hospital

Urgent Care Centers

Winchester
Front Royal

VA Medical Center

Stephens City

Valley Home Care

Emergency EMS Agencies and Equipment

Private EMS Agencies and Equipment

Lord Fairfax Health District

2 Physicians (Health Director and Child Development Clinic Part-time MD)
2 Nurse practitioners
19 Public Health Nurses including the Nurse Manager and Nurse Supervisor
1 Nursing Assistant
1 Bilingual English-Spanish Medical Interpreter
23 Environmental Health Specialists (Including Managers and Supervisor)

TAB 3 TO EMERGENCY SUPPORT FUNCTION #8

**CRISIS COUNSELING AND EMERGENCY MENTAL
HEALTH SERVICES FOR VICTIMS OF DISASTERS**

MISSION

To provide comprehensive counseling and support during crises, evaluation to determine type of service needed, prescribing and monitoring medications, individual-family-group therapy, guidance and advocacy for the client, including referral to other agencies and/or programs.

ORGANIZATION

Frederick County utilizes Northwestern Community Services, which is a non-profit organization providing mental health, mental retardation, and substance abuse services for the City of Winchester, and the counties of Clarke, Frederick, Shenandoah, Page, and Warren. Agency is licensed by the Department of Behavioral Health and Developmental Services. Staff is professionally trained to provide a wide variety of community based services.

CONCEPT OF OPERATIONS

Mental Health Services

Crisis Intervention

- Pre-Admission Screening
- Residential crisis stabilization

Community Support and Aftercare Services

Case management

- Chemotherapy
- Nursing services
- Residential services
- Pre-Discharge planning

Day Support Services

Psycho-Social rehabilitation

- Community house
- Sunshine house

Outpatient Services

Assessment – Evaluation

- Individual therapy
- Family therapy
- Marital therapy
- Group therapy
- Child guidance
- Parent education
- Forensic services
- Prevention

Substance Abuse Services

Assessment

- Outpatient education
- Case management
- Intensive outpatient program
- Residential treatment
- Vocational rehabilitation services

Mental Retardation Service

Counseling – case management

- Social – life skill training
- Information and referral
- Family support and parent training
- Respite care
- Early intervention
- Day support
- Residential

Concern Hotlines

Winchester / Clarke, and Frederick County	(540) 667-0145
Page County	(540) 743-3733
Shenandoah County	(540) 459-4742
Warren County	(540) 635-4357

TAB 4 TO EMERGENCY SUPPORT FUNCTION #8

**VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC.
MORTUARY DISASTER PLAN ORGANIZATION**

MISSION:

To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

CONCEPT OF OPERATIONS:

In the event of a mass fatality disaster situation, the State EOC will contact the Office of the Chief Medical Examiner (OCME), who will notify the Virginia Funeral Directors Association (VFDA). Once contacted by the OCME, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

ORGANIZATION:

The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The OCME is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia district based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk.

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EMERGENCY SUPPORT FUNCTION

#9 – URBAN SEARCH AND RESCUE

PRIMARY AGENCY

Frederick County Sheriff's Department

SECONDARY/SUPPORT AGENCIES

Fire & Rescue Department
Coordinator of Emergency Management / Emergency Management Team
Civil Air Patrol
Volunteer Search and Rescue Groups
Virginia Department of Emergency Management

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #9 – Urban Search and Rescue provides for the coordination and effective use of available resources for urban search and rescue activities to assist people in potential or actual distress.

SCOPE:

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue must be prepared to respond to emergency events and provide special lifesaving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapse structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in "open field" situations, such as parks, neighborhoods, or other open terrain.

POLICIES:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- Will coordinate with State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

CONCEPT OF OPERATIONS

GENERAL:

The Sheriff's Department will be responsible for urban search & rescue activities. The Sheriff's Department will be responsible for ground search and rescue operations during a disaster. The Emergency Medical Services (EMS) providers will also assist with search and rescue operations.

ORGANIZATION:

The Sheriff's Department will be the primary agency in any urban search and rescue operation. The local EMS providers, Fire & Rescue department, public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3 The County Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Department of public works and GIS Services will assist with any equipment, maps, staff, and vehicles. In a secondary role the Frederick County Sheriff's Department will assist with perimeter security, communications, and assistance as required. The County Fire & Rescue Department as a secondary role will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

ACTIONS

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

RESPONSIBILITIES

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.

EMERGENCY SUPPORT FUNCTION

#10 – OIL AND HAZARDOUS MATERIALS

PRIMARY AGENCY

Winchester Frederick County Regional Hazardous Materials Team

SECONDARY/SUPPORT AGENCIES

Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Frederick County Health Department
Frederick County Sheriff's Department
Frederick County Fire & Rescue Department
Frederick County Volunteer Fire & Rescue Companies

INTRODUCTION

PURPOSE:

This section provides information for response to hazardous materials incident and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act - SARA Title III.

SCOPE:

The threat of an incident involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population. Hazardous Materials incidents may occur without warning and require immediate response.

Hazardous materials may be released into the environment from a variety of sources including, but not limited to:

- Fixed facilities that produces, generate, use, store, or dispose of hazardous materials;
- Transportation accidents, including rail, aircraft, and waterways; and
- Abandoned hazardous waste sites; and
- Terrorism incidents involving Weapons of Mass Destruction.

Evacuation or sheltering in place may be required to protect portions of the locality. If contamination occurs, victims may require special medical treatment.

The release of hazardous materials may have short and/or long health, environmental and economic effects depending upon the type of product.

POLICIES:

- Personnel will be properly trained;
- Fixed Facilities will report annually under SARA Title III;
- Incident Commander will assume primary operational control of all hazardous materials incidents;
- Determine the need to evacuate or shelter in place;
- Mutual aid agreements will be implemented; and
- Establish communications with ESF #5 and ESF #15.

CONCEPT OF OPERATIONS

GENERAL:

The EOP and the Hazardous Materials Response Plan provide the guidance for managing hazardous materials incidents. All requests for hazardous materials support will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.

ORGANIZATION:

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Hazardous Material Emergency Response Plan has been developed for the locality. This plan is considered to be a part of the locality's Emergency Operations Plan (EOP).

The Incident Commander or designee will assume primary operational control of all hazardous materials incidents.

Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the Virginia Emergency Operations Center.

The Deputy Director, in conjunction with the Coordinator and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect life and property. Frederick County Fire & Rescue and the Sheriff's Department will coordinate the evacuation of the area. The Frederick County Sheriff's Office is responsible for providing security for the evacuated area.

Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened area have received evacuation warning.

ACTIONS

- Respond to the incident;
- Assess the situation;
- Determine the need for immediate evacuation or sheltering in place;
- Coordinate with the EOC;
- Request assistance through the VEOC; and
- Implement Mutual Aid agreements.

RESPONSIBILITIES

- Develop and maintain the Hazardous Materials Emergency Response Plan;
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Provide technical information;
- Coordinate control/mitigation efforts with other local, state, and federal agencies; and
- Record expenses

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EMERGENCY SUPPORT FUNCTION

#11 – AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCY

Frederick County Extension Service, Extension Agent

SECONDARY/SUPPORT AGENCIES

Frederick County Health Department
Virginia Department of Social Services
Red Cross
Local/Regional Food Banks
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Virginia Department of Agriculture and Consumer Services

INTRODUCTION

PURPOSE:

Emergency Support Function #11 – Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

SCOPE

- Identify food assistance needs;
- Obtain appropriate food supplies;
- Arrange for transportation of food supplies to the designated area;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Frederick County Public Health Department and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

CONCEPT OF OPERATIONS

GENERAL

The Frederick County Extension Service will assume the coordinator's role of this ESF. The coordinator will organize staff based on the four functional areas. It organizes and coordinates resources and capabilities to facilitate the delivery of services, assistance, and expertise.

ESF #11 provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

ESF #11 also ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

ESF #11 identifies, secures and arranges for the transportation of food to areas.

ORGANIZATION

The coordination depends on what kind of assistance is required at the time. When an incident requires assistance from more than one of the functions, the Extension Service provides overall directions.

Once the ESF is activated the coordinator will contact appropriate support agencies to assess the situation and determine appropriate actions.

The locality will activate the Emergency Operations Center (EOC). A local emergency may need to be declared to initiate response activities.

For food supply safety and security, the Virginia Department of Agriculture and Consumer Services and the County Health Department coordinate the field response.

ACTIONS

- Determine the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;
- Coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Identify animal and plant disease outbreaks; and
- Provide inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected.

RESPONSIBILITIES

- Provides guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Ensure proper handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the County Health Department for outbreak incidents;
- Assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Conduct subsequent investigations jointly with other law enforcement agencies;
- Asses the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Establish logistical links with organizations involved in long-term congregate meal service;
- Establish need for replacement food products.

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EMERGENCY SUPPORT FUNCTION

#12 – ENERGY

PRIMARY, SECONDARY AND SUPPORT AGENCIES

State Corporation Commission
Department of Mines, Minerals, and Energy
Shenandoah Valley Electric Cooperative/Rappahannock Electric Cooperative
Shenandoah Gas / Washington Gas

INTRODUCTION

PURPOSE:

Describe procedures to restore the public utility systems critical to saving lives; protecting health, safety and property, and to enable ESFs to respond.

SCOPE:

ESF #12 will collect, evaluate, and share information on energy system damage. It will also estimate the impact of energy system outages within the affected area. According to the National Response Plan the term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy systems. Additionally, ESF #12 will provide information concerning the energy restoration process such as projected schedules, percent completion of restoration, and other information as appropriate.

POLICIES:

- Will work to provide fuel, power, and other essential resources to the locality;
- Will work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities.

CONCEPT OF OPERATIONS

GENERAL:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Generation capacity shortfalls are more likely to result from extreme hot weather conditions or disruptions to generation facilities. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals will not operate, and surface movement will become grid locked. Such outages may impact public health and safety services, and the movement of petroleum products from transportation and emergency power generation. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

ORGANIZATION:

In the wake of such a major disaster, the Frederick County Emergency Operations Center (EOC) will be assisted by state-level assets to help in the emergency efforts to provide fuel and power and other essential resources as needed. The priorities for allocation of these assets will be to:

Provide for the health and safety of individuals and families affected by the event;

Provide sufficient fuel supplies to local agencies, emergency response organizations, and service stations in critical areas;

Help energy suppliers obtain information, equipment, specialized labor, fuel, and transportation to repair or restore energy systems;

Recommend / comply with local and state actions to conserve fuel, if needed;

Coordinate with local, state, and federal agencies in providing energy emergency information, education, and conservation guidance to the public;

Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;

The Emergency Operations Center (EOC) will send requests to the State EOC for fuel and power assistance.

Additional supporting information such as key contacts, recommend conservation measures, and pre-scripted press releases, can be found in the "Electric Power and Natural Gas Energy Emergency Handbook," maintained by the State Corporation Commission (SCC), and in the "Petroleum and Solid Fuels Energy Emergency Handbook," maintained by the Department of Mines, Minerals, and Energy (DMME).

The private sector will be relied upon to manage independently until it can no longer do so, or until the health, safety, and welfare of citizens are at risk. The industries will be expected to establish their own emergency plans and procedures and to implement them through their own proprietary systems.

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

ACTIONS

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities such as public utilities and schools;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses

RESPONSIBILITIES

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedure for local fuel suppliers/distributors to serve customers referred to them by local government;
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identifies resources needed to restore energy systems.

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EMERGENCY SUPPORT FUNCTION

#13 – PUBLIC SAFETY AND SECURITY

PRIMARY AGENCY

Frederick County Sheriff's Department

SECONDARY/SUPPORT AGENCIES

Frederick County Fire & Rescue Department
Virginia State Police
Virginia Department of Transportation

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #13 – Public Safety and Security is to maintain law and order, to provide public warning, to provide for the security of critical families and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

SCOPE:

ESF #13 is designed to respond during a time of emergency using existing procedures. These procedures are in the form of department directives that cover all types of natural disasters, technological hazards, and acts of terrorism; incidents include flooding, hazardous materials spills, transportation accidents, search and rescue operations, traffic control, and evacuations.

In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations.

POLICIES:

- Frederick County Sheriff's Department will retain operational control;
- The Incident Commander will determine the need for security at the scene;
- Sheriff's Department in coordination with the Coordinator will identify areas of potential evacuation;
- The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct; and
- Sheriff's Department will be needed in evacuated areas to prevent looting and protect property.

CONCEPT OF OPERATIONS

GENERAL

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. The mission of the Public Safety and Security function is to maintain law and order, protect life and property, provide traffic control and law enforcement support, guard essential facilities/supplies and coordinate mutual aid.

The Public Safety Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points;
- Signs to control or restrict traffic;
- Two-way radios to communicate to personnel within and outside the secured area;
- Control point(s);
- Adjacent highway markers indicating closure of area;
- Markers on surface roads leading into the secured areas;
- Patrols within and outside the secured areas; and
- Established pass system for entry and exit of secured areas.

The Virginia Department of Transportation Residency Shop has general responsibility for signing and marking.

ORGANIZATION

The Frederick County Sheriff's Department will utilize their normal communications networks during disasters. The Emergency Manger, in coordination with local law enforcement and the fire departments, should delineate areas that may need to be evacuated. The Sheriff's Department will set up control points and roadblocks to expedite traffic to reception centers or shelters and prevent reentry of evacuated areas. They will also provide traffic control and security at damaged public property, shelter facilities and donations/distribution centers. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also local law enforcement and fire departments will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

ACTIONS

- Identify essential facilities and develop procedures to provide for their security and continue operation in the time of an emergency;
- Maintain police intelligence capability to alert government agencies and the public to potential threats;
- Develop procedures and provide training for the search and rescue and rescue of missing persons;
- Develop strategies to effectively address special emergency situation that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- Provide traffic and crowd control as required;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.

RESPONSIBILITIES

- Law enforcement;
- Crowd control;
- Manages preparedness activities;
- Conducts evaluation of operational readiness;
- Resolves conflicting demands for public safety and security resources;
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with identification of the dead.

TAB 1 TO EMERGENCY SUPPORT FUNCTION #13

LAW ENFORCEMENT RESOURCES

County Sheriff's Office

Personnel: 108 – Deputies
Vehicles: 89 – Radio equipped vehicles
5 – Four-wheel drive

Middletown Police Department

Personnel: 3 – Police Officers 2 – Part-time 1 – Reserve
Vehicles: 5 - Radio equipped vehicles

Stephens City Police Department

Personnel: 3 Police Officers
Vehicles: 3 Radio equipped vehicles
1 Four-wheel drive (available, but not part of PD fleet)

TAB 2 TO EMERGENCY SUPPORT FUNCTION #13

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party

Date

Print full name first, then sign.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

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EMERGENCY SUPPORT FUNCTION
#14 – LONG TERM COMMUNITY RECOVERY
AND MITIGATION

PRIMARY AGENCY

Frederick County Department of Planning & Zoning

SECONDARY/SUPPORT AGENCIES

Virginia Department of Housing and Community Development
Virginia Department of Health
Red Cross
Local Disaster Recovery Task Force
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Winchester-Frederick County Economic Development Commission
Frederick County Office of Finance
Frederick County Inspections Department

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #14 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while, providing for the health, welfare and safety of the population.

SCOPE:

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business, and employment, community infrastructure, and social services.

POLICIES:

- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible;
- Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts;
- Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure; and
- Personnel will stay up to date with policies and procedures through training and education.

CONCEPT OF OPERATIONS

GENERAL:

The recovery phase is characterized by two components: the emergency response phase which deals primarily with lifesaving and emergency relief efforts (i.e., emergency food, medical, shelter, and security services); and the broader recovery and reconstruction component which deals with more permanent and long-term redevelopment issues.

Although all county departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency response and relief recovery component, the primary local departments involved include fire and rescue, law enforcement, health, social services, education and public works departments; whereas in the recovery and reconstruction component, the emphasis shifts to local departments dealing with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The two components will be occurring simultaneously with the emergency relief component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

The Office of Emergency Management will be the lead coordinating department in the life-saving and emergency relief component of the recovery process and the county administration will take the coordinating lead during the reconstruction phase.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The damage assessment process for the locality is described in the Damage Assessment Support Annex of the EOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms included within this support annex. Although damage assessment is primarily a Frederick County responsibility, assistance is provided by state and federal agencies, as well as private industry that have expertise in specific functional area such as transportation, agriculture, forestry, water quality, housing, etc.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Short-term recovery strategies would include:

- Emergency Services
- Communications networks;
- Transportation networks and services;
- Potable water systems;
- Sewer systems;
- Oil and natural gas networks;

- Electrical power systems;
- Initial damage assessment;
- Emergency debris removal;
- Security of evacuated or destroyed area; and
- Establishing a disaster recovery center and joint field office.

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Economic aid will be provided to assist localities and states in rebuilding their economic base, replacing and restoring their housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and Economic Planning Councils. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

ORGANIZATION:

The Deputy Director will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the locality, in coordination with the Coordinator, all local departments, and the appropriate state and federal agencies.

A Presidential Declaration of Disaster will initiate the following series of events:

- Federal Coordinating Officer will be appointed by the President to coordinate the federal efforts;
- State Coordinating Officer will be appointed by the Governor to coordinate state efforts;
- A Joint Field Office (JFO) will be established within the state (central to the damaged area) from which the disaster assistance programs will be coordinated; and
- A Disaster Recovery Center (DRC) will be established in the affected areas to accommodate persons needing individual assistance after they have registered with FEMA.

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:

- **Individual Assistance** – Supplementary Federal Assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal government or through State or local governments or disaster relief organizations.
- **Public Assistance** – Supplementary Federal Assistance provided under the Stafford Act to State and Local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.

As potential applicants for Public Assistance, local governments and private nongovernmental agencies must thoroughly document disaster-related expenses from the onset of an incident.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The County Deputy Director will take the lead in determining

mitigation projects needed following a disaster and make applications for available mitigation grants.

ACTIONS

- In cooperation with other ESFs, as appropriate, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery priorities;
- Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
- Coordinate and conduct recovery operations;
- Conduct initial damage assessment;
- Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients;
- Coordinate assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling;
- Facilitate sharing of information and identification of information of issues among agencies and ESFs;
- Facilitate recovery decision making across ESFs;
- Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning.

RESPONSIBILITIES

- Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;
- Establish procedures for pre-incident planning and risk assessment with post incident recovery and mitigation efforts;
- Develop action plans identifying appropriate agency participation and resources available that take into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- Lead planning;
- Lead post-incident assistance efforts; and
- Identify areas of collaboration with support agencies and facilitate interagency integration.

EMERGENCY SUPPORT FUNCTION

#15 – EXTERNAL AFFAIRS

PRIMARY AGENCY

Frederick County Administrator's Office

SECONDARY/SUPPORT AGENCIES

Frederick County Fire & Rescue Department
Frederick County Sheriff's Department
Frederick County Public Safety Communications Center
Frederick County Public Schools
Information Technology Department
Frederick County Health Department
Frederick County Department of Social Services
Virginia Department of Emergency Management

INTRODUCTION

PURPOSE:

Emergency Support Function (ESF) #15 – External Affairs is responsible for keeping the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

SCOPE:

To manage information during an incident so that the most up to date and correct information is used to inform the public. This emergency support function will use media reports to support the overall strategy for managing the incident. Coordinate with all agencies involved with the incident so that one message is used for public information to avoid any conflicts of released information. This emergency support function is organized into the following functional components:

- Public Affairs
- Community Relations
- Legislative Affairs
- International Affairs

POLICIES:

During an emergency, the Public Information Officer will:

- Disseminate information by appropriate means, to include any local alert systems, media outlets, cable channel, Citizens Alert System, NOAA All-hazards radio, and the locality's website;
- All news releases shall be cleared by the Incident Commander or according to existing County Policy

- Will encourage news media to publish articles to increase public awareness; and
- Will ensure information is accurate and released in a timely manner.

CONCEPT OF OPERATIONS

GENERAL:

In an emergency or disaster it is important to provide timely and accurate information to the public and to the media outlets. News coverage must be monitored to ensure that accurate information is being disseminated. The locality needs to be prepared to keep local legislators and other political figures informed.

ORGANIZATION:

Public Affairs are responsible for coordinating messages from the various agencies and establishing a Joint Information Center. Public Affairs will gather information on the incident and provide incident related information through the media and other sources to keep the public informed. Public Affairs will monitor the news coverage to ensure the accuracy of the information being disseminated. Public Affairs will handle appropriate special projects such as news conferences and press operations for incident area tours. The Public Affairs Support Annex provides additional details on responsibilities.

Community Relations will prepare an initial action plan with incident-specific guidance and objectives, at the beginning of an actual or potential incident. They will identify and coordinate with the community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and establish an ongoing dialogue and information exchange. The Commonwealth and FEMA deploy on joint Community Relations Team to the locality to conduct these operations.

Legislative Affairs will establish contact with the state legislative and congressional offices representing the affected areas to provide information on the incident. The county should be prepared to arrange an incident site visit for legislators and their staffs. Legislative Affairs will also respond to legislative and congressional inquiries.

International Affairs, if needed, will work with the Department of State to coordinate all matters requiring international involvement.

ACTIONS

- Evaluate the situation;
- Monitor national and state level news coverage of the situation (if applicable);
- After coordination with the State EOC, time permitting, the PIO will begin to disseminate emergency public information via news releases to the local news media;
- The content should be coordinated with adjacent jurisdictions and the State EOC;
- Emphasize citizen response and protective action;
- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed;
- Continue to keep the public informed concerning local recovery operations;
- Assist the County Health Department in disseminating public health notices, if necessary;
- Assist state and federal officials in disseminating information concerning relief assistance, and
- Document expenses.

RESPONSIBILITIES

- Establish a working arrangement between the County PIO(s) and local radio stations, television stations, and newspapers
- Encourage local newspapers to periodically publish general information about those specific hazards, which are most likely to occur, such as flooding and industrial accidents and utilizing the examples as listed in Public Affairs Annex Tab 3.
- Prepare and provide general information as appropriate to special groups such as the visually impaired, the elderly, etc.
- If necessary, designate a phone number and personnel to handle citizen inquires;
- Arrange regular press briefings;
- Coordinate the release of information through public broadcast channels, and written document as described in Tab 1 of the Public Affairs Annex.
- Maintain an up-to-date telephone and fax number list for all local news organizations. (listed in Tab 2 of the Public Affairs Annex)

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EMERGENCY SUPPORT FUNCTION

#16 - Military Affairs

PRIMARY AGENCY

Virginia National Guard

SECONDARY/SUPPORT AGENCIES

Frederick County Sheriff Department

INTRODUCTION

PURPOSE:

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia and under a State Disaster Declaration, deploy its assets including personnel, equipment, and resources, coordinated deployment through its onsite commanders and the county EOC to assist authorities when requested through State EOC.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

The National Guard units will either be stationed at the National Guard Armory or prepositioned throughout the affected areas. Their missions will be coordinated by the EOC through their onsite Commander who will be stationed at the EOC.

SCOPE:

Provide Military Support to the EOC on a mission request basis, within the Virginia National Guard's capability, and the limitations of State law, military regulations, and any applicable Governor's Executive Order.

POLICIES:

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility of the National Guard is disaster relief within the community. In addition, it is understood that the National Guard will be requested if the need for assistance will or is already outpaced the available county resources.

CONCEPT OF OPERATIONS

Routine Operations

Under normal operations the National Guard has no operational responsibility. If available National Guard units are encouraged to participate in Emergency Preparedness drills in the county.

Increased Readiness

Identify deployment sites based on the type, location and strength of the disaster
Review and update plans and procedures based on the location, type and severity of the impending incident.

Mobilization Phase

Along with the Department of Fire, Rescue, and Emergency Management
The onsite commander will be stationed in the EOC to serve as a liaison between Emergency Management and National Guard troops

Response Phase

Assist with emergency operations, as needed.

Recovery

Assist with operations as needed.

EMERGENCY SUPPORT FUNCTION

#17 – VOLUNTEER AND DONATIONS MANAGEMENT

MANAGEMENT SUPPORT

PRIMARY AGENCY: May be requested from VDEM

COOPERATING AGENCY

Local Disaster Recovery Task Force
Virginia Voluntary Organizations Active in Disaster (VOAD)
Frederick County Chapter of the American Red Cross

INTRODUCTION

PURPOSE

The Volunteer and Donations Management Support Annex describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

SCOPE

Volunteer services and donated goods in this annex refer to unsolicited goods, and unaffiliated volunteer services.

POLICIES

Frederick County, in coordination with VVOAD and Local Recovery Task Forces has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

The Coordinator also:

- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognize non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization; and
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

CONCEPT OF OPERATIONS

GENERAL

Volunteer and Donations Management operations may include the following:

- A Volunteer and Donations Coordinator
- A phone bank
- A coordinated media relations effort
- Effective liaison with other emergency support functions, state and federal government officials
- Facility Management Plan

Donated Goods Management Function

- Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community based organizations, the business sector and the media.
- Local governments, in conjunction with voluntary organization partners, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function

- Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen's Corps Councils, faith-based organizations, the private sector and the media.
- Local government, in partnership with voluntary organizations, is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

ORGANIZATION

Frederick County will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by local government and volunteer organizations, as required.

Frederick County will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training.

Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

RESPONSIBILITIES

- Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area;
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites;
- Assign the tasks of coordinating auxiliary manpower and material resources;
- Develop procedures for recruiting, registering and utilizing auxiliary manpower;
- Develop a critical resources list and procedures for acquisition in time of crisis;
- Develop procedures for the management of donated goods;
- Receive donated goods;
- Assist with emergency operations;
- Assign volunteers to tasks that best utilize their skills; and
- Compile and submit totals for disaster-related expenses.

TAB 1 TO VOLUNTEER AND DONATIONS MANAGEMENT

SAMPLE VOLUNTEER REGISTRATION FORM

- I. Name

- II. Social Security Number

- III. Organization (if appropriate)

- IV. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)_

- V. Estimated length of time services can be provided in the disaster area

- VI. Special tools or equipment required to provide service

- VII. Billet or emergency shelter assignment in local area

- VIII. Whether or not the group or individual is self-sufficient with regard to food and clothing

TAB 2 TO VOLUNTEER AND DONATION MANAGEMENT SUPPORT

**COMMUNITY EMERGENCY RESPONSE TEAM
(CERT) PROGRAM**

The CERT Program

The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.

Geographic Area: City of Winchester / Frederick County

Name of Program:	Winchester-Frederick Community Emergency Response Team
Sponsoring Agency:	City of Winchester
Point(s) of Contact:	L. A. Miller
Phone Numbers:	540-662-2298
E-mail address:	lmiller@ci.winchester.va.us
Website address:	

Brief Description:
CERT training in basic response and organizational skills will enable Winchester-Frederick CERT members in emergencies to provide immediate assistance to others, organize other volunteers and collect disaster intelligence to assist with prioritization and allocation of resources.

Activation of the CERT program can be accomplished through the above contact. Currently a telephone tree system is utilized to notify all Team members.

Notes

SUPPORT ANNEXES

INTRODUCTION

PURPOSE

This section provides an overflow of the Support Annexes to the Emergency Operations Plan (EOP).

BACKGROUND

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. During an incident, numerous procedures and administrative functions are required to support incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs). Examples include public affairs, infrastructure, resources, and worker safety and health.

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of local departments and agencies, nongovernmental organizations, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Financial Management
- Logistics and Resource Management
- Private Sector Coordination
- Public Affairs
- Information and Technology
- Volunteer and Donations Management
- Worker Safety and Health
- Debris Management
- Dam Safety Management

ROLES AND RESPONSIBILITIES

Each Support Annex identifies a coordinating agency and cooperating agencies. In some instances, the responsibility of a coordinating agency is a joint endeavor between two departments.

The overarching nature of functions described in these annexes frequently involves either support to or cooperation of all the departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of emergency management and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

The responsibilities of the coordinating agency and cooperating agencies are identified below.

COORDINATING AGENCY

Coordinating agencies described in the annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. The Frederick County emergency management retains responsibility for overall incident management. Local agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an incident, the agency serving as the coordinator is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for the operations function at fixed and field facilities;
- Notifying and sub-tasking cooperating agencies;
- Managing any tasks with cooperating agencies, as well as appropriate State and Federal agencies;
- Working with appropriate private sector organizations to maximize use of all available resources;
- Supporting and keeping ESF's and other organizational elements informed of ongoing annex activities;
- Planning for short-term and long-term support to incident management and recovery operations, and
- Maintaining trained personnel to execute their appropriate support responsibilities.

COOPERATING AGENCIES

When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for:

- Conducting operations, when requested by the coordinating agency or emergency management, using their own authorities, subject-matter experts, capabilities, or resources;
- Participating in planning for short-term and long-term incident management and recovery operations and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards;

- Furnishing available personnel, equipment, or other resource support as requested by emergency management;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities; and
- Nominating new technologies or procedures that have the potential to improve performance within or across functional areas for review and evaluation.

SUPPORT ANNEXES

#1 – ANIMAL CARE AND CONTROL

COORDINATING AGENCY

Frederick County Animal Shelter

COOPERATING AGENCIES

Animal Shelter Manager

Virginia Federal of Humane Societies

Wildlife Hotline

Farmers Livestock Exchange

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SUPPORT ANNEXES

#2 – DAM SAFETY SUPPORT ANNEX

COORDINATING AGENCY

Frederick County Office of Emergency Management

COOPERATING AGENCIES

Frederick County Fire and Rescue
Frederick County Sheriff's Department
County Administrator
Virginia Department of Conservation and Recreation (DCR)

INTRODUCTION

PURPOSE:

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure.

SCOPE:

The Virginia Department of Conservation and Recreation provides detailed guidance to dam owners in developing an emergency action plan in the event of dam failure. Local government is also responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

POLICIES:

Dam owners will:

- Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation when required, and;
- Operate and maintain the dam to assure the continued integrity of the structure.

Local Government will:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure.

CONCEPT OF OPERATIONS

GENERAL:

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Public Safety Communications Center and the Coordinator and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan. This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An Emergency Action Plan is one of three items

required prior to issuance of an Operation and Maintenance Certificate by the Virginia Department of Conservation and Recreation. In addition to the Virginia Department of Conservation and Recreation, a copy of the plan must be provided to the local Coordinator and to the Virginia Department of Emergency Management.

Standards have been established for Dam Classifications and Emergency Stages. See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage 1. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Coordinator and/or the Deputy Director will order warning of the public, order downstream evacuation from the affected area, and declare a local emergency.

ORGANIZATION:

The Director, the Deputy Director and/or the Coordinator, in his absence, is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Sheriff's Office will disseminate the warning to evacuate.

AUTHORITIES:

In addition to those listed in the Basic Plan:

- A. **Code of Virginia**, Title 10.1, Chapter 6, Article 2, Section 10.1-604, et. Seq., Dam Safety Act.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

RESPONSIBILITIES

Dam Owners:

- Develop an Emergency Action Plan for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia Department of Conservation and Recreation, when required; and
- Operate and maintain the dam to assure the continued integrity of the structure.

Local Government:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue;
- Provide assistance to disaster victims;
- Over see clean up debris and restoration of essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.)

TAB 1 TO DAM SAFETY AND SUPPORT ANNEX

DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams which exceed 25 feet in height **and** impound more than 50 acre feet in volume, or 100 acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

Class I (High Hazard) – Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) – Possible loss of life; appreciable economic loss

Class III (Low Hazard) – No loss of life expected; minimal economic loss.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times which may be appropriate.

Stage I – Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II – Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III – Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

TAB 2 TO DAM SAFETY AND SUPPORT ANNEX

**LOCAL DIRECTORY OF DAMS REGULATED BY
VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION
AND
REQUIRING EMERGENCY ACTION PLANS**

Class I

Cove Dam #1
Cove Dam #2
Lake Frederick Dam
Lake Isaac Dam
The Summit Dam

Class II

Cherokee Lake Dam
Lakeside Lake Dam
Silver Lake Dam

Class III

Lake St. Clair Dam
Sheppard Dam
Meadow Lake Dam
Lake Serene Dam

Dam Emergency Action Plans are on file in the Fire & Rescue office.

SUPPORT ANNEXES

#3 – DAMAGE ASSESSMENT SUPPORT

COORDINATING AGENCY

County Inspections Department

COOPERATING AGENCIES

Commissioner of Revenue

Extension Service

Public Works

Fire & Rescue

DAMAGE ASSESSMENT

MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator, with assistance from the VPI&SU Extension Agent, the County Engineer, County Assessor, and the County Building Official is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise (see Tabs 1 and 2). All reports are compiled, consolidated, and submitted to the State EOC.

CONCEPT OF OPERATIONS

Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for state or federal assistance. Part I should be submitted telephonically to the State EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours. The forms that must be used are included in the State Emergency Operations Plan (See Volume II, Annex I-H: Initial Damage Assessment; in Tab 2; and are computerized [on-line] in the VPI-SU local office. Part I may be faxed to VEOC, with DEC concurrence.)

Designated teams will assess damage with the limits of capability (see Tab 1). Damage to state-owned roads and bridges will be assessed by the Department of Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, then state assistance will be requested by the Director to the state Damage Assessment Coordinator.

A central coordinating point should be established in the EOC for receiving disaster-related information.

EMERGENCY MANAGEMENT ACTIONS – DAMAGE ASSESSMENT

1. Normal Operations

- a. Develop plans and procedures
- b. Make task assignments (see Tab 1)
- c. Review forms (see State EOP and Tab 2)

2. Increased Readiness

A natural or man-made disaster is threatening the local area. No action required.

3. Emergency Actions

- a. Mobilization Phase
Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- b. Response Phase
Disaster strikes. An emergency response is required to protect lives and property.
 - (1) Submit an Initial Damage Assessment Report, Part I, telephonically to the State EOC within 24 hours. (With VEOC concurrence, transmit by web EOC).
 - (2) Complete and submit an official Initial Damage Assessment Report (Parts I and II) to the State EOC within 72 hours.
 - (3) Continue to provide damage assessment and assist with record keeping, as required.

4. Recovery

Continue to assist with damage assessment and requests for post-disaster assistance as required.

TAB 1 TO DAMAGE ASSESSMENT SUPPORT

DAMAGE ASSESSMENT TEAMS

I.	AGRICULTURE		
	Team Leader: name, VPI&SU Extension Agent	-	(O)
		_____	(H)
		-	

II.	BUSINESS AND INDUSTRY		
	Team Leader: name	-	(O)
		_____	(H)
		-	

III.	RESIDENCE AND OTHER PRIVATE PROPERTY		
	Team Leader: name	-	(O)
		_____	(H)
		-	

IV.	WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS		
	Team Leader: name, Utilities Director	-	(O)
		_____	(H)
		-	

V.	PUBLIC BUILDINGS AND EQUIPMENT		
	Team Leader: name, location	-	(O)
		_____	(H)
		-	

VI.	PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES, AND FACILITIES UNDER CONSTRUCTION		
	Team Leader: name, location	-	(O)
		_____	(H)
		-	

VII.	LOCALLY-MAINTAINED ROADS AND BRIDGES		
	Team Leader: name, location	-	(O)
		_____	(H)
		-	

VIII.	STATE-MAINTAINED ROADS AND BRIDGES		
	Team Leader: name, location	-	(O)
		_____	(H)
		-	

TAB 2 TO DAMAGE ASSESSMENT SUPPORT
INITIAL DAMAGE ASSESSMENT REPORT

(This form should be submitted within 72 Hours of the event)

Fax to: VEOC (804) 674-2419

Jurisdiction _____ Preparer _____

Date/Time Report Prepared: _____ Call Back #: _____

Fax #: _____

Emergency Type: _____

PART I: PRIVATE PROPERTY

Type of Proper Remarks	# Destroyed	# Major Damage	# Minor Damage	# Affected Habitable	Dollar Loss
Category A Residential/ Personal					
Category B Business/Industry					
Category C Agriculture					

**INITIAL DAMAGE ASSESSMENT REPORT
(Continued)**

**PART II: PUBLIC PROPERTY (INCLUDES PRIVATE, NON-PRIVATE
FACILITIES)**

Type of Property	Dollar Loss	\$ Loss not Covered by Insurance	Remarks
Category A Debris Clearance			
Category B Protective Measures			
Category C Road Systems Maintained by Local Government			
Category D Water Control Facilities			
Category E Public Buildings and Equipment			
Category F Public Utility System			
Category G Parks and Rec. Facilities Maintained by Local Govt.			

**INITIAL DAMAGE ASSESSMENT REPORT
(Continued)**

TOTALS:

	Total Dollar Loss	Dollar Loss Not Covered By Insurance
Private Property (Sum of Part I, Categories A, B, and C)		
Public Property (Sum of Part II, Categories A, B, C, D, E, F, and G)		

SUPPORT ANNEXES

#4 – DEBRIS MANAGEMENT SUPPORT

COORDINATING AGENCY

Public Works

COOPERATING AGENCIES

Virginia Department of Transportation
Coordinator of Emergency Management/Emergency Management Team
Transportation
Engineering
Department of Health
County landfill
Regional Jail
Department of Finance
Private Contractors

INTRODUCTION

PURPOSE:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

SCOPE:

Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.

The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

POLICIES:

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;

- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
- The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and local governments;
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

CONCEPT OF OPERATIONS

GENERAL:

The Department of Public Works will be responsible for coordinating debris removal operations for the locality. The locality will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

The Department of Public Works will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.

Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the locality to more closely tailor their contracts to their needs, as well as expedite the implementation of them in a prompt and effective manner.

The County will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

The County is encouraged to enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All state agencies and local governments who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state, and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the county engineer and will be coordinated with other recovery efforts through the local EOC. Where appropriate, final may be to the County sanitary landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers following Hurricane Andrew. The categories of debris appear in Tab 1. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The area fire chief will be the initial contact for hazardous/toxic materials. (See the County Hazardous Materials Plan).

The County will work closely with insurance companies responsible for properties in which the debris was generated.

ORGANIZATION:

The Frederick County Department of Public works is responsible for the debris removal function. The Department of Public Works will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the locality following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, the locality will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits.

It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as maximizes state and local government's level of assistance from the federal government. Private contracting allows the locality to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

RESPONSIBILITIES

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and local governments, as appropriate;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklists to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance.
- Coordinate with Insurance companies responsible for property where debris was generated.
- Develop local regional resource list of hazardous waste clean-up contractors.

TAB 1 TO DEBRIS SUPPORT

DEBRIS CLASSIFICATIONS

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. **Burnable Debris:** Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.
 - b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires' and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

*Debris classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

TAB 2 TO DEBRIS SUPPORT
DEBRIS COLLECTION SITES

Frederick County Landfill

665-5658

All other sites relative to Debris Collection will be determined based on size and location of incident

TAB 3 TO FUNCTIONAL ANNEX

DEBRIS QUANTITY ESTIMATES

The formula used in this model will generate debris quantity as an absolute value based on a known population, and using a worse case scenario.

Determine population (P) in the affected area, using the 2000 Census Data for Frederick County. The assumption of three persons per household (H) is used for this model.

Estimating Debris Quantities

The formula for estimating debris quantity is: $Q=H (C) (V) (B) (S)$

H (Households) = Population/3 (3 persons per household)

C (Category of Storm) = Factor (See table below)

V (Vegetation Multiplier) = Factor (See table below)

B (Commercial Density Multiplier) = Factor (See table below)

S (Precipitation Multiplier) = Factor (See table below)

Hurricane Category	Value of “C” Factor
1	2 CY
2	8 CY
3	26 CY
4	50 CY
5	80 CY
Vegetative Cover	Value of “V” Multiplier
Light	1.1
Medium	1.3
Heavy	1.5
Commercial Density	Value of “B” Multiplier
Light	1.0
Medium	1.2
Heavy	1.3
Precipitation	Value of “S” Multiplier
None to Light	1.0
Medium to Heavy	1.3

The model formula is as follows:

$$Q = H (C) (V) (B) (S)$$

Where

Q is quantity of debris in cubic yards

H is the number of households (10,688)

C is the storm category factor in cubic yards. It expresses

V is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way --
Vegetative Cover Heavy – Value of Multiplier is 1.3

B is the commercial/business/industrial use multiplier and takes into account areas that are not solely single-family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities - - Commercial Density Heavy – Value of Multiplier is 1.3

S is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only) - - Precipitation Characteristic Medium to Heavy – Value of Multiplier is 1.3

Then **Q = 10,688 (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.9 MILLION CUBIC YARDS**

References:

Mobile District Corps of Engineers, Emergency Management Branch, Debris Modeling

SUPPORT ANNEXES

#5 – EVACUATION SUPPORT ANNEX

COORDINATING AGENCY

Frederick County Sheriff's Department

COOPERATING AGENCIES

Virginia State Police

MISSION

To effect a timely and orderly evacuation of the risk population, to provide for the security of areas evacuated, and to identify and relocate critical resources that will not only support the population at risk while sheltered, but bring about a prompt and effective recovery following the disaster, as well.

SITUATION AND ASSUMPTIONS

Emergency situations will occur in Frederick County that will require a partial or full evacuation of the county. Situations such as a major fire, transportation accidents, hazardous material incidents, or localized flooding may require small-scale evacuations, whereas an event such as a hurricane, radiological release, or nuclear attack may require mass evacuation.

The county has the primary responsibility of ordering an evacuation and ensuring the safety of its citizens.

Emergency transportation will be provided for people who have no means of transportation and/or who require special transportation accommodations (i.e., lift buses or vans).

The decision to evacuate, as well as the scope of the evacuation, will depend on the type of hazard, its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened. Evacuation from other areas may impact the County as either a "host" County or as a transit route locale (Routes 50, 522, 7, I-81, I-66 and 11).

Areas that may require or precipitate an evacuation in the County (i.e., flood plains, facilities that store, generate, or transport hazardous materials, major transportation routes) are identified and plans address these potential hazards.

Facilities within the identified risk areas will be notified of the potential hazard(s) so contingency plans to address the hazards may be developed.

ORGANIZATION

The prompt and effective evacuation of high-risk areas requires the cooperation and coordination of many County departments, State and Federal agencies, private facilities, volunteer agencies/groups, and adjacent jurisdictions. The Coordinator or Deputy Coordinator of Emergency Management will be coordinating this effort.

CONCEPT OF OPERATIONS

The Deputy Director is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the first responder or the Fire Chief, when he arrives at the scene may order evacuation. The Coordinator or Deputy Coordinator of Emergency Management will be coordinating the evacuation effort. The Sheriff's office, assisted by the Fire and Rescue Department, is responsible for implementing the evacuation directive, in coordination with other County departments (i.e., public works, schools, social services), and appropriate state agencies (i.e., Virginia State Police, Virginia Department of Transportation), as required. Evacuation response teams will be organized for warning, traffic control, and security of the evacuated areas, as necessary.

The Coordinator and the Deputy Coordinator, assisted by the school administration, will coordinate all transportation resources that will be utilized in the evacuation. The school system will provide school buses including wheelchair-lift buses for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the county. Local service stations and independent towing services will provide road service as necessary, requested by the Sheriff. County ambulances or private ambulance services will transport those patients absolutely requiring ambulance transport. (See Tab 1.)

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk. For hurricanes, evacuation should be completed prior to the onset of sustained gale-force winds (40 mph).

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets. If appropriate, Evacuation Advisory cards will be distributed door to door.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Sheriff's office will provide for the security of the evacuated area. The Virginia Department of Transportation will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. Virginia Power will secure electricity to flood-prone areas, as necessary, and public utilities will secure water mains subject to damage, as necessary.

If an incident requiring evacuation occurs at any one of the County's industrial plants, the County will provide assistance as required. If an incident requires large-scale evacuation, the County may need to coordinate with the adjacent jurisdictions to receive and care for evacuees in a designated shelter center located safely away from the impacted area.

EMERGENCY MANAGEMENT ACTIONS – WARNING / EVACUATION EMERGENCY TRANSPORTATION

1. Normal Operations

- a. Delineate hazard-prone areas, which may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.

2. Increased Readiness

A natural or man-made disaster is threatening the local area. Example: "Flood Watch."

- a. Review and update plans and procedures.
 - (1) Delineate the specific areas that may need to be evacuated and designate evacuation routes. (See References, paragraph 1a above).
 - (2) Make a list of potential evacuees, if feasible.
 - (3) Prepare news releases.
 - (4) Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.
- b. Alert personnel to standby status.
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Implement evacuation. Disseminate warning via radio and TV news releases and via

mobile loudspeakers.

- (2) The EOC staff via evacuation warning teams in the field should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order, as feasible.
- (3) Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- (4) Advise the State EOC of the order to evacuate and advise again when the evacuation has been completed.

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Complete evacuation.
- (2) Consider expanding the evacuation area, if necessary.
- (3) Continue to provide security and access control for the evacuated area.
- (4) Record disaster-related expenses.

4. Recovery

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Prepare for and implement populace return to evacuated areas.
- c. Compile and submit records of disaster-related expenses.

TAB 1 TO EVACUATION SUPPORT ANNEX

EMERGENCY TRANSPORTATION RESOURCES

FREDERICK COUNTY PUBLIC SCHOOLS:

Bus Garage: 667-2770 or contact the Superintendent of Schools / or Transportation Supervisor.

- 135 regular school buses
(approximately 119 radio/cellular-equipped)
- 18 lift-equipped/wheelchair-capable buses of varying sizes
(all radio/cellular-equipped)
Note: set-up/reconfiguration required to vary number of wheelchair bays in each, requiring some lead time
- 4 Supervisor's vehicles (radio/cellular-equipped)
- 6 Activity vehicles

Base Radio; county frequency, can net with both the EOC and in the Frederick County Communications Center.

PARKS AND RECREATION VANS

PRIVATE BUS LINES

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SUPPORT ANNEXES

#6 – FINANCIAL MANAGEMENT SUPPORT

COORDINATING AGENCY

County Finance Department

COOPERATING AGENCIES

County Treasurer
Information Technology/GIS
Fire & Rescue Resource Management

INTRODUCTION

PURPOSE:

The Financial Management Support Annex provides basic financial management guidance for all participants in emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The financial management function is a component of Emergency Support Function (ESF) #5 – Emergency Management.

Financial Management processes and procedures ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

SCOPE:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief as coordinated by the Frederick County Emergency Management.

POLICIES:

The Frederick County Finance Department

- Will provide financial support in a timely manner;
- Assist and instruct agencies on recording expenses incurred during an incident;
- Work to provide areas in financial need with adequate support;
- Will use existing standards for accounting operations;
- Implement the necessary procedures to ensure an accurate account of expenses.

CONCEPT OF OPERATIONS

GENERAL:

In an emergency situation, as defined by the Emergency Operations Plan, the Director of Finance will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account number(s) that disaster expenditures will be charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

The Coordinator and Director of Finance will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner. Department directors will also be informed of any assistance the finance office will provide. Department Directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts, etc.). Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phase of disaster operations.

The accounting process followed by all departments will follow existing standardized procedures. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

ORGANIZATION:

Frederick County may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.

The Director of Finance and Coordinator are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.

The Director of Finance and Coordinator will coordinate with all departments, government entities, and representatives from the private sector who support disaster operations.

This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

RESPONSIBILITIES

1. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms;
3. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain in inventory of supplies on hand;
4. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations;
5. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster;
6. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures;
7. Assist in the preparation and submission of government insurance claims; and
8. Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.

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SUPPORT ANNEXES

#7 – INFORMATION TECHNOLOGY/GIS SUPPORT

COORDINATING AGENCY

County IT/GIS

COOPERATING AGENCIES

All County Departments

INTRODUCTION

PURPOSE:

This annex describes the framework through which the County Information Technology/GIS Office coordinates with other local agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

SCOPE:

This annex:

- Outlines roles and responsibilities for pre-incident and post-incident technology support;
- Outlines a structure for coordination of technological support and response to incidents; and
- Outlines a process to provide technical recommendations.

POLICIES:

The underlying principles in coordinating technical support are as follows:

- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by local agencies;
- Planning recognizes local and state policies and plans used to deliver and receive technical support.

CONCEPT OF OPERATIONS

GENERAL:

The County IT/GIS Office is responsible for technical support and coordinates with other appropriate departments and agencies in response to an actual or potential emergency.

ORGANIZATION:

The County IT/GIS Office provides the core coordination for technical support capability. The local IT works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

Technology resource identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

RESPONSIBILITIES

- Orchestrating technical support to the locality;
- Providing short-notice subject matter expert assessment and consultation services;
- Coordinating the technical operational priorities and activities with other departments and agencies;
- Providing liaison to local Emergency Operations Center (EOC);
- In coordination with responsible agencies and when deemed appropriate, deploying emergency technologies, and
- Executing contracts and procuring technical support services consistent with the Financial Management Support Annex.

SUPPORT ANNEXES

#8 – LOGISTICS MANAGEMENT SUPPORT

COORDINATING AGENCY

Coordinator of Emergency Management / Emergency Management Team

COOPERATING AGENCIES

Human Resources
Department of Transportation
Department of Health
Public Works and Engineering
Sheriff's Department
County Fire & EMS
Frederick County Schools
County Parks & Recreation

INTRODUCTION

PURPOSE:

This annex provides an overview of logistics management functions, roles, and responsibilities. The logistics management function is an element of ESF #5 – Emergency Management. The logistics section coordinates closely with ESF #7 – Resource Support and implements the procedures of this annex.

Logistics Management must be prepared to coordinate with state and federal officials to obtain needed manpower and equipment resources during both the response period, when such assistance can save lives and protect property, and during the post-disaster recovery period, to help the victims of the disaster.

SCOPE:

This annex:

- Identifies the components of County, State and Federal logistics delivery structure;
- Provides a concept of operations for logistics management in support of the EOP; and
- Describes how Frederick County coordinates logistics management with state and Federal governments and the private sector.

POLICIES:

ESF #5 provides:

- Staff for managing the control and accountability of supplies and equipment;
- Resource ordering;

- Delivery of equipment, supplies, and services;
- Resource tracking;
- Facility location and operations;
- Transportation coordination; and
- Information technology system services.

CONCEPT OF OPERATIONS

GENERAL:

Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of incident management. Effective logistics management contributes to mission success while ensuring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability. Logistics Management will identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area.

Resource needs will be met through a variety of sources and means to include local, state, and federal governments, private industry/contractors, mutual aid agreements, and donated goods.

ORGANIZATION:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within the jurisdiction. All departments will coordinate their resource needs with the Logistics Chief, who will then contact the finance director and procurement official.

The Director of Public Works Department will be responsible for resource coordination of the physical recovery and debris removal. The Director will be assisted by, and work in conjunction with a variety of local departments, state and federal agencies, private utility companies, contractors, heavy equipment operators, and waste management firms.

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memoranda of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources.

Potential sites for local and regional resource collection, storage, and distribution centers must be identified and strategically located to facilitate recovery efforts.

Standard Operating Procedures (SOPs) will be developed to manage the processing, use, inspection and return of resources coming into the area. Priorities will have to be set regarding the allocation and use of the available resources, and training will be provided, as required, in the use of the specialized equipment.

RESPONSIBILITIES

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster;
- Designate local department(s) responsible for resource management;
- Identify personnel requirements and training needs to effectively carry out mission;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources;
- Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment;
- Develop SOPs to manage the processing, use, inspection, and return of resources coming into area;
- Identify actual or potential facilities to receive, store, and distribute resources (government, private, donate);
- Develop training/exercise to test plan, and to ensure maximum use of available resources;
- Coordinate and develop prescribed announcements with Public Information Office regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.);
- Document costs and track resources; and
- Establish priorities regarding allocation and use of available resources.

TAB 1 TO LOGISTICS MANAGEMENT SUPPORT

ELEMENTS OF A RESOURCE LIST

1. Identification of Resource
 - Type of equipment, service, personnel, facilities
2. Corporation, Organization, or Agency that Controls the Resource
 - Address
3. Contact Arrangements
 - 24-hour primary and back-up contact points (work, home, pager, cellular numbers, accessible by radio)
4. Acquisition Procedures
 - Response time
 - Charges for the use of the resource should be identified or pre-arranged as you develop your list
 - Resolve any liability issues
 - Identify any special training requirements to operate equipment
 - Identify personnel or contract personnel to operate equipment
 - Develop procedures to receive, inspect, inventory, and return resources
5. Develop the necessary Memorandums of Understanding, Mutual Aid Agreements, and contracts (see attached)
6. Build redundancy into Resource List
 - One provider may lack the capability to provide volume of goods, services or personnel requested.
 - Provider may be unable to respond at the time you requested
 - Provider may be out of business when you call
7. Update information
 - Date resource was last verified, date next verification due
 - Develop form letters for updating information

TAB 2 TO LOGISTICS MANAGEMENT SUPPORT

SAMPLE RESOURCES

LOCAL AND REGIONAL

Building Contractors:

- Listing of licensed building contractors maintained in the Building Official's office or available on the Department of Professional and Occupational Regulations website: www.state.va.us/dpor

Building Code Officials:

- Virginia Building Code Officials Associations website: www.vbcoa.org
- Virginia Department of Housing and Community Development

Building Materials and Supplies:

Concrete, Block and Gravel:

Highway and Heavy Equipment:

Trucking – Heavy Hauling:

Portable Toilets:

Portable Lighting and Generators:

Food Banks and Donated Goods:

NOTE: This is only a partial listing of local resources. Each County Department and agency may maintain its own resource list.

TAB 3 TO LOGISTICS MANAGEMENT SUPPORT
SAMPLE RESOURCE DISTRIBUTION CENTERS

LOCAL AND REGIONAL:

Food, Water, Ice Distribution Centers:

Volunteer Centers:

Donated Goods Distribution Centers:

Mobilization Centers:

Joint State/Federal Field Office (JFO):

Disaster Recovery Center (DRC):

RESOURCE DISTRIBUTION CENTERS

LOCATION:	CONTACT PERSON:	TELEPHONE:

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SUPPORT ANNEXES

#9 – PUBLIC AFFAIRS SUPPORT

COORDINATING AGENCY

County Administration

COOPERATING AGENCIES

All County Departments

INTRODUCTION

PURPOSE:

This annex describes the interagency policies and procedures used to rapidly mobilize assets to prepare and deliver coordinated and sustained messages to the public in response to major emergencies or disasters.

SCOPE:

This annex establishes mechanisms to prepare and deliver coordinated and sustained messages regarding potential or actual emergencies or disasters and provides for acknowledgement of an incident and communication of emergency information to the public during emergency operations. This annex is integrated with and supported through the ESF #15 – External Affairs resource management structure.

POLICIES:

Emergency communications incorporates the following processes:

- **Control:** Identification of emergency communications coordinating, primary and supporting departments and agency roles, and authorities for release of information;
- **Coordination:** Specification of interagency coordination and plans, notifications, activation, and supporting protocols;
- **Communications:** Development of message content such as incident facts, health risk concerns, pre-incident and post-incident preparedness recommendations, warning issues, incident information, messages, audiences, and strategies for when, where, how and by whom the messages will be delivered.

General guidance on the authority to release information is in accordance with existing plans, operational security, law enforcement protocols, designated coordinating and primary agency assignments, and current procedures.

CONCEPT OF OPERATIONS

GENERAL:

The Public Information Officer (PIO) is to be notified of all emergency situations that require notification of the Deputy Director/Coordinator.

When an emergency is officially declared, the Public Information Officer will serve as the primary source of contact for release of information to the media. Any media contacting the communications center shall be referred to the PIO. This will allow emergency personnel to use their resources for responding to the event and give the media one source to contact for details. This does not preclude emergency personnel from responding to media inquiries on the scene, although caution should be used in releasing details of injuries or death before families can be notified.

Communicating information regarding the incident to the public is a critical component of incident management and must be fully integrated with all other operational actions to ensure the following objectives are met:

- Delivery of incident preparedness, health, response, and recovery instructions to those directly affected by the incident; and
- Dissemination of incident information to the general public.

Establishing communications paths with participants is a primary objective during the first minutes of plan activation. These paths provide a streamlined process to ensure that appropriate participants and decision makers are linked together to manage emergency communications with the public.

Local agencies should agree on releases, talking points, and sustaining communications effort and strategy.

Public Affairs representatives may visit the incident site to gain facts, provide operational response updates and to assist the media in covering the incident.

Contact key news media to inform them about the incident and its status, provide initial information to counter speculation and rumors, and make available, where necessary or known, immediate health and safety guidance. Departments and agencies should closely coordinate media queries during this critical phase to ensure that approved messages are executed.

Participating radio stations serving the locality are listed at Tab 2. The use of cable television during emergency situations is described in Tab 1. The Public Information Officer in coordination with the local EOC should also access these local stations to advise the public concerning locally unique emergency public information.

Once an emergency has been declared, separate emergency response organizations will coordinate with the Public Information Officer and clear news releases with the EOC before release to the news media for public consumption. The PIO may establish a Joint Information Center (JIC).

The news media must assure that confusing or conflicting information is not disseminated to the public. Sources of information should be verified for accuracy. All statements from County and state government personnel should be from or authenticated by, the proper authorities. The news media will, in effect, assume a support role to local government during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency.

ORGANIZATION:

The Public Information Officer will disseminate emergency public information as requested by the Director, the Deputy Director, the Coordinator or the Deputy Coordinator. The PIO will work jointly with, and have official access to, local radio stations and newspapers. The PIO role may shift to the County Administrator, the Chairman of the Board of Supervisors, the Fire Chief, or other department heads, depending on the type of incident and the circumstances involved.

The Public Information Officer will report to the emergency operations center or to the Administration Center, whichever is appropriate at the time of the emergency. The PIO will coordinate the release of information over the government access cable channel and through all written documents. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location. Any complaints by emergency personnel concerning actions by members of the press are also to be referred to the PIO for discussion with the appropriate news organization.

The PIO will maintain an up-to-date telephone and fax number list for all local news organizations and will remain accessible by telephone throughout the duration of the emergency situation. The Emergency Alert System (EAS) will broadcast state-level emergency public information. The Virginia EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service.

RESPONSIBILITIES

- Plans, prepares, and executes local leadership and ESSF #15 resource management during emergencies and disasters;
- Coordinates plans, processes, and resource support of field operations for emergency communications with the public through ESF #15;
- Designates a Public Affairs representative to support the operation;
- Coordinates plans and process for emergency communications with the public with County and State agencies and nongovernmental organizations; and
- Disseminates information related to incidents to the public.

TAB 1 TO PUBLIC AFFAIRS SUPPORT

USE OF CABLE TELEVISION DURING EMERGENCY SITUATIONS

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

1. Emergency Override – The emergency override on the Comcast Communications allows the Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching Comcast Communications will see the message. It is to be used only where instant notification is essential.
2. Government Access Bulletin Board – The government access bulletin board is available to transmit written messages through the Comcast Cable System. Through use of a character generator, messages can be typed onto the screen and broadcast through the cable company's facility.
3. Government Access Video Equipment - The equipment maintained at the County Government will be available for mobile use when necessary, either to tape information for later broadcast or for live broadcast from one of the insertion points located throughout the County. The insertion points in the locality are:

Administration Center
Public Safety Center
Fire Stations
Main Library
Junior Highs
High Schools

All of the above resources are to be used in conjunction with a studio manager and/or the Public Information Officer.

TAB 2 TO PUBLIC AFFAIRS SUPPORT

EMERGENCY PUBLIC INFORMATION RESOURCES

MEDIA	CONTACT / TELEPHONE
NEWSPAPERS	
Winchester Star	667-3201
Northern Virginia Daily	662-5868
Radio Stations	
WINC – FM	667-2224
WINC – AM	667-2224
WUSQ – FM	667-2102
WTRM – FM	869-4997
WFTR – FM	665-9595
AREA TV STATIONS	
Comcast Communications	540-504-0900
WHSV – TV 3 (Harrisonburg, VA)	703-433-9191
NBC – TV25 (Hagerstown, MD)	301-797-1871
ABC – TV 3 (Winchester, VA)	540-504-0883
METRO WASHINGTON TV STATIONS	
News Channel 8	703-236-9628
WETA Channel 26 (PBS)	703-998-2600
WJLA Channel 7 (ABC)	703-263-9552
WRC Channel 4 (NBC)	202-364-6397
WUSA Channel 9 (CBS)	202-895-5999
WTTG Channel 5 (FOX)	202-895-3000

TAB 3 TO PUBLIC AFFAIRS SUPPORT

PIO PREARRANGED MESSAGES

**RELEASE OR SPILL
(NO EXPLOSION OR FIRE)**

1. Local – Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on _____
(hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank car/truck. Due
to the toxicity of material released to the atmosphere, all traffic on (hwy/street) is being rerouted via
_____ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within __ feet of the site are
urged to leave immediately and report to (school, church, etc.)

Follow directions given by emergency workers, State Police, or Sheriff's Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional
information/instructions.

TAB 4 TO PUBLIC AFFAIRS SUPPORT
PIO PREARRANGED MESSAGES
(FIRE AND/OR EXPLOSION IMMINENT)

2. Local – Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an accident occurred on _____
(highway/railroad) _____ (location).

All traffic on _____ (highway) is being rerouted via _____
_____ (highway/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living with _____ feet of the site are urged to leave immediately and report to (school/church, etc.).

Follow directions given by emergency workers, State Police, or Sheriff's Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

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SUPPORT ANNEXES

#10 – WORKER SAFETY AND HEALTH SUPPORT

COORDINATING AGENCY

Human Resources

COOPERATING AGENCIES

Virginia Department of Labor and Industry
Department of Health
CISM Team

INTRODUCTION

PURPOSE:

This annex provides guidelines for implementing worker safety and health support functions during potential or actual incidents. This annex describes the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

SCOPE:

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies or disasters. While this annex addresses coordination and the provision of technical assistance for incident safety management activities, it does not address public health and safety.

Coordination mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

POLICIES:

- Emergency Support Function (ESF) #5 – Emergency Management, in cooperation with Human Resources, activates the Safety Officer and implements the activities described in this annex;
- Private sector employers are responsible for the safety and health of their own employees;

- State and local governments are responsible for worker health and safety pursuant to State and Local statutes. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment, as needed, and correcting unsafe or unsanitary conditions;
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and
- Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with local, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

CONCEPT OF OPERATIONS

GENERAL:

The local Human Resources Department coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among local, state, and federal agencies and government and private sector organizations involved in incident response.

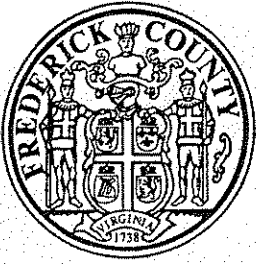
ORGANIZATION:

The Human Resources Department supports worker safety by:

- Providing occupational safety and health technical advice;
- Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
- Identifying and assessing health and safety hazards and characterizing the incident environment;
- Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold);
- Assessing responder safety and health resource needs and identifying sources for those assets;
- Coordinating and providing incident-specific responder training;
- Providing psychological first aid during and after incident response and recovery activities; and
- Identifying in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.
- Provide technical advice;
- Identifying hazards and risks associated with response and recovery activities;
- Ensure appropriate immunizations and provided to responders;
- Provide psychological and physical first aid;
- Provide Critical Incident Stress Management (CISM)
- Monitor responders for chemical and/or biological contamination; and
- Provide appropriate workplace safety training.

Notes

Н



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:	Request to Approve Two Rabies Clinics
DATE:	January 8, 2016

The Lord Fairfax Health District has, over the past several years, held two rabies clinics at the Frederick County Esther Boyd Animal Shelter in May and October. Pursuant to Virginia Code Section 3.2-6521 the clinics must be approved by the locality and the health department. Staff is seeking Board approval to conduct two rabies clinics during 2016 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October with the specific dates to be finalized at a later date.

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

BGG/jet

Attachments



COUNTY of FREDERICK

Brenda G. Garton
County Administrator

September 2, 2015

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

Charles Devine, III, M.D.
Health Director
Lord Fairfax Health District
107 North Kent Street, Suite 201
Winchester, Virginia 22601

Dear Dr. Devine:

Frederick County deems that there is a need to hold two Rabies Clinics during 2016 at the Frederick County Esther Boyd Animal Shelter. The clinics are tentatively scheduled for May and October of 2016. This need is based on the high incidence of Rabies in the county, the high rate of unvaccinated animals in the county, and the barrier of transportation and cost to the citizens of the county to have their animals vaccinated. Thus the board requests that the Health Department approve such clinics for the sole purpose of Rabies vaccination.

Again, thank you for your cooperation in advance.

With kindest regards, I am

Sincerely,

Brenda G. Garton
County Administrator

BGG/rls

cc: file

Jay Tibbs

Subject: FW: Rabies Clinics
Attachments: Guidance for Rabies Clinics in VA (Attachment 5).pdf

From: Devine, Charles (VDH) [<mailto:Charles.Devine@vdh.virginia.gov>]
Sent: Thursday, December 03, 2015 8:41 AM
To: Brenda Garton
Cc: Allen, Mason (VDH)
Subject: Rabies Clinics

Dear Administrator Garton,

Thank you for your letter advising me of Frederick County's assessment that there is a need for two rabies clinics during 2016. The Lord Fairfax Health District agrees with the County's assessment of need, and approves holding two rabies clinics in 2016 at the Frederick County Esther Boyd Animal Shelter in May and October as outlined in your letter.

As you know, rabies clinics in Virginia are governed by Section 3.2-6521 of the *Code of Virginia* and must be approved by the locality and by the local health department. I have attached guidance from the Virginia Department of Health regarding Rabies Clinics in Virginia. Paragraph B addresses rabies clinics, and the language follows:

§ 3.2-6521. Rabies inoculation of companion animals; availability of certificate; rabies clinics

B. All rabies clinics require the approval by the appropriate local health department and governing body. The licensed veterinarian who administers rabies vaccinations at the clinic shall (i) provide the owner or custodian a rabies vaccination certificate for each vaccinated animal and (ii) ensure that a licensed veterinary facility retains a copy of the rabies vaccination certificate. The sponsoring organization of a rabies clinic shall, upon the request of the owner or custodian, an animal control officer, a humane investigator, a law-enforcement officer, a State Veterinarian's representative, a licensed veterinarian, or an official of the Department of Health, provide the name and contact information of the licensed veterinary facility where a copy of the rabies vaccination certificate is retained. However, the county or city shall ensure that a clinic is conducted to serve its jurisdiction at least once every two years.

Sincerely,
Charles Devine

Charles J. Devine, III, M.D.
Health Director: **Lord Fairfax Health District**
Interim Health Director: **Rappahannock/Rapidan Health District**
Winchester office: 540-722-3480
Warrenton Office: 540-347-6363
Cell: 540-532-6441
Fax: 540-722-3479

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PUBLIC DOCUMENT NOTICE: Any written communication, including any e-mail message, sent to a public official and/or employee of the Virginia Department of Health becomes a public document and may be subject to the Virginia Freedom of Information Act. This means that a copy of any such message could be requested by a citizen, or a member of the media, and may be subject to disclosure.

Rabies Clinics in Virginia
Guidance for Veterinarians and Clinic Sponsors
2/21/2013

Rabies clinics are governed by Section 3.2-6521 of the *Code of Virginia* and must be approved by the locality. Specifically, this section of the Code requires that all rabies clinics be approved by the appropriate local health department and governing body. It is important to remember that the Board of Veterinary Medicine (BVM) may find veterinarians who participate in clinics not approved in this way to be out of compliance with the Veterinary Practice Act.

Section 3.2-6521 also instructs veterinarians who participate in these clinics to provide the owner a rabies vaccination certificate for each vaccinated animal and ensure that a licensed veterinary facility retains a copy of the rabies vaccination certificate. The BVM also requires that copies of rabies certificates generated as a result of rabies clinics be maintained by a veterinary establishment since, at rabies clinics, the certificate constitutes the patient record. As the basis for this requirement, the BVM cites 18 VAC 150-20-195 of the Regulations Governing the Practice of Veterinary Medicine. In addition, a copy of the rabies certificates or the relevant information reflecting dogs vaccinated at such a clinic should be submitted to the treasurer of the locality in which the vaccination occurs. This requirement is detailed in the *Code of Virginia*, Section 3.2-6529 entitled "Veterinarians to provide treasurer with rabies certificate information: civil penalty." While fulfilling this requirement may be facilitated by the organization sponsoring the clinic, it is important to remember that, as articulated in the aforementioned section of the Code, the ultimate responsibility for certificate submission lies with the attending veterinarian.

Sponsoring organizations are instructed by Section 3.2-6521 to maintain and provide upon request, the name and contact information of any veterinarian associated with a clinic sponsored by that organization. Specifically, in this regard, Section 3.2-6521 reads "The sponsoring organization of a rabies clinic shall, upon the request of the owner or custodian, an animal control officer, a humane investigator, a law-enforcement officer, a State Veterinarian's representative, a licensed veterinarian, or an official of the Department of Health, provide the name and contact information of the licensed veterinary facility where a copy of the rabies vaccination certificate is retained." Sponsoring organizations are also encouraged to retain copies of rabies certificates generated at the clinics they sponsor.

The Regulations Governing the Practice of Veterinary Medicine are available at available at http://www.dhp.virginia.gov/vet/vet_laws_regs.htm. A searchable database of the *Code of Virginia* is available at <http://leg1.state.va.us:000/src.htm>. Questions about rabies clinics should be directed to local governing bodies and/or local health departments. A directory of local health departments can be found at <http://www.vdh.virginia.gov/LHD/index.htm>.

I



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678


Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

M E M O R A N D U M

TO: Board of Supervisors

FROM: Jason Robertson 
Director Parks and Recreation

SUBJ: Clearbrook Volunteer Fire and Rescue Easement Request

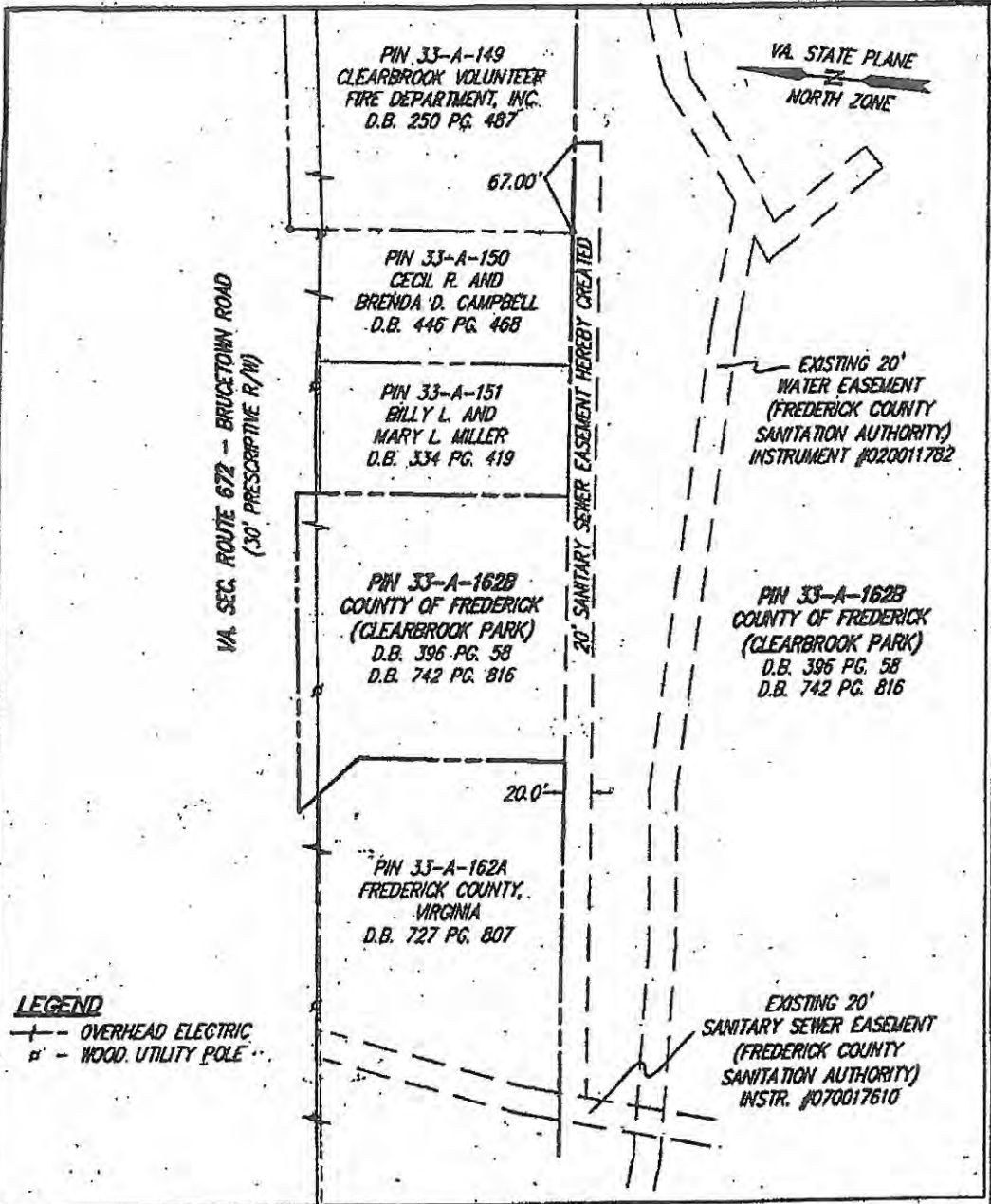
DATE: January 7, 2016

The Parks and Recreation Commission recommends the Board of Supervisors approve the conveyance of an easement for Clearbrook Fire and Rescue Inc. at Clearbrook Park to enable the installation of a sanitary sewer line to serve the company's facility located at 1256 Brucetown Road, and to waive the easement fee. This easement is approximately 13,750 square feet and located on tax map parcel 33-A-162B. Attached you will find a detailed plat of the area and correspondence from Mr. Roderick Williams, Frederick County Attorney regarding the request.

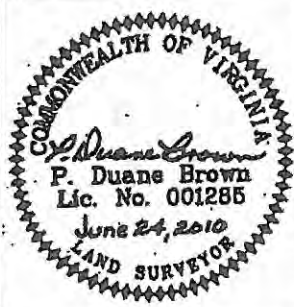
The Parks and Recreation Commission recommended waiving the easement fee of \$ 1,331 with the following stipulations. Clearbrook Fire and Rescue Inc. will pay the easement fee and appropriate interest if they sell their property within ten years and will allow parking and building access for meeting space at no charge if requested.

A public hearing is required if the Board of Supervisor's desire to move forward with the Parks and Recreation Commission's recommendation. The public hearing for the recommendation would be at the February 10, 2016 Frederick County Board of Supervisor meeting.

Please give me a call at 722-8294 if you need additional information regarding the above.



PLAT SHOWING
PROPOSED 20' SANITARY SEWER EASEMENT
THROUGH THE LAND OF
THE COUNTY OF FREDERICK
(CLEARBROOK PARK)
STONEWALL MAGISTERIAL DISTRICT
FREDERICK COUNTY, VIRGINIA



DATE: 05/24/10 **SCALE: 1"=100'** **SHEET 1 OF 1**

Marsh & Legge Land Surveyors, P.L.C.
560 NORTH LOUDOUN STREET ~ WINCHESTER, VIRGINIA 22601
PHONE (540) 667-0468 ~ FAX (540) 667-0469 ~ EMAIL office@marshandlegge.com

DRAWN BY: HBK
108800-ESMT



COUNTY OF FREDERICK

Roderick B. Williams
County Attorney

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

MEMORANDUM

TO: Parks and Recreation Commission

FROM: Roderick B. Williams
County Attorney

DATE: November 23, 2015

RE: Easement Request of Clearbrook Volunteer Fire & Rescue Inc.

In 2009, Clearbrook Volunteer Fire & Rescue Inc. (the "Company") requested an easement across a portion of the Clearbrook Park property to enable the installation of a sanitary sewer line to serve the Company's facility located at 1256 Brucetown Road. The Commission previously approved the request, for an easement of approximately 8,000 square feet, but further details still needed to be worked out at the time and staff requested postponement of the item. A copy of the report to the Board of Supervisors of the June 2009 Commission meeting is attached for reference. A significant amount time has since passed, but the Company is ready to proceed with its request. Accordingly, attached are two action items.

The first item is the actual proposed deed of easement and plat of the proposed easement. The proposed easement is a 20-foot wide area, extending approximately 688 feet, for a total area of approximately 13,750 square feet. As the proposed easement area is larger than what the Commission previously approved, the request is now resubmitted to the Commission, for recommendation to the Board of Supervisors.

The second item is a request on behalf of the Company for a waiver of the Parks and Recreation easement fee. The fee is usually 25% of the value of the property area involved. Based upon the most recent tax assessment of \$16,860 per acre for the relevant parcel (tax parcel number 33-A-162B), the value of easement area would be \$5,322. Applying the factor of 25%, the fee would be \$1,331. The Company cites its public service in providing "valuable and critical emergency fire and rescue services to the Frederick County Community" and its status as a non-profit organization as reasons supporting the waiver. Again, a Commission recommendation to the Board of Supervisors, regarding the waiver, is appropriate.

Attachments

WINCHESTER LAW GROUP, P.C.
Attorneys and Counselors at Law

*Russell A. Fowler
J. David Griffin *
James A. Drown**
Beth M. Coyne*

**29 North Braddock Street
Winchester, Virginia 22601**

Email: jdrown@winchesterlaw.com

*Telephone (540) 667-6400
Facsimile (540) 722-0654*

**Licensed in VA, SC and
DC
** Licensed in VA, NY and
DC*

August 14, 2015

Frederick County Board of Supervisors
c/o Roderick B. Williams, County Attorney
107 North Kent Street
Winchester, VA 22601

Re: Deed of Easement

Dear Sirs:

I represent the Clearbrook Fire Department in regards to a Deed of Easement, which crosses over a portion of Clearbrook Park as shown in the attached plat. The Fire Department is requesting that Frederick County agree to and join in with the requested sanitary easement necessary for service to the fire hall.

I'm informed that under the County's Easement policy, compensation in the amount of 25% of the appraised value of the subservient property would normally be requested for such an Easement request. As such, the compensation amount, based on a 2009 appraisal, would be \$3,063.00.

As I'm sure you would agree, for many years, the Clearbrook Fire Department has provided and continues to provide valuable and critical emergency fire and rescue services to the Frederick County Community. Inasmuch as they are a non-profit organization and the payment of such fee would divert services from their primary mission, they would request that this fee be waived and that the easement be granted. Please let me know if I can provide any additional information.

Thank you for your kind attention to this matter.

Very truly yours,


James A. Drown

JAD/mer
(w/attachment)

WHEREAS, the County requests additional evaluation of the full impact of this standard prior to implementation; and

WHEREAS, implementation of the new standard will severely limit development in the urban areas; and

WHEREAS, the proposed regulation will further promote urban sprawl as land developers seek out larger lots. The proposed standard will be more easily achieved on less developed properties;

NOW, THEREFORE, BE IT RESOLVED, that Frederick County strongly recommends that the regulation, as proposed, not be adopted, rather the standards be more thoroughly studied and realistic standards adopted; and

BE IT FURTHER RESOLVED, that the County requests that the Commonwealth of Virginia provide funding assistance to all localities for the development of comprehensive storm water programs; and

BE IT FURTHER RESOLVED, that a copy of this resolution opposing this unfunded mandate be sent to each county located within the Commonwealth of Virginia, the Virginia Association of Counties, Governor Kaine, our state and federal representatives, the Director of the Virginia Department of Conservation and Recreation, and the Secretary of the Environmental Protection Agency.

ADOPTED this 22nd day of July, 2009.

Supervisor Fisher stated the resolution lists all of the points very well and he had encountered similar issues with the Frederick-Winchester Service Authority. He noted there was a lack of scientific and technical back up supporting the proposed regulations. He concluded by saying the State was getting the "cart before a whole herd of horses on this."

Chairman Shickle stated he would like to the State to estimate the gross revenue to be received from this program.

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

Richard C. Shickle	Aye
Bill M. Ewing	Aye
Charles S. DeHaven, Jr.	Aye
Gary W. Dove	Aye
Gene E. Fisher	Aye
Philip A. Lemieux	Aye
Gary A. Lofton	Aye

COMMITTEE REPORTS

PARKS AND RECREATION COMMISSION REPORT - APPROVED UNDER CONSENT AGENDA

The Parks and Recreation Commission met on June 16, 2009. Members present were: Charles Sandy, Jr., P. W. Hillyard, III, Patrick Anderson, Gary Longerbeam, Jeffrey Butler, and Philip Lemieux.

Items Requiring Board of Supervisors Action:

1. Clearbrook Volunteer Fire & Rescue Easement Request - The Buildings and

Grounds Committee recommended the Board of Supervisors conduct a public hearing on and approve, following the public hearing, the conveyance of an easement of approximately 8,000 square feet at Clearbrook Park to Clearbrook Volunteer Fire & Rescue. The easement would be on tax map 33-A-162A and 33-A-162B. The Committee also recommends that payment for the easement shall be equal to 25% of the appraised value of the affected land and that construction should not disrupt park activities. The motion was made by Mr. Longerbeam, seconded by Mr. Hillyard, carried unanimously (5-0).

Parks and Recreation Interim Director Jason Robertson submitted a memo to the Board requesting postponement of this item until a detail plat of the proposed easement is received from Clearbrook Fire and Rescue.

Submitted for Board Information Only:

None

PUBLIC WORKS COMMITTEE REPORT - APPROVED UNDER CONSENT AGENDA

The Public Works Committee met on Tuesday, June 30, 2009 at 8:00 a.m. A meeting of the Green Advisory Committee immediately followed the public works committee meeting. All members were present except George Ludwig. There were no items requiring board action. The following items were discussed:

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

1. Update on Stormwater Ordinance

Mr. Joe Wilder, deputy director of public works, presented the committee with an update on the current status of the new stormwater ordinance being proposed by the Virginia Department of Conservation and Recreation. His update is summarized in the attached letter dated June 26, 2009. Mr. Wilder indicated that he will be attending a public hearing held in Staunton, Virginia on July 1, 2009. After that meeting, he will prepare a resolution for the board of supervisors' review and action. This approach was unanimously endorsed by the committee. (Attachment 1)

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

1. Closed Session

A closed session was convened in accordance with the Code of Virginia §2.2-3711 Subsection A, (3), Acquisition and Disposition of Real Estate. After reconvening into regular session, the committee unanimously certified that only items covered under the above section were discussed in the closed session.

2. Request from ShawneeLand Sanitary District Advisory Committee (SSDAC) for a Supplemental Appropriation

The committee reviewed a request from the chairman of the SSDAC for a supplemental appropriation in the amount of \$4,900 to cover the cost of beach security for Friday, Saturday, and Sunday. After discussing the issue at length, the committee unanimously endorsed the request. The request will be forwarded to the finance committee for their review and action. (Attachment 2)

3. Miscellaneous Reports

- a. Tonnage Report
(Attachment 3)
- b. Recycling Report
(Attachment 4)

THIS DEED OF EASEMENT, made this _____ day of _____, 2011, by and between THE COUNTY OF FREDERICK, a political subdivision of the Commonwealth of Virginia of the first part, hereinafter Grantor, and the CLEARBROOK VOLUNTEER FIRE DEPARTMENT, INC., a Virginia Corporation, party of the second part, hereinafter Grantee.

WITNESSETH: That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid and other valuable consideration the receipt of which is hereby acknowledged, the Grantor does grant and convey unto the Grantee, its successors and assigns, with Special Warranty of Title, an exclusive, permanent and perpetual sanitary sewer right-of-way and easement twenty (20) feet in width running along and near a portion of the northern boundary of Grantor's property located close to Brucetown Road/Route #672 in Frederick County, Virginia. Said permanent/perpetual easements are more particularly shown as "20' SANITARY SEWER EASEMENT HEREBY CREATED" on that certain Plat entitled "PLAT SHOWING SANITARY SEWER EASEMENT THROUGH THE LAND OF THE COUNTY OF FREDERICK (CLEARBROOK PARK)" prepared by Marsh & Legge Land Surveys, P.L.C., dated June 24, 2010, attached hereto and incorporated herein in full by this reference. Said easements are over and upon a portion of the land acquired by the Grantors herein Deed from the Clearbrook Woolen Company, Inc., dated September 11, 1972 of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia in Book No. 396, Page 58.

The permanent/perpetual easements herein conveyed grant to the Grantee the perpetual right to construct, connect to other sanitary sewer lines now existing on the Grantor's lands as shown in the aforementioned plat, or which may here after be created, install, lay, maintain, repair, add to, alter, replace, extend and operate present or future underground sanitary sewer lines, including building connection lines, sanitary lateral lines, manholes and all other apputenant facilities necessary for the collection of sanitary sewage and its transmission through and across the Grantor's property as shown on the above-referenced Plat, and includes the right to go on, over and upon said

permanent/perpetual easements for the purpose of installing, laying, maintaining, repairing and replacing the same as needed.

The foregoing easements granted to the Grantee are subject to the following rights and conditions:

1. All sewer lines and appurtenant facilities which are installed in the permanent/perpetual easements shall be and remain the property of the Grantee, its successors and assigns.

2. The Grantee and its agents shall have full and free use of said easements for the purposes named herein, and shall have all rights and privileges reasonably necessary to the exercise of the easements. In the event the Grantee is unable reasonably to exercise the right of ingress and egress over the permanent/perpetual easements, the Grantee shall have the right of ingress and egress over the land of the Grantors adjacent to such easements in order to access the easements; provided, however, that this right to use such adjoining land shall be exercised only during periods of actual construction or maintenance, and further, this right shall not be construed to allow the Grantee to erect any building, structure or facilities on such adjoining land.

3. The Grantee shall have the right to trim, cut and remove trees, shrubbery, fences, structures or other obstructions or facilities in or near the easements being conveyed deemed by Grantee to interfere with the proper and efficient construction, operation and maintenance of said sewer lines and appurtenant facilities; provided, however, that the Grantee, at its own expense, shall restore, as nearly as possible, to their original condition all land or premises included within or adjoining said easements which are disturbed in any manner by the construction, operation and maintenance of said sewer lines and appurtenant facilities. Such restoration shall include the backfilling of trenches, the replacement or restoration of roads, driveways, fences and shrubbery and the reseeding or re-sodding of lawns of pasture areas, but shall not include the replacement of structures, trees and other facilities located within the area of the easements.

Grantors shall retain the right to use their land which is subject to the easements conveyed herein in any manner which shall not interfere with the use or enjoyment of said easement rights by Grantee. Grantors shall at all times have the right to cross over and upon said easements and to use the surface over the said easements (including the

installation and/or maintenance of roads, driveways and fences) in such manner as will neither injure nor interfere with the construction, operation or maintenance of the sewer lines, except that no building or other structure shall be erected over said permanent easements unless by mutual consent of the parties or their successors.

Grantor makes this conveyance after having been duly authorized to do so pursuant to resolution of the Frederick County Board of Supervisors duly adopted _____, _____ 2011 as provided for in 15.2-1800 Code of Virginia, (1950) as amended.

WITNESS the following signatures and seals:

COUNTY OF FREDERICK, A Political
Subdivision of the Commonwealth of Virginia

By: _____ (SEAL)

COMMONWEALTH OF VIRGINIA
City/County of _____, to-wit:

Subscribed and sworn to before me, this ____ day of _____, 2011 by _____ in their capacity as a duly authorized representation of the County of Frederick.

Notary Public

My commission expires: _____
Notary Registration No. _____

J



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678


Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

M E M O R A N D U M

TO: Board of Supervisors

FROM: Jason Robertson
Director Parks and Recreation 

SUBJ: Use of Proffer Funds to Acquire Property

DATE: January 8, 2016

The Parks and Recreation Commission in closed session December 8, 2015 discussed the use of \$ 92,000 in proffer funds to acquire .912 acres identified on tax map 44-A-139 at 692 Old Charles Town Road, Stephenson, VA. The Finance Committee after exiting closed session on December 16, 2015, recommend a general fund supplemental appropriation of \$ 92,000 in recreation proffer funds to acquire property.

Approving the proffer request will authorize Frederick County to acquire the property identified on tax map 44-A-139 enhancing Snowden Bridge Park's future layout by providing .912 acres and a 39' X 40' insulated storage building. Snowden Bridge Park is priority # 4 on the Fiscal 2016 Parks and Recreation Capital Improvement Plan. The property was appraised at \$ 92,000.

Enclosed is a resolution authorizing the purchase of the property and the appropriation of proffer funds, a signed contract between Frederick County and the property owner contingent upon Board of Supervisor approval, and a plat of Snowden Bridge Park highlighting the location of the parcel(property "S") in relation to the park.

Action for this item would include approving the general fund supplemental appropriation of \$ 92,000 in recreation proffer funds to acquire the property and adoption of the attached resolution authorizing the purchase of property.

Please call me at 540-722-8294 prior to the meeting should you have any questions.



BOARD OF SUPERVISORS

Resolution Approving the Purchase of Property at 692 Old Charles Town Road and Authorizing the Appropriation of Proffer Funds

Whereas, the County of Frederick, Virginia, desire to acquire the property and improvements located at 692 Old Charles Town Road, Stephenson, Virginia identified as Frederick County property identification number 44-A-139 containing .912 acres.

Whereas, on December 16, 2015 the Finance Committee considered this item and recommended approval of the purchase of the said property; and

Whereas, the appraised value of said property was defined at \$ 92,000;

Whereas, the Finance Committee recommended a general fund supplemental appropriation in the amount of \$ 92,000 in proffer funds to purchase said property;

Now, Therefore, be it resolved that the Board of Supervisors of the County of Frederick, Virginia hereby approves the purchase of the real property and improvements located at 692 Old Charles Town Road, Frederick County property tax identification number 44-A-139; and

Be it further resolved, that the Board of Supervisors of the County of Frederick hereby approves a general fund supplemental appropriation of the amount of \$ 92,000 in proffer funds to purchase said property.

Approved this 13th day of January, 2016.

VOTE:

Charles S. DeHaven, Jr. _____

Judith McCann-Slaughter. _____

Gene E. Fisher _____

Robert A. Hess _____

Gary A. Lofton _____

Blaine P. Dunn _____

Robert W. Wells _____

A COPY ATTEST

Brenda G. Garton
Frederick County Administrator

12/14/15

REAL ESTATE CONTRACT

THIS REAL ESTATE CONTRACT (the "Contract") is dated 15 day of December, 2015 by and between DAVID A. FAHNESTOCK, hereinafter called "Seller," and THE COUNTY OF FREDERICK, VIRGINIA, hereinafter called "Purchaser."

WITNESSETH:

For and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid by the Purchaser unto the Seller and other consideration deemed adequate at law, the receipt and sufficiency of which is hereby acknowledged, the Seller agrees to sell to Purchaser and Purchaser agrees to purchase of Seller all that certain parcel of land, together with the improvements thereon, and all rights, privileges, appurtenances, easements and rights of way thereunto belonging or in anywise appertaining, located at 692 Old Charles Town Road, which has the following legal description:

All that certain parcel of land, containing .918 acres and a non-exclusive easement of right of way across the adjacent existing lane to the Old Charles Town Road (Virginia Route 761), in the Stonewall District, Frederick County, Virginia, known as Tax Parcel Number 44-A-139, as shown and more particularly described in the Boundary Line Adjustment of the land of Anna B. McKee, dated September 11, 1996, by Mark D. Smith, L.S., of record in the Clerk's Office of the Circuit Court of Frederick County, Virginia, in Deed Book 866 at Page 1301, *et seq.*, and by this reference made a part hereof as if set out in full; AND BEING the same property conveyed to the Seller by Anna B. McKee and Lester W. McKee by Deed dated August 11, 2009, of record in the aforesaid Clerk's Office as Instrument Number 090009068 (the "Property").

1. **PURCHASE PRICE.** The terms and conditions of the Contract are as follows: The purchase price is ninety-two thousand dollars (\$92,000.00) (the "Purchase Price"). The Purchase Price shall be paid in cash or cashier's check at closing.

2. **DEPOSIT.** Intentionally omitted.

3. **STUDY PERIOD.** Until January 31, 2016, at its sole cost and expense, Purchaser shall have access to the Property for the purpose of viewing, inspecting, and performing tests and studies on the Property ("Study Period"). If Purchaser finds the Property to be unsatisfactory for Purchaser's purposes, in Purchaser's sole and absolute discretion, Purchaser may elect to terminate this Contract by providing Seller with written notice of termination of this Contract; provided, however, Purchaser may not make such election after January 31, 2016. In the event

Purchaser elects to terminate this Contract pursuant to this paragraph, then (i) the Seller shall refund the Deposit to the Purchaser, (ii) Purchaser shall provide to Seller, at no cost to Seller, copies of all reports of tests, examinations, and studies obtained by Purchaser on the Property, and (iii) this Contract shall be deemed null and void and Seller and Purchaser shall have no further rights or obligations one to the other hereunder.

4. **BOARD OF SUPERVISORS APPROVAL AND APPROPRIATION.** In addition to the rights of the Purchaser under paragraph 3, above, this Contract is contingent upon approval of the terms of this Contract by the Board of Supervisors of Frederick County, Virginia and appropriation of funds by the Board of Supervisors of Frederick County, Virginia necessary to acquire the Property. In the event that the Board of Supervisors of Frederick County, Virginia does not, by January 28, 2016, approve this Contract and appropriate the necessary funds for Settlement of this Contract, then (i) the Seller shall refund the Deposit to the Purchaser, (ii) Purchaser shall provide to Seller, at no cost to Seller, copies of all reports of tests, examinations, and studies obtained by Purchaser on the Property, and (iii) this Contract shall be deemed null and void and Seller and Purchaser shall have no further rights or obligations one to the other hereunder.

5. **SETTLEMENT.** Settlement shall occur at the offices of Bryan & Coleman, P.L.C. (the "Settlement Agent"), 116 South Braddock Street, Winchester, Virginia 22601 on or before February 2, 2016 (the "Settlement"). **IN NO EVENT SHALL SETTLEMENT OCCUR LATER THAN FEBRUARY 2, 2016.**

6. **RISK OF LOSS.** In the event of fire, windstorm, casualty or other causes, Seller assumes the risk of loss until Settlement and during this period Seller must maintain adequate insurance. In the event of loss or damage to the subject Property before Settlement, Purchaser shall have the option of either (1) terminating this Contract and recovering the deposit or (2) affirming this Contract, in which event Seller shall assign to Purchaser all of Seller's rights under any policy or policies of insurance applicable to the Property.

7. **CONDITION OF IMPROVEMENTS AND FIXTURES.** The improvements and all fixtures subject to this sale shall be in substantially the same condition on the date of possession by Purchaser as they are at the time of the execution of this instrument.

8. **REAL ESTATE TAXES.** Real Estate taxes shall be apportioned and prorated as of the date of Settlement.

9. **COSTS.** At Settlement Seller shall deliver to Purchaser a Deed with General Warranty and English Covenants of title, said Deed to be prepared at the expense of Seller. In addition, Seller shall pay the required Grantor's tax. Furthermore, Seller agrees to have either

Seller's legal counsel obtain lien payoffs, prepare and file release documents, file Internal Revenue Form 1099, file Virginia Tax Department Form R-5, if applicable, and the like, or Seller agrees to pay any administrative costs incurred by closing agent performing the same. Purchaser will pay for all other costs in connection with the sale of this Property and agrees to accept and comply with the terms of the sale as herein set forth, provided; however, that the title to the Property described above is good and marketable and free from all liens or valid objections.

10. **TITLE.** This Contract is contingent upon Purchaser receiving good and marketable fee simple title to the Property. As used herein, "good and marketable" shall mean that the Property is free of all liens, encumbrances and leases, except for normal utility easements or covenants and restrictions of record that are not now violated by existing buildings or use. In the event the title examination reveals facts that constitute valid title objections or affect the marketability of title, Purchaser shall have the option to terminate this Contract unless Seller, at Seller's expense, cures the title objections within a reasonable time. Obtaining a commitment from a title insurance company operating in Virginia for title insurance, without exception as to the defect claimed, shall constitute compliance with the marketable title requirements. If the title objection is substantial enough, in the written certification and opinion of counsel for Purchaser, that counsel cannot certify the same but the title company will insure the same, then Seller shall pay the premium for owner's title insurance. If Seller refuses to pay the premium, Purchaser, at Purchaser's option, may terminate this Contract, whereupon the Deposit shall be returned to the Purchaser. Nothing shall prevent Purchaser in such a situation from electing to pay the premium and continuing with the Contract. Should Purchaser not be able to obtain title insurance for a title objection, pursuant to the terms of this paragraph, Purchaser may, at Purchaser's option, terminate this Contract and have the Deposit returned immediately.

11. **WOOD INFESTATION INSPECTION AND REPORT.** Prior to Settlement, but dated not more than fifteen (15) days prior to date of Settlement, Purchaser, at Purchaser's expense, shall have the right to obtain a report from a wood infestation control company concerning termite presence, or damage from termites or other wood-destroying insects or organisms. If the inspection reveals active infestation in the primary structure on the Property, Seller, at its expense, shall have the primary structure treated by a company licensed by the Commonwealth of Virginia and properly insured. Should there be damage to the improvements, and should repairs for the damage exceed Five Hundred Dollars (\$500.00), Seller shall have the option to have this damage repaired by a contractor licensed by the Commonwealth of Virginia and keep this Contract in full force and effect or, in the alternative, to terminate this Contract and refund the Deposit. Should repairs to correct the damage not exceed Five Hundred Dollars (\$500.00), Seller shall undertake, and pay for, all repairs as aforesaid.

12. **EQUIPMENT CONDITION AND INSPECTION.** Seller makes no representations or warranties as to the condition of the Property or any improvements thereon. Purchaser will be receiving the Property in an "AS IS" condition, that is, with all defects which may exist, if any, except as otherwise provided in the Real Estate Purchase Contract. Purchaser has inspected the structure and Purchaser agrees to accept the Property at Settlement in its present physical condition, except as otherwise provided herein. Seller warrants that all appliances, heating and cooling equipment, plumbing and electric systems will be in working order at the time of Settlement or of Purchaser's occupancy, whichever occurs first. Seller agrees to deliver the Property in "broom clean" condition and to exercise reasonable and ordinary care in the maintenance and upkeep of the Property between the date this Contract is executed by Seller and the time of Settlement or of Purchaser's occupancy, whichever occurs first. Seller grants to Purchaser or their representative the right to make a pre-occupancy or pre-Settlement inspection to verify that the condition of the Property conforms to this Contract.

13. **SURVEY.** If Purchaser desires a survey, Purchaser will pay for a title survey to be prepared by a licensed surveyor.

14. **ENVIRONMENTAL CONDITIONS.** Seller warrants and represents that, to the best of Seller's knowledge, there are no adverse environmental conditions on or about the Property and that, to the best of Seller's knowledge, there are no hazardous substances or materials, or toxic substances on, under or about the Property. This warranty and representation shall survive the closing and delivery of the deed.

15. **SEVERABILITY.** If at any time, and for any reason, a portion of this Contract shall be declared null and void, that portion shall be considered as severed from this Contract. Such an action shall not affect the remaining portions of this Contract, and they shall be considered to be in full force and effect.

16. **BINDING EFFECT.** Seller and Purchaser agree that this Contract shall be binding upon their heirs, personal representatives, or assigns.

17. **REAL ESTATE AGENT.** The Seller and Purchaser acknowledge that no real estate agent was involved in this sale and they agree to hold the other party harmless from any claim for a commission by reason of any action on their part.

18. **MECHANIC'S LIEN NOTICE.** Virginia law (§ 43-1 *et seq.*) permits persons who have performed labor or furnished materials for the construction, removal, repair, or improvements of any building or structure to file a lien against the Property. This lien may be filed at any time after the work is commenced or the material is furnished, but not later than the earlier of (i) 90 days from the last day of the month in which the lienor last performed work or

furnished material or; (ii) 90 days from the construction, removal, or improvements are terminated. An effective lien for work performed prior to the date of Settlement may be filed after Settlement. Seller warrants that no work has been performed within the last (90) days prior to possession by Purchaser and therefore, the Property described herein is free of all liens pursuant to § 43-1. Seller shall deliver to Purchaser at Settlement an affidavit, on a form acceptable to Purchaser, if applicable, signed by Seller that no labor or materials have been furnished to the Property within the statutory period for the filing of mechanic's or materialmen's liens against the Property. If labor or materials have been furnished during the statutory period, Seller shall deliver to Purchaser an affidavit signed by Seller and person(s) furnishing the labor or materials that the costs thereof have been paid.

19. **PROPERTY OWNER'S DISCLOSURE.** Seller represent that the Property is not located within a development which is subject to the Virginia Property Owner's Association Act (Sections 55-508 through 55-516 of the Code of Virginia).

20. **MISCELLANEOUS.** This Contract represents the entire agreement between Seller and Purchaser and may not be modified or changed except by written instrument executed by the parties. This Contract shall be construed, interpreted and applied according to the laws of the Commonwealth of Virginia and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. To the extent any handwritten or typewritten terms herein conflict with or are inconsistent with the printed terms hereof, the handwritten or typewritten terms shall control.

21. **TIME.** Time is of the essences as to all matters set forth in this Contract.

22. **POST-SETTLEMENT POSSESSION.**

(a) Seller and Purchaser agree that the Seller may retain possession of the Premises for purposes of removal of the personal property of the Seller until March 15, 2016.

(b) Seller agrees to remove all of Seller's personal property and to fully vacate the Premises not later than March 15, 2016.

(c) Seller acknowledges and agrees that the Purchaser shall have no responsibility or liability whatsoever for the personal property of the Seller.

(d) Seller agrees to maintain in full force and effect a policy of general liability insurance upon the Property until such time as the Seller has removed all of Seller's personal property from the Property. The general liability insurance policy shall have policy limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate, and shall name the Purchaser as an additional insured. Seller shall provide a Certificate of Insurance at Settlement. The terms of this Section 22(d) shall survive Settlement and the transfer of title to the Property by Seller to Purchaser.

WITNESS the following signatures and seals:

SELLER:


DAVID A. FAHNESTOCK

DATE: Dec 17-15

PURCHASER:

THE COUNTY OF FREDERICK, VIRGINIA

BY: 

DATE: 12/15/15

IT:

MLB:pmn/smb
c:\Contracts\Fahnestock to Fred Co COS
12/14/15

OLD CHARLES TOWN ROAD

VA. ROUTE 761 VARIABLE WIDTH R/W DB 432 PG 55

OLD CHARLES TOWN
VA. ROUTE 761 30' PRESCR.

GRID MERIDIAN
VA N. ZONE NAD83

T.M. 44-A-292A
BROOKFIELD STEPHENSON
VILLAGE, LLC
INST. No. 110007387
ZONE: R4 USE: VACANT

NEW
T.M. 44-A-292B
24.0000 ACRES

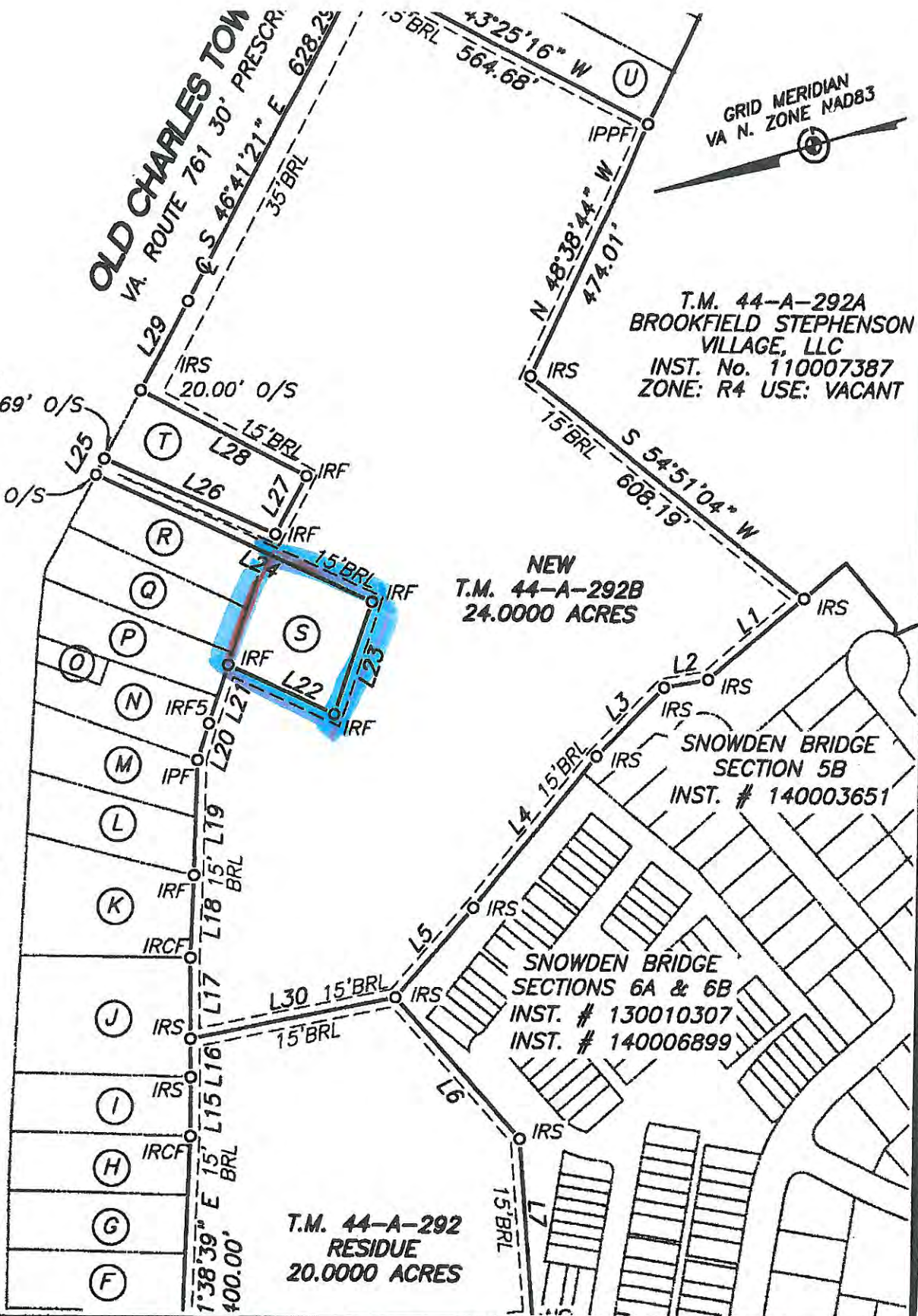
SNOWDEN BRIDGE
SECTION 5B
INST. # 140003651

SNOWDEN BRIDGE
SECTIONS 6A & 6B
INST. # 130010307
INST. # 140006899

T.M. 44-A-292
RESIDUE
20.0000 ACRES

IRF
20.69' O/S

PKF
15.02' O/S

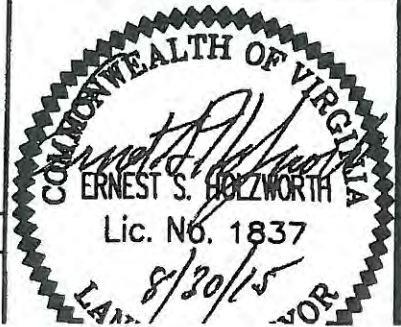


MINOR SUBDIVISION PLAT OF THE LAND OF
COUNTY OF FREDERICK, VIRGINIA and
SCHOOL BOARD OF THE COUNTY OF FREDERICK, VIRGINIA
(TAX PARCEL 44-A-292)

STONEWALL MAGISTERIAL DISTRICT, FREDERICK COUNTY, VIRGINIA

SCALE: 1" = 250'

DATE: JULY 30, 2015



К



TO: Board of Supervisors
FROM: HR Committee
DATE: December 14, 2015
SUBJECT: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, December 11, 2015. Committee members present were Supervisor Robert Hess, citizen members Dorrie Greene and Beth Lewin; absent were Supervisors Blaine Dunn and Robert Wells, and citizen member Don Butler.

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

1. None

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

1. Brenda Garton, County Administrator, presented the Committee with information regarding the procurement of an Applicant Tracking Software Package. The Committee endorsed the purchase of the NEOGOV system. (See Attached).

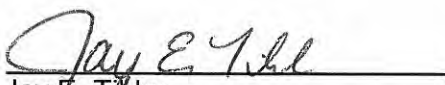
There being no further business, the meeting was adjourned.

The next HR Committee meeting is currently scheduled for Friday, January 8, 2016.

Respectfully Submitted,

Human Resources Committee

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

By: 
Jay E. Tibbs
Interim Director of Human Resources



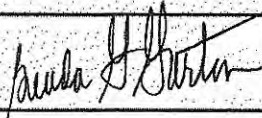
Brenda G. Garton
County Administrator

540/665-6382

Fax 540/667-0370

E-mail: bgarton@fcva.us

MEMORANDUM

TO:	Human Resources Committee
FROM:	Brenda G. Garton, County Administrator 
SUBJECT:	Procurement of Applicant Tracking Software Package
DATE:	December 7, 2015

In an effort to modernize the County's employment application and tracking process, I asked the HR staff to research various applicant tracking software systems and provide me with their recommendation. Currently, Frederick County does not have a method by which potential job applicants can apply for jobs electronically via our website. The required paper submission of applications, I believe, puts us at a distinct disadvantage when recruiting for vacant positions. Many applicants, especially younger ones, will not even bother to apply for our positions because they are accustomed to conducting the application process electronically and would view our process as antiquated and out of touch. The implementation of an applicant tracking software package will enable us to offer this service to potential applicants, will increase the number of qualified applicants for our vacant positions, and will make our entire application process more streamlined and easier to manage.

The HR staff has received proposals from four vendors:

1. NEOGOV
2. CIVICHR
3. PeopleAdmin
4. HRsmart

Staff is recommending the procurement of the NEOGOV system. This system is utilized by a number of Virginia localities, to include the City of Winchester. Our IT Director has looked at the proposed systems and recommended NEOGOV due to his familiarity with the system and to the ease of integration into our current web and network system. Utilization of NEOGOV will reduce time and the cost to fill job vacancies. In addition, it will expand and improve the quality of our applicant pool by providing us with access to automatic job board postings and by integrating with

our social media pages. It is anticipated that we would decrease advertising costs and recognize savings through a reduction in the use of paper, printing, and mailing. However, I would not advocate this change merely as a cost reduction strategy, as I believe the greatest advantage will be more exposure and larger applicant pools.

A copy of the NEOGOV proposal is attached for your information.

It is my intent to transfer funds from the contingency line item to cover this expenditure; therefore, a supplemental appropriation would not be required. And, while I am authorized to procure this service and can provide the funding to do so, I would like for the HR Committee to agree with this approach and to endorse my recommendation. With your endorsement, it would be my intent to transfer the funds and to move forward to procure this software so that we can obtain training and implement it as soon as possible. I would plan to forward the action to the Board from this committee as informational only.

I will be in attendance at the December 11, 2015 HR Committee meeting to discuss this need in greater detail and to answer any questions you might have.

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

BGG/jet

Attachment

Service Agreement

THIS ONLINE SERVICES AGREEMENT (this "Agreement") is made and entered into this _____ day of _____, 201__, by and between **GovernmentJobs.com, Inc.**, a California corporation (d/b/a "NEOGOV"), and the **County of Frederick, VA** a public entity acting by and through its duly appointed representative ("Customer").

1. Provision of Online Services.

(a) Customer hereby engages NEOGOV, and NEOGOV hereby agrees (subject to the terms and conditions set forth herein), to provide the services (the "Services") more fully described in this Agreement and in Exhibit A (Order Form). Customer hereby acknowledges and agrees that NEOGOV's provision and performance of the Services is dependent and conditioned upon Customer's full performance of its duties, obligations and responsibilities hereunder.

2. Additional NEOGOV Responsibilities. In connection with the performance of this Agreement, NEOGOV shall be responsible for the following:

(a) NEOGOV shall provide all required hosting and operations support for the applications provided through this agreement.

(b) NEOGOV shall follow those support, maintenance and other procedures and shall provide those support, maintenance and other services to Customer more fully described in this Agreement.

3. Customer Responsibilities. In connection with the performance of this Agreement and the provision of the Services, Customer shall be responsible for the following:

(a) NEOGOV's logos, including the "powered by" logo, will appear on the "employment opportunities", "job description" and other pages of Customer's web site.

(b) Customer shall be responsible for ensuring that Customer's use of the Services and the performance of Customer's other obligations hereunder comply with all laws applicable to Customer.

(c) Customer shall be responsible, as between NEOGOV and Customer, for the accuracy and completeness of all records and databases provided by Customer in connection with this Agreement for use on NEOGOV's system.

4. Ownership, Protection and Security.

(a) The parties agree that the NEOGOV marks and the Customer marks may both be displayed on and through NEOGOV's system(s).

(b) Ownership of any graphics, text, data or other information or content materials and all records and databases supplied or furnished by Customer hereunder for incorporation into or delivery through the application(s) described in this agreement shall remain with Customer, and NEOGOV shall cease use of all such material upon termination of this Agreement.

(c) Customer acknowledges and agrees that nothing in this Agreement or any other agreement grants Customer any licenses or other rights with respect to NEOGOV's software system (source code or object code) other than the right to receive Services as expressly provided herein. NEOGOV shall retain all ownership in the intellectual property and all other proprietary rights and interests associated with NEOGOV's software system and Services and all components thereof and associated documentation, except as expressly provided herein.

(d) NEOGOV grants to Customer a limited license during the term of this Agreement to use and reproduce NEOGOV's trademarks and logos for purposes of including such trademarks and logos in advertising and publicity materials and links solely as permitted hereunder. All uses of such trademarks and logos shall conform to Customer's standard guidelines and requirements for use of such trademarks and logos.

5. NEOGOV Representations and Warranties.

(a) *Service Performance Warranty.* NEOGOV warrants that it will perform the Services in a manner consistent with industry standards reasonably applicable to the performance thereof.

(b) *No Other Warranty.* EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION, 5, THE SERVICES ARE PROVIDED ON AN "AS IS" BASIS, AND CUSTOMER'S USE OF THE SERVICES IS AT ITS OWN RISK. NEOGOV DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL OTHER EXPRESS AND/OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT AND TITLE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. NEOGOV DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE.

(c) *Disclaimer of Actions Caused by and/or Under the Control of Third Parties.* NEOGOV DOES NOT AND CANNOT CONTROL THE FLOW OF DATA TO OR FROM THE NEOGOV SYSTEM AND OTHER PORTIONS OF THE INTERNET. SUCH FLOW DEPENDS IN LARGE PART ON THE PERFORMANCE OF INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. AT TIMES, ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT CUSTOMER'S CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ALTHOUGH NEOGOV WILL USE COMMERCIALY REASONABLE EFFORTS TO TAKE ALL ACTIONS IT DEEMS APPROPRIATE TO REMEDY AND AVOID SUCH EVENTS, NEOGOV CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR. ACCORDINGLY, NEOGOV DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO SUCH EVENTS.

6. **Publicity.** Following execution of this Agreement, the parties hereto may issue a press release, the form and substance of which shall be mutually agreeable to the parties, announcing the relationship created by this Agreement. Except as expressly contemplated herein, neither party shall issue any additional press release which mentions the other party or the transactions contemplated by this Agreement without the prior consent of the other party, which consent shall not be unreasonably withheld.

7. **Nondisclosure.** Through exercise of each party's rights under this Agreement, each party may be exposed to the other party's technical, financial, business, marketing, planning, and other information and data, in written, oral, electronic, magnetic, photographic and/or other forms, including but not limited to (i) oral and written communications of one party with the officers and staff of the other party which are marked or identified as confidential or secret or similarly marked or identified and (ii) other communications which a reasonable person would recognize from the surrounding facts and circumstances to be confidential or secret ("Confidential Information") and trade secrets. In recognition of the other party's need to protect its legitimate business interests, each party hereby covenants and agrees that it shall regard and treat each item of information or data constituting a trade secret or Confidential Information of the other party as strictly confidential and wholly owned by such other party and that it will not, without the express prior written consent of the other party or except as required by law including the Public Records Act of the State of VA, redistribute, market, publish, disclose or divulge to any other person, firm or entity, or use or modify for use, directly or indirectly in any way for any person or entity: (i) any of the other party's Confidential Information during the term of this Agreement and for a period of three (3) years after the termination of this Agreement or, if later, from the last date Services (including any warranty work) are performed by the disclosing party hereunder; and (ii) any of the other party's trade secrets at any time during which such information shall constitute a trade secret under applicable law.

8. Liability Limitations.

(a) If promptly notified in writing of any action brought against Customer based on a claim that NEOGOV's Services infringe a United States patent, copyright or trademark right of a third party (except to the extent such claim or infringement relates to any third party software incorporated into NEOGOV's applications), NEOGOV will defend such action at its expense and will pay any and all fees, costs or damages that may be finally awarded in such action or any settlement resulting from such action (provided that Customer shall permit NEOGOV to control the defense of such action and shall not make any compromise, admission of liability or settlement or take any other action impairing the defense of such claim without NEOGOV's prior written approval).

(b) Customer acknowledges and agrees: (i) that NEOGOV has no proprietary, financial, or other interest in the goods or services that may be described in or offered through Customer's web site; and (ii) that except with respect to any material supplied by NEOGOV, Customer is solely responsible (as between NEOGOV and Customer) for the content, quality, performance, and all other aspects of the goods or services and the information or other content contained in or provided through Customer's web site.

(c) OTHER THAN THOSE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, NEOGOV DOES NOT MAKE ANY WARRANTIES TO CUSTOMER OR ANY OTHER PERSON OR ENTITY, EITHER EXPRESS OR IMPLIED (INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) WITH RESPECT TO THE SERVICES PROVIDED HEREUNDER. NEOGOV SHALL NOT BE LIABLE TO CUSTOMER OR TO ANY OTHER PERSON OR ENTITY, UNDER ANY CIRCUMSTANCE OR DUE TO ANY EVENT WHATSOEVER, FOR CONSEQUENTIAL OR INDIRECT DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT, LOSS OF USE OR BUSINESS STOPPAGE.

(d) Under no circumstances shall NEOGOV's total liability to Customer or any other person, regardless of the nature of the claim or form of action (whether arising in contract, tort, strict liability or otherwise), exceed the aggregate amount of fees and revenue received by NEOGOV hereunder for the prior twelve (12) month period; provided, however that the foregoing limitations set forth in this Section 8(d) shall not apply to actions brought under 8(a) above or to any injury to persons or damages to property arising out of NEOGOV's gross negligence or willful, gross misconduct.

9. Term and Termination.

(a) This Agreement shall commence as of the date hereof and remain in effect for twelve (12) months unless terminated by either party as set forth herein ("Initial Term").

(b) This Agreement may be renewed for additional terms ("Renewal Term") equal in duration to the Initial Term provided Customer notifies NEOGOV at least thirty (30) days prior to the end of the Initial Term or a Renewal Term.

(c) NEOGOV reserves the right to terminate this Agreement immediately if the Services provided hereunder become illegal or contrary to any applicable law, rule, regulation or public policy. Each party shall have the right to terminate this Agreement upon sixty (60) days prior written notice to the other party.

(d) Upon notification of termination of this Agreement, NEOGOV shall (within sixty (60) days of last date of use of the associated platform) provide Customer with a dedicated data file (flat file format). The dedicated data files will be comprised of Customer's standard data contained in NEOGOV's system. The structure of the relational database will be specific to the Customer's data and will not be representative of the proprietary NEOGOV database.

10. Payments.

(a) *Initial Term.* See Exhibit A (Order Form).

(b) *Renewal Term(s).* For each Renewal Term, NEOGOV will continue to provide Customer with the Services, and will provide maintenance and support services as described herein, provided Customer issues a purchase order or modification to this Agreement and pays NEOGOV in advance the annual recurring charges then in effect. If there is an increase in annual maintenance and support charges, NEOGOV shall give Customer written notice of such increase at least thirty (30) days prior to the expiration of the applicable term.

11. **Force Majeure.** NEOGOV shall not be liable for any damages, costs, expenses or other consequences incurred by Customer or by any other person or entity as a result of delay in or inability to deliver any Services due to circumstances or events beyond NEOGOV's reasonable control, including, without limitation: (i) acts of God; (ii) changes in or in the interpretation of any law, rule, regulation or ordinance; (iii) strikes, lockouts or other labor problems; (iv) transportation delays; (v) unavailability of supplies or materials; (vi) fire or explosion; (vii) riot,

military action or usurped power; or (viii) actions or failures to act on the part of a governmental authority.

12. **Piggyback Clause.** It is understood and agreed by Customer and NEOGOV that any governmental entity may purchase the services specified herein in accordance with the prices, terms, and conditions of this agreement. It is also understood and agreed that each local entity will establish its own contract with NEOGOV, be invoiced therefrom and make its own payments to NEOGOV in accordance with the terms of the contract established between the new governmental entity and NEOGOV. It is also hereby mutually understood and agreed that Customer is not a legally bound party to any contractual agreement made between NEOGOV and any entity other than Customer.

13. **Miscellaneous.** Either party may not assign its rights or obligations under this Agreement without the prior written consent of the other party. This Agreement may not be modified or amended (and no rights hereunder may be waived) except through a written instrument signed by the party to be bound. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall be governed by and construed in accordance with the laws of the State of VA, without giving effect to conflict of law rules. Customer acknowledges and agrees that this Agreement is not intended to be and shall not be construed to be a franchise or business opportunity.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized officers as of the date set forth above.

Customer

Signature: _____
Print Name: _____
Title: _____
Date: _____

GovernmentJobs.com, Inc., a California corporation

Signature: _____
Print Name: Scott Letourneau
Title: President
Date: _____

Customer: County of Frederick (MD)		Bill To:	
Quote Date: 10/29/2015		Revision: 1	
Valid From: 10/29/2015			
Valid To: 11/29/2015			
Requested Service Date: TBD		Order Number:	
		Initial Term:	12 Months

Order Summary

Annual Recurring Fees

Line	Description ¹	Annual Recurring Cost
1.	Insight Enterprise Edition (IN) IN License	\$11,245.00
2.	GovernmentJobs.com Job Posting Subscription (GJC) GJC License	N/A
3.	Perform (PE) PE License	N/A
4.	Onboard (ON) ON License	\$5,623.00
5.	NEOGOV Integrations Integration Maintenance	N/A
Sub Total:		\$16,868.00

Order Form

NEOGOV™

Non-Recurring Fees

Line	Description ¹	Non-Recurring Fees
NEOGOV Services		
6.	Insight (IN)	
	Setup and Implementation	\$1,500.00
	Training	\$1,500.00
	Perform (PE)	
	Setup and Implementation	N/A
	Training	N/A
	Onboard (ON)	
	Setup and Implementation	Waived
	Training	N/A
	Onboard form building as Professional Service ²	
	NEOGOV Integrations	
	Setup and Configuration	N/A
Sub Total:		\$3,000.00
Order Total:		\$19,868.00

¹More detailed descriptions of the services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

²NEOGOV ON includes I9 and W2 standard forms that are regularly updated by NEOGOV. Additional forms or form maintenance are available by NEOGOV Professional services at the following cost:

- Background forms \$295 per form
- Dynamic Form \$195 per form
- Updates to existing forms \$200 an hour

Additionally, during the term of any subscription license, the Customer will be provided:
 Customer Support - Provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software - Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

Order Form

Order Detail

1.0 Insight Enterprise (IN)

License Subscription to NEOGOV IN

The Customer's subscription to the Insight platform includes the following functionality:

Recruitment

- Online job application
- Online applications integration with current Customer website
- Online job announcements and descriptions
- Automatic online job interest cards
- Recruitment and examination planning

Selection

- Configurable supplemental questions
- Define unique scoring plans
- Test analysis and pass-point setting
- Score, rank, and refer applicants

Applicant Tracking

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Candidate Self-Service Portal for scheduling and application status

Reporting and Analysis

- 90 standard system reports
- Ad Hoc reporting tool

HR Automation

- Create and route position requisitions for approval
- Certification/eligible lists

2.0 GovernmentJobs.com Job Posting Subscription

(GJC) License Subscription

- Enables organizations to advertise their job postings created in Insight on the GovernmentJobs.com website.
- May add an unlimited number of postings

Note: jobs advertised on the promotional and transfer webpage's are not advertised on GovernmentJobs.com as these are typically for internal employees.

3.0 NEOGOV Perform (PE)

License Subscription to NEOGOV PE

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Goal Library
- Shareable Competency Content
- Development Plans
- Configurable Process Workflows
- Ability to build Content sections for re-use
- Configurable Rating Scales
- Ability to build Library of Writing Assistants
- 360 Reviews
- Configurable Email Notifications
- Automatic Evaluation Creation
- Ability to perform actions in bulk for Employees & Evaluations

4.0 NEOGOV Onboarding (ON)

License Subscription to NEOGOV ON

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Task Manager
- Employee data upload
- Attachments
- Build your own Onboarding forms*

*NEOGOV ON includes I9 and W2 standard forms that are updated by NEOGOV. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Background forms \$295 per form
- Dynamic Form \$195 per form
- Updates to existing forms \$200 an hour

5.0 NEOGOV Integrations

NEOGOV offers Standard Integrations as well as platform APIs for 3rd party system integration(s).

Standard Integrations include:

- Business Process Re-engineering
- Conduct project scope, review integration plan, discuss timeline, and set schedule for required meetings
- Annual Maintenance By NEOGOV to re-configure integrations

Note: NEOGOV APIs are to be configured directly by Customer staff using NEOGOV documentation. If required, Professional Services may be included by NEOGOV to help define and validate scope, business requirements, timelines, and associated costs (if applicable).

6.0 NEOGOV Services

Setup and Provisioning

The following activities are conducted as part of the Insight Enterprise implementation:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will establish an associated training environment that may be used during training and post-training to allow the Customer to learn the system and begin defining new roles, responsibilities, or activities within the Organization.
- NEOGOV will establish the Customer's production environment

Training

NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers have full access to the demo/training environment setup for Insight.

NEOGOV's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

Order Form Terms and Conditions:

(1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter "NEOGOV") agrees to provide the services described in this Order Form. THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.

(2) The Customer agrees that the payment schedule is as follows:

Provide all required software and Licenses

- One hundred percent (100%) of the annual license price (including any Integrations) is payable within thirty (30) days of execution of this Order Form and Service Agreement. (\$16,868)

Training

- One hundred percent (100%) of the training price is payable within thirty (30) days of execution of this Order Form and Service Agreement. (\$1,500)

Software Implementation

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$1,500)

(3) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.

(4) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOV</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

L



COUNTY of FREDERICK

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

MEMO

To: Brenda G. Garton, County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: December 9, 2015



The Parks and Recreation Commission met on December 8, 2015. Members present were: Patrick Anderson, Randy Carter, Natalie Gerometta, Ronald Madagan, Charles Sandy, Jr. and Blaine Dunn. Members absent were: Gary Longerbeam and Kevin Anderson

Items Requiring Board of Supervisors Action:

1. Proposed Parks and Recreation Commission Bylaw Revision – Mr. Madagan moved to revise Article 3, Section 5 of the Parks and Recreation Commission Bylaws to state “Commission members are required to attend seventy-five percent of the held commission meetings. ***Consideration of committee meeting attendance will be considered by the Executive Committee for those members not attending seventy-five percent of held meetings. Members failing to attend seventy-five percent of held commission meetings and not active in committee meetings will be notified by the chairperson regarding their lack of attendance***”, second by Mr. Patrick Anderson, motion carried unanimously (5-0). Please see attached Parks and Recreation Commission By-Laws.

2. Buildings and Grounds Committee – Clearbrook Fire and Rescue Easement Request - The Buildings and Grounds Committee recommended approval of the easement request and waiving of the easement fee with the following stipulations. Clearbrook Volunteer Fire and Rescue will pay the easement fee and appropriate interest if they sell the property within ten years, will allow Parks and Recreation access to overflow parking at no charge if requested, and building access at no charge for meeting space, second by Mr. Patrick Anderson, motion carried unanimously (5-0). A public hearing is required if the Board of Supervisors wish to move forward with the Parks and Recreation Commission’s recommendation. Please find attached a copy of the Parks and Recreation Department Easement policy.

Submitted for Board Information Only:

1. Finance Committee – Fiscal 2017 Fees and Charges – Mr. Madagan moved to accept the Fiscal Year 2017 fees and charges as recommended by the Finance Committee, second by Mr. Carter, motion carried unanimously (5-0).

107 North Kent Street
Winchester, VA 22601

Page 2

Parks & Recreation Commission

December 9, 2015

2. Finance Committee – Fiscal 2017 Budget Request – Mr. Patrick Anderson moved to accept the Fiscal Year 2017 Budget as recommended by the Finance Committee, second by Mr. Madagan, motion carried unanimously (5-0).

3. Closed Session: Mr. Madagan moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Kevin Anderson, motion carried unanimously (5-0).

Mr. Madagan moved to exist closed session, second by Mr. Carter, carried unanimously (5-0). All Commission members were polled re: any discussion besides matter for closed session, all said no.

Attachments (2)

cc: Charles R. Sandy, Jr., Chairman
Blaine Dunn, Board of Supervisor Liaison

**BYLAWS FOR FREDERICK COUNTY
PARKS AND RECREATION ADVISORY COMMISSION**

The Frederick County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.1-271 and 15.1-272 and the ordinances of the County of Frederick, Virginia.

ARTICLE 1

That there is hereby created a Commission to be known as the Frederick County Parks and Recreation Commission, hereinafter referred to as “the Commission.”

ARTICLE 2

Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body to the Frederick County County Board of Supervisors. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Parks and Recreation Director, and the Board of Supervisors in matters affecting recreation policies, policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

ARTICLE 3

Membership

- Section 1. There shall be eight (8) members on the Commission. One from each County Magisterial District, appointed by the Board of Supervisors to serve for four (4) year terms, and two (2) at large members recommended by the Commission and approved and/or appointed by the Board to serve for four (4) years on a staggered basis.
- Section 2. The Chairperson of the Board of Supervisors may, by and with consent of the Commission, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.

- Section 3. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.
- Section 4. Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops, and such reimbursement being made in compliance with the general policies of Frederick County.
- Section 5. Commission members are required to attend seventy-five (75%) of the held Commission meetings per year. Consideration of committee meeting attendance will be considered by the Executive Committee for those members not attending seventy-five percent of held meetings. Members failing to attend seventy-five percent of held commission meetings and not active in committee meetings will be notified by the chairperson regarding their lack of attendance.

ARTICLE 4

Officers

- Section 1. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary (who is the Director of Parks and Recreation). The officers shall be elected at the organizational meeting, which is the first meeting of the calendar year (typically in January) to serve for one year or until a successor shall be elected. No officer shall serve more than two consecutive terms.
- Section 2. The Commission shall adopt bylaws, rules, and regulations governing its procedure and not inconsistent with the provisions of the State laws and the approved ordinance as set forth by the Frederick County Board of Supervisors.

ARTICLE 5

Meetings

- Section 1. Regular meetings shall be held once per month during the year. The meeting day shall be determined by the Commission.
- Section 2. Special meetings may be called by the Chairperson or on the written request of at least two (2) members, the time and place to be designated in the notice of such call.
- Section 3. The time and place for the meetings shall be designated by the Chairperson.
- Section 4. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, and other

business that may need to come before such meetings.

Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that over fifty percent (50%) of the members may constitute a quorum.

Section 6. All meetings are open to the public.

Any citizen of Frederick County may speak at a Parks and Recreation meeting if the topic spoken on is relevant to Parks and Recreation. Comments will be limited to three minutes and feedback will not be provided from the Commission members. Public comment will be handled at the conclusion of the adoption of the agenda. If a Commission member wishes to comment, such comment would be made at the information items portions of the meeting.

Requests for public comment must be received by the Director two weeks prior to the scheduled meeting. Requests must include name, address, magisterial district, and topic. Requests can be made by e-mail or phone. The Director will confirm receipt of your request and the meeting agenda one week prior to the meeting. If the meeting is cancelled due to lack of agenda items requiring action, requested comments will be scheduled for the next Commission meeting.

Section 7. Meetings shall be conducted in accordance with procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 8. The following shall be the order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.

Section 9. Order of Business

- a. Call to Order.
- b. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
- c. Adoption of Agenda
- d. Public Comment
- e. Unfinished business.
- f. New Business
- g. Monthly Reports
- h. Reports of standing committees.
- i. Information Items
- j. Adjournment.

ARTICLE 6

Duties and Responsibilities of the Commission

- Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, and lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.
- Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.
- Section 3. The Commission shall recommend to the Frederick County Board of Supervisors a Director of Parks and Recreation who possesses the necessary foundation training and who demonstrates by actual work his/her ability to organize and direct a community recreation system. Additional personnel will be added by the Director contingent upon appropriate funding in the budget.
- Section 4. Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- Section 5. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- Section 6. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Frederick County.
- a. The Commission and the Parks and Recreation Director shall prepare and recommend to the County Administrator an annual budget sufficient to finance the program of Recreation and Parks the Commission feels is necessary for the welfare of the residents of the County of Frederick. The budget shall be submitted to the County Administrator to hear the requests.

- b. The Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

Section 7. Planning Duties and Responsibilities

- a. Advise in the preparation of a Master Plan in cooperation with the Planning Commission for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Frederick and update same yearly, consistent with the County's Master Plan.
- b. Investigate and determine the needs and interests of the community for recreation facilities and programs.
- c. Schedule public hearings as needed.

ARTICLE 7

Section 1. Director's Relationship. The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain program objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of the efficient program. He is an ex-officio member and secretary of the Commission (by virtue of his office) and attends committee meetings. He keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2. Chairperson. The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.

Section 3. Vice-Chairperson. The Vice-Chairperson of the Commission in the absence of the Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Commission shall elect a Chairperson Pro Tempore who shall perform the duties of Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary

committees function as planned by the Commission.

Section 4. Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all documents committed to his/her care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meeting to the Commission members prior to the meetings.

ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

ARTICLE 9

Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon concurrence of the Frederick County Board of Supervisors.

APPROVED BY:

Date

Chairperson, Board of Supervisors

Date

Chairperson, Parks & Recreation
Commission

EASEMENT ON PARK PROPERTY POLICY
500.07

PURPOSE:

To establish criteria to consider requests for easements by outside parties for non-recreational uses of park land.

GOAL:

To preserve the integrity of the park while considering easement requests.

POLICY:

The Frederick County Parks and Recreation Department will only consider easements by outside parties for non-recreational use of park land if the proposed easement is compatible with other planned or existing park uses, it is determined there is no prudent or feasible alternative, and all possible planning to minimize impact is included. The Department shall require compensation for use of parklands based on the appraised value of the property. The minimum compensation shall be 25% of the appraised value of the property that will be subject to the easement. The compensation percentage may be increased for high exposure areas at the recommendation of the Frederick County Parks and Recreation Commission and approval of the Frederick County Board of Supervisors.

The Department may require compensation for Department staff hours overseeing any easement request exceeding four hours. Time will be recorded in 30 minute increments throughout the approval process. This fee will be waived for easements benefitting the Parks and Recreation Department.

In addition, the Parks and Recreation Department may require monetary assurance(bonding)of the requestor to ensure compliance with easement requirements including restoration of impacted areas.

All easement requests are subject to approval and contingencies determined by the Frederick County Parks and Recreation Commission, Frederick County Board of Supervisors and if applicable, the Department of Interior, National Park Service Virginia Liaison for the Land and Water Conservation Fund.

Approved: May 2011

M





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: December 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, December 16, 2015 at 8:00 a.m. Member Richard Shickle was absent.

( = no action required)

1. The NRADC Superintendent requests an NRADC fund budget transfer in the amount of \$380,000 from medical insurance to overtime and merit reserve. Policy requires Board approval to transfer out of a fringe benefit line item. See attached memo, p. 3. The committee recommends approval.
2. The Voter Registrar requests a General Fund supplemental appropriation in the amount of \$38,614. This amount represents costs associated with the March 2016 Presidential Primaries. Local funds are required. See attached memo, p. 4 – 5. The committee recommends approval.
3.  The Winchester Regional Airport Director provides an update on the Airport operating budget for FY 2016. See attached information, p. 6 – 26. No action required.
4. The Planning Deputy Director requests a General Fund supplemental appropriation in the amount of \$100,000. This represents a monetary contribution proffered related to the Stephenson Village Planned Residential Community for the Clearbrook Volunteer Fire & Rescue Company. See attached memo, p. 27 – 28. The committee recommends approval.

5. (no further action required - previous agenda item)

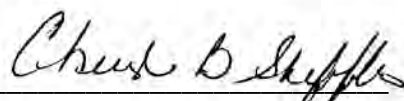
Closed session, pursuant to Virginia Code Section 2.2-3711(A)(3), for discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County. Motions to go into closed session, conclude closed session, and certify closed session were made by Mr. Lofton, seconded by Ms. Rudolph, and approved by the committee. The closed session was certified by a roll call vote of each voting member of the committee present. The committee recommends a General Fund supplemental appropriation in the amount of \$92,000 in proffer funds to purchase property.

INFORMATION ONLY

1. The Finance Director provides a Fund 10 Transfer Report for November 2015. See attached, p. 29.
2. The Finance Director provides an FY 2016 Fund Balance Report ending December 10, 2015. See attached, p. 30.
3. The Finance Director provides financial statements for the month ending November 30, 2015. See attached, p. 31 – 41.
4. An updated FY 2017 budget calendar is provided. See attached, p. 42.
5. NW Works sends a letter of appreciation for the support received from the County. See attached, p. 43.

Respectfully submitted,

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

By 
Cheryl B. Shiffler, Finance Director

Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



141 Fort Collier Road, Winchester, VA 22603
(540) 665-6374 (540) 665-1615 FAX

MEMORANDUM

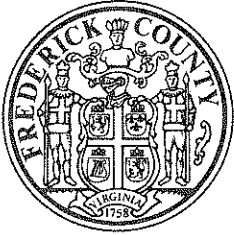
To: Cheryl Shiffler, Frederick County Finance Director
From: James F. Whitley, Superintendent *JFW*
Date: November 19, 2015
Subject: Transfers

Request approval to transfer \$380,000 from 11-033010-2005, Hospital/Medical Plans, to the following line items:

4-011-033010-1005-000-000 - Overtime	\$190,000
4-011-093010-5807-000-001 - Merit Reserve	\$190,000

This request is due to numerous officer vacancies that have arisen from retirements, disciplinary actions and resignations, as well as the Merit increase that was effective 7/2015 and CAD advancements that will be effective 1/2016.

Your consideration of this request is most appreciated.



OFFICE OF VOTER REGISTRATION & ELECTION ADMINISTRATION

General Registrar of Voters

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

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

MEMORANDUM

To: Frederick County Finance Committee

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

Subject: Supplemental Budget Request for March 1, 2016 Presidential Primaries

Date: December 4, 2015

The Voter Registrar requests to be placed on the Fredrick County Finance Committee agenda for the Wednesday, December 16, 2015 meeting. The purpose of this request is to seek approval of the Supplemental Budget Request for the March 1, 2016 Presidential Primaries (Copy Enclosed). Presidential Primaries for both the Democratic and Republican Parties have been certified for the entire Commonwealth. The Department of Elections will certify all candidates and the ballot order to all localities by Thursday, December 17, 2015. The amount of the Supplemental Budget Request is \$ 38,613.59. This amount will cover all expenses related to the Presidential Primaries on Tuesday, March 1, 2016. This Supplemental Budget Request is be done from the 2015 – 2016 Budget year. Per the Code of Virginia 24.2 – 545, Part F, the cost of Presidential Primaries will be covered in its entirety by the Commonwealth of Virginia., pursuant to the provisions of the appropriation act.

FREDERICK COUNTY FINANCE COMMITTEE

FREDERICK COUNTY ELECTORAL BOARD/VOTER REGISTRAR

SUPPLEMENTAL BUDGET REQUEST
MARCH 1, 2016 PRESIDENTIAL PRIMARIES

SUPPLEMENT FROM 2015 – 2016 BUDGET YEAR

EXPENSES

Machine Technician, Machine Custodian – PT Workers	\$ 6,520.00	Code 13010-1003-000-000
Poll Workers	\$ 22,200.00	13010-1006-000-002
Newspaper Ad	\$ 250.00	13010-3007-000-000
Machine Programming, Machine Moving, Printing	\$ 6,673.79	13010-3010-000-000
Freight & Postage	\$ 718.70	13010-5204-000-000
Office Supplies	\$ 400.00	13010-5401-000-000
Mileage – Electoral Board, Machine Technician, Machine Custodian,	\$ 760.50	13010-5506-000-000
PT Help – Other	\$ 180.00	13020-1003-001-000
Overtime – Asst. Registrar, PT Asst. Registrar	\$ 910.60	13020-1005-000-000
<u>TOTAL</u>	<u>\$ 38,613.59</u>	

**FREDERICK COUNTY TO BE REIMBURSED FOR ALL EXPENSES BY THE
COMMONWEALTH OF VIRGINIA.**



WINCHESTER REGIONAL AIRPORT

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

Memo

To: Cheryl Shiffler, Finance Director, Frederick County
CC: Brenda G. Garton, Administrator, Frederick County
Gene Fisher, Frederick County Board of Supervisors
Mary Blowe, Finance Director, City of Winchester
Eden Freeman, Manager, City of Winchester
From: Renny Manuel, Director, Winchester Regional Airport (RM)
Date: November 13, 2015
Re: Operating Budget Update on Revenue through October 2015

On behalf of the Winchester Regional Airport Authority I am providing you with an update on the operating budget for year ending June 2016 revenue/cash status.

Attached is a copy of the FY 2016 Operating Budget that was submitted for funding approval in December 2015 which has been adjusted to reflect increases in salaries and fringes that occurred after the operating budget was approved.

The majority of revenue in the budget is generated from the sale of fuel. While aircraft activity has increased fuel sales have not. In speaking with other airport managers throughout the Commonwealth the decline in fuel sales is the same at their airports. The revenue chart included with this document shows that the sale of fuel would be generating approximately 68% of the total budget revenues needed to balance the budget. I have included a chart showing the history of fuel gallons sold over the past several years.

The airport generates a higher profit margin on Jet-A fuel than AVGAS and with the loss of based turbine aircraft from this and prior years and a continued decline in corporate and business aviation traffic, to date we are selling less than what was projected in the FY 2016 budget through the end of October.

In an effort to help with cash flow we lowered the minimum levels of fuel inventory kept on hand and monitor those levels daily in addition to receiving updates on fuel costs weekly to try to avoid buying at a higher cost. We are attempting to hold down other operating costs while maintain the upkeep of operations required to operate the facility. Throughout the years when the economy was booming and our fuel sales were climbing, we were able to build up a cash reserve while steadily decreasing the operating contributions from the County of Frederick and the City of Winchester. Once the economy began to decline we then entered into budget years that were funded at prior levels without increases.

Also enclosed you will find a copy of our financial records for your review with line item details of monies spent through October 2015. The cash on hand at the end of October 2015 is a negative \$63,170 with over \$8,100 due in account payables. Based on the FY 2016 amended budget the projected revenues would be short \$74,000 by June 30, 2016 if fuel sales remain low.

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

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



Winchester Regional Airport Authority

BUDGET

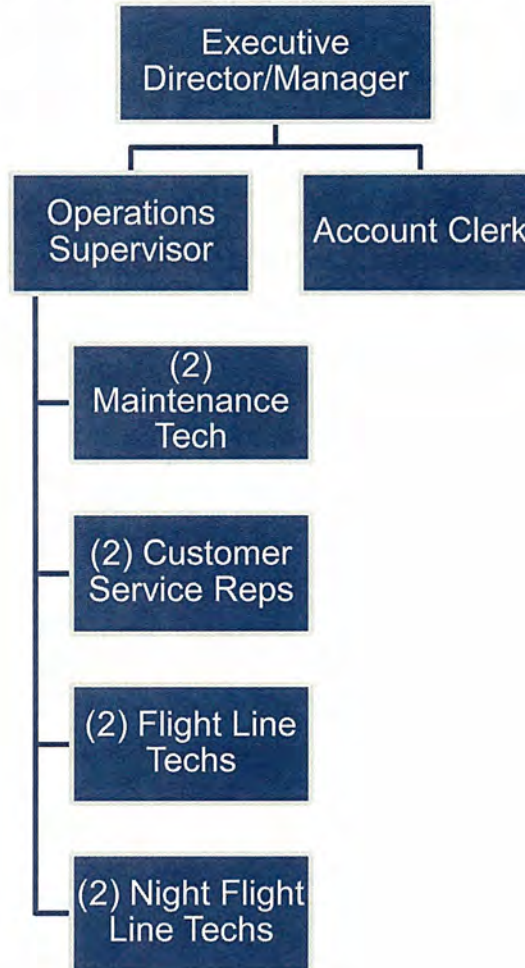
City/County Revenue Shares Based on Weldon Cooper population estimate for 2013 published 1/27/2014

FY 2016 Amended Budget

Operating Fund 17

Submitted to Frederick County	December 8, 2014
Submitted to City of Winchester	December 12, 2014
Submitted to Clarke County	December 12, 2014
Submitted to Shenandoah County	December 12, 2014
Submitted to Warren County	December 12, 2014

Winchester Regional Airport



2016 FISCAL YEAR BUDGET REQUEST

DEPARTMENT: AIRPORT AUTHORITY OPERATING FUND 8109

DESCRIPTION

The Airport Authority operates and maintains the regional airport as a public use facility while striving to balance its annual budget using airport-generated revenues. Approximately 83 percent of the funds required to operate and maintain the 385 acre facility are earned from the sale of essential products and services to based and itinerant aircraft owners and operators. Essential aircraft products and services are provided as a proprietary exclusive right by the Airport Authority to ensure that a desirable level of service is maintained. Essential aircraft products and services include the sale of fuel and oil products, aircraft parking and storage, catering, ground transportation on a twenty-four hour basis.

GOALS:

- Provide a safe, efficient and modern air transportation facility
- Provide access to the National Air Transportation System
- Support economic development within the Northern Shenandoah Valley
- Increase fuel sales through contract fuel program
- Expand services to attract new corporate customers and increase based aircraft
- Build additional corporate hangars to attract new jet aircraft owners to base at Winchester Airport

	FY 2014 BUDGET	FY 2015 BUDGET	FY 2016 BUDGET		FY 2014 BUDGET	FY 2015 BUDGET	FY 2016 BUDGET
COSTS:				REVENUES:			
Personnel	618,515	654,640	747,778	Fees	2,200,304	2,134,484	2,116,661
Operating	1,468,664	1,400,354	1,390,450	State/Federal	11,140	23,700	23,380
Leases/Loan	188,300	174,000	159,650	Local	64,035	70,810	157,838
TOTAL	2,275,479	2,228,994	2,297,878	TOTAL	2,275,479	2,228,994	2,297,878
Full-time positions	11	11	11				

11/15/2013 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E			
FUND #-017 AIRPORT AUTHORITY FUND		GL067E					
		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
081090	AIRPORT AUTHORITY						
	PERSONAL SERVICES						
081090-1001-000-001	EXECUTIVE DIRECTOR/MANAGER	82,556	84,971	88,567	88,821	103,038	14,217
081090-1001-000-036	ADMINISTRATIVE ASSISTANT				0	0	0
081090-1001-000-037	CUSTOMER SERV.REP.I	31,374	32,150	33,327	33,411	34,159	748
081090-1001-000-038	FACILITY MAINT.TECH.	31,432	32,163	33,323	33,408	39,437	6,029
081090-1001-000-039	FACILITY MAINTENANCE TECH.	27,842	28,489	29,518	29,592	34,454	4,862
081090-1001-000-040	FLIGHT LINE TECH	32,659	33,467	34,692	34,779	39,389	4,610
081090-1001-000-041	FLIGHT LINE TECH.	28,581	29,288	30,360	30,436	34,376	3,940
081090-1001-000-042	AIRPORT LABORER				0	0	0
081090-1001-000-071	OPERATIONS SUPV.	49,764	51,220	53,430	53,587	65,264	11,677
081090-1001-000-072	CUSTOMER SERV. REPT I	24,750	23,882	24,691	24,753	26,757	2,004
081090-1001-000-073	FLIGHT LINE TECH	39,678	40,631	42,107	42,214	48,904	6,690
081090-1001-000-074	ACCOUNT CLERK II	28,415	29,182	30,319	30,400	34,785	4,385
081090-1001-000-075	FLIGHT LINE TECH.	14,653	32,142	33,330	33,413	34,299	886
081090-1003-000-000	PART-TIME SALARIES AND WAGES						0
081090-1005-000-000	OVERTIME/HOLIDAY	17,962	20,977	29,497	29,571	29,571	0
081090-1009-000-000	MERIT RESERVE	0	0	0		0	0
	PERSONAL SERVICES	409,666	438,562	463,161	464,385	524,434	60,049
081090-2001-000-000	F.I.C.A.	31,023	31,621	35,432	35,525	40,119	4,594
081090-2002-000-000	V.R.S.	44,091	47,563	49,394	46,134	52,505	6,372
081090-2005-000-000	HOSPITAL/MEDICAL PLANS	66,455	81,616	100,323	105,003	105,003	0
081090-2006-000-000	GROUP INSURANCE	4,607	4,969	5,160	5,175	5,888	713
081090-2011-000-000	WORKER'S COMPENSATION	13,277	15,618	16,788	17,600	19,829	2,229
081090-2015-000-000	UNEMPLOYMENT BENEFITS						
	EMPLOYEE BENEFITS	159,453	181,387	207,097	209,437	223,344	13,907
081090-3002-000-000	PROFESSIONAL SERVICES	16,107	23,237	21,000	24,500	24,500	0
081090-3004-000-001	REPAIR & MAINTENANCE EQUIP.	16,002	5,497	10,265	5,300	5,300	0
081090-3004-000-002	STATE F&E REPAIRS	2,898	0	0	0	0	0
081090-3004-000-003	REPAIR & MAINTENANCE BLDG.&G	3,004	4,108	10,700	10,800	10,800	0
081090-3005-000-000	MAINTENANCE SERVICE CONTRACT	8,182	7,638	7,500	7,300	7,300	0
081090-3005-000-001	STATE FUNDED MAINTENANCE CONTRACTS	0	0	6,500	6,400	6,400	0
081090-3007-000-000	ADVERTISING	0	215	500	500	500	0
081090-3010-000-000	OTHER CONTRACTUAL SERVICES	29,091	27,562	27,900	29,350	29,350	0
	PURCHASED SERVICES	75,284	68,257	84,365	84,150	84,150	0

		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
081090-5101-000-000	ELECTRICAL SERVICES	54,531	57,795	58,000	58,000	58,000	0
081090-5102-000-000	HEATING SERVICES	6,802	9,775	7,100	10,600	10,600	0
081090-5103-000-000	WATER & SEWAGE SERVICES	2,506	3,230	3,100	3,200	3,200	0
081090-5204-000-001	POSTAGE	466	350	500	500	500	0
081090-5204-000-002	TELEPHONE	4,975	6,397	7,000	7,000	7,000	0
081090-5302-000-000	FIRE INSURANCE	12,656	8,294	12,035	12,035	12,035	0
081090-5305-000-000	MOTOR VEHICLE INSURANCE	8,433	5,355	6,084	6,085	6,085	0
081090-5307-000-000	PUBLIC OFFICIALS LIABILITY I	516	516	600	600	600	0
081090-5308-000-000	GENERAL LIABILITY INSURANCE	17,945	19,000	18,966	19,000	19,000	0
081090-5401-000-000	OFFICE SUPPLIES	3,438	3,339	5,000	5,000	5,000	0
081090-5401-000-001	PC REFRESH PROGRAM	0	0	0	0	3,000	3,000
081090-5405-000-000	JANITORIAL SUPPLIES	1,435	1,904	2,000	2,000	2,000	0
081090-5407-000-000	REPAIR AND MAINTENANCE SUPPL	8,869	6,377	12,900	14,200	11,200	(3,000)
081090-5407-000-001	STATE - PARTS AND SUPPLIES	4,201	6,403	7,000	6,700	6,700	0
081090-5408-000-000	VEHICLE AND POWERED EQUIP SU	12,398	11,303	15,250	16,150	14,150	(2,000)
081090-5408-000-001	VEHICLE GAS-AIRPORT USE	17,457	19,031	20,000	20,000	20,000	0
081090-5410-000-000	UNIFORMS	1,033	1,016	2,500	2,500	2,500	0
081090-5413-000-000	OTHER OPERATING SUPPLIES	5,532	1,447	4,998	2,000	2,000	0
081090-5413-000-001	LINE SERVICE EQUIPMENT	1,798	1,309	2,000	2,000	2,000	0
081090-5413-000-002	SECURITY MATERIALS & SUPPLIE	3,864	894	6,000	6,000	6,000	0
081090-5414-000-000	MERCHANDISE FOR RESALE	801,978	667,585	1,094,654	1,079,250	1,079,250	0
081090-5506-000-000	TRAVEL	1,845	2,631	2,000	1,600	3,600	2,000
081090-5714-000-000	INSURANCE DEDUCT.						0
081090-5715-000-000	PROMOTIONAL FUND	11,924	9,444	15,000	15,000	15,000	0
081090-5801-000-000	DUES & MEMBERSHIP	984	831	1,500	1,380	1,380	0
081090-5804-000-000	TAXES-FED.EXCISE & STATE	58	71	500	500	500	0
081090-5806-000-000	SNOW REMOVAL CONTINGENCY	13,211	21,220	15,000	15,000	15,000	0
081090-5810-000-000	PAYMENT OF UNEMPLOYMENT CLAI						
	OTHER CHARGES	998,855	865,517	1,319,687	1,306,300	1,306,300	0
081090-8001-000-000	MACHINERY AND EQUIPMENT	5,600	0	0			
081090-8007-000-000	INTEGRATED TECHNOLOGY EQUIPM						
	CAPITAL OUTLAY	5,600	0	0	0	0	
081090-9001-000-000	LEASE/RENT OF EQUIPMENT	54,344	50,663	47,600	33,250	33,250	0
081090-9101-000-000	PAYMENT OF LOANS	126,400	126,400	126,400	126,400	126,400	0
	OTHER USES OF FUNDS-	180,744	177,063	174,000	159,650	159,650	0
	TOTAL DEPARTMENT	1,829,602	1,730,786	2,248,310	2,223,922	2,297,878	73,956

11/15/2013 COUNTY OF FREDERICK		- B U D G E T -		E X P E N S E			
FUND #-017 AIRPORT AUTHORITY FUND		GL067E					
		Prior Yr Actual Expenses		FY 2015	FY 2016	FY 2016	Over
		FY/2013	FY/2014	Amended	Budgeted	Amended	(Decrease)
092010-5880-000-000	TRANSFER TO AIRPORT CAPITAL						
	OTHER CHARGES	0	0	0	0	0	
093010-5807-000-001	MERIT RESERVE	11,772	0	(12,597)	0	(11,930)	(11,930)
093010-5807-000-002	MERIT RESERVE FRINGES	0	0	(3,025)	0	(2,724)	(2,724)
	OTHER CHARGES	11,772	0	(15,622)	0	(14,654)	(14,654)
	TOTAL FOR FUND	1,841,374	1,730,786	2,232,688	2,223,922	2,283,224	59,302

FY 2016 BUDGET REQUEST - OPERATING REVENUES

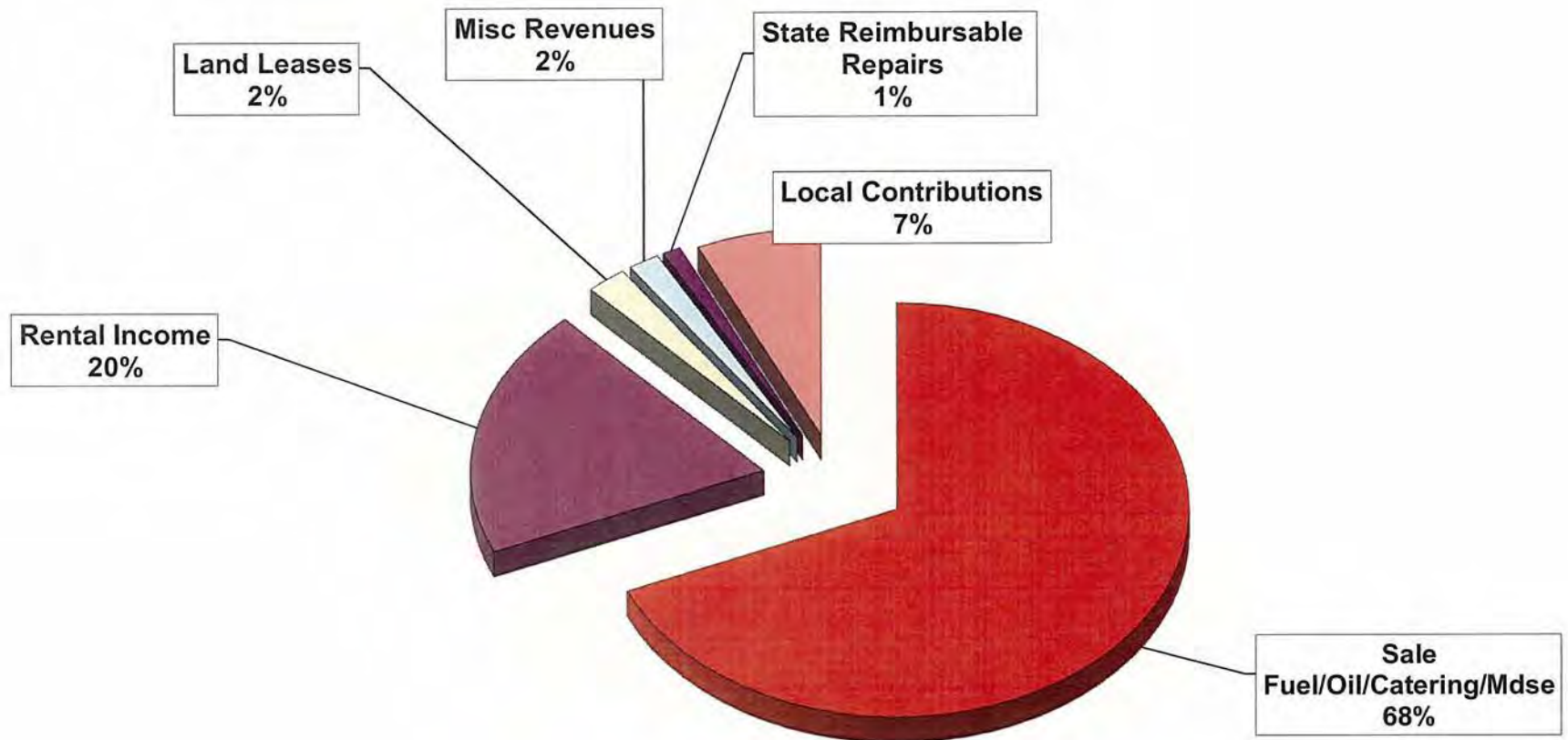
WINCHESTER REGIONAL AIRPORT

DEPARTMENT CODE 017

**Amended request based on adjusted population data			SOURCE OF FUNDS				
REVENUE LINE ITEM	FUNDING SOURCES		SVC-GENERATED/ OTHER REVENUE	STATE	FEDERAL	PROVIDED FROM LOCAL SOURCES	TOTAL
	SALE JET-A FUEL		1,170,000				1,170,000
	SALE AVGAS FUEL		390,000				390,000
	SALE OIL		3,750				3,750
	SALE MERCHANDISE		3,125				3,125
	SALE CATERING		2,500				2,500
	SALE DEICING CHEMICALS		6,000				6,000
	RENT - MONTHLY TIEDOWN		39,960				39,960
	RENT - METAL T-HANGARS		255,480				255,480
	RENT - CLEARSPAN HANGAR		72,000				72,000
	RENT - FBO OFFICES		21,000				21,000
	RENT - FBO HANGAR SECOND FLOOR		24,000				24,000
	RENT - FBO HANGAR SPACE		37,800				37,800
	LAND LEASES		51,245				51,245
	FUEL FLOW FEE		15,000				15,000
	OVERNIGHT PARKING FEE		1,000				1,000
	FLIGHT LINE LABOR		1,000				1,000
	CONFERENCE ROOM FEES		100				100
	CARGO/PART 135 TRANSIENT FEE		7,500				7,500
	FORKLIFT FEES		500				500
	GPU/LAV CART SERVICES		3,500				3,500
	MISC REVENUE		2,000				2,000
	UTILITIES REIMBURSEMENT		7,200				7,200
	AFTER HOURS FEE		0				0
	A/R LATE CHARGES		1,500				1,500
	STATE SALES TAX		500				500
	STATE REIMBURSABLE REPAIRS			10,480			10,480
	STATE REIMBURSABLE PROMOTIONAL			7,500			7,500
	STATE REIMBURSABLE SECURITY			5,400			5,400
	LOCAL SHARE with Amended Salaries/Fringes					157,838	157,838
	TOTAL		2,116,661	23,380		157,838	2,297,878

**Based on Weldon Cooper Center population estimate for 2014 published on 01/27/2			FY 16 BUDGET APPROVED	FY 16 BUDGET Amended	OVER (SHORT)	
27,200	CITY OF WINCHESTER	24.9%	20,887	39,294	(18,407)	
82,059	COUNTY OF FREDERICK	75.1%	62,995	118,544	(55,549)	
109,259			83,882	157,838	(73,956)	TOTALS

FY 2016 BUDGET STATUS - OPERATING REVENUES



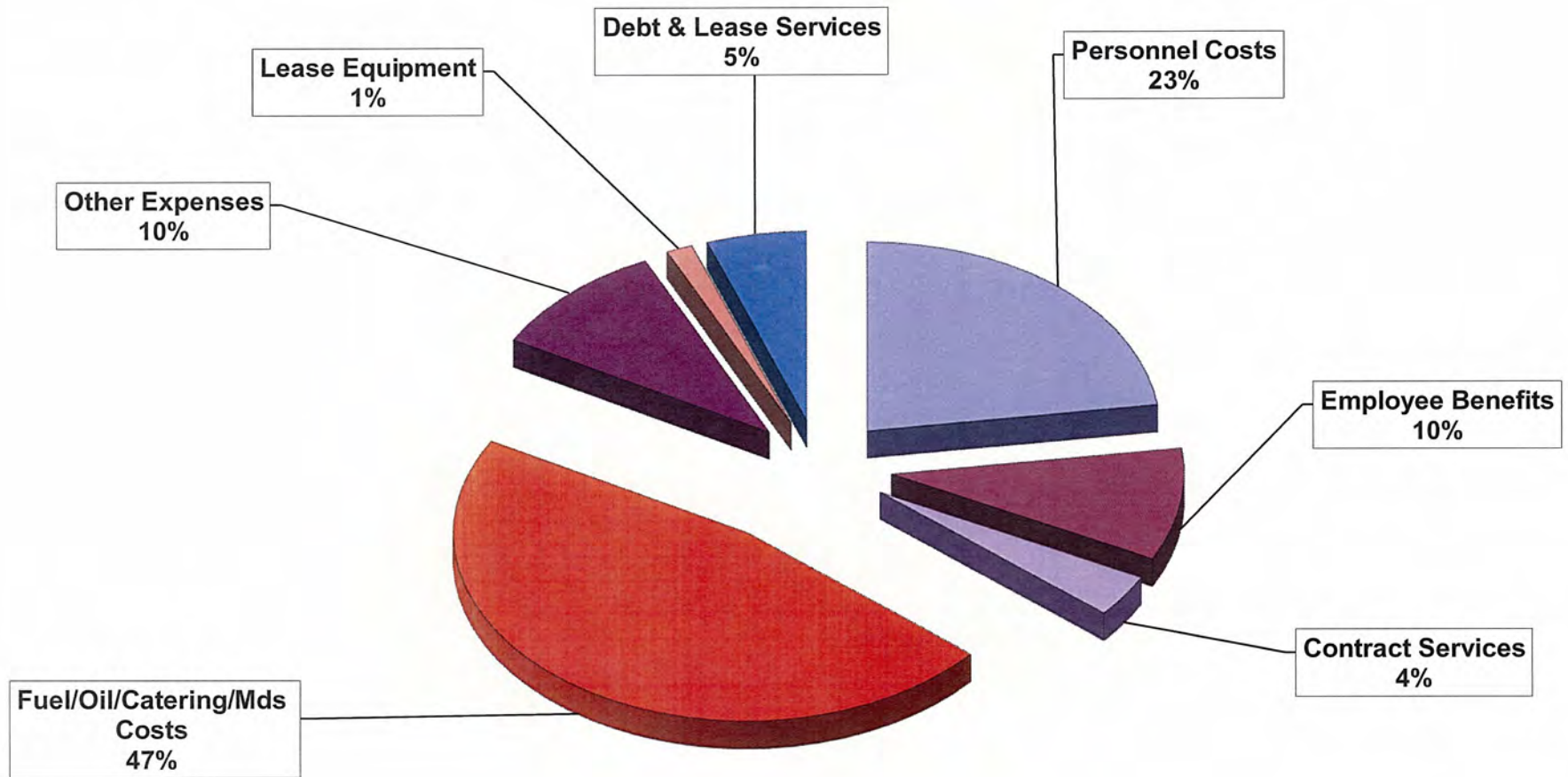
FY 2016 BUDGET STATUS - OPERATING EXPENDITURES			
DEPARTMENT	WINCHESTER AIRPORT	DEPARTMENT CODE 017	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
	PERSONAL SERVICE		524,434
081090-1001-000-001	Executive Director	103,038	
081090-1001-000-036	Administrative Asst.	0	
081090-1001-000-037	Cust Service Rep I	34,159	
081090-1001-000-038	Facility Maint Tech	39,437	
081090-1001-000-039	Facility Maint Tech	34,454	
081090-1001-000-040	Flight Line Tech	39,389	
081090-1001-000-041	Flight Line Tech	34,376	
081090-1001-000-042	Airport Laborer	0	
081090-1001-000-071	Operations Supervisor	65,264	
081090-1001-000-072	Cust Service Rep I	26,757	
081090-1001-000-073	Flight Line Tech	48,904	
081090-1001-000-074	Account Clerk	34,785	
081090-1001-000-075	Flight Line Tech	34,299	
081090-1003-000-000	Part-Time Salaries		
081090-1005-000-000	Overtime/Holiday Pay	29,571	
081090-1009-000-000	Merit Reserve	0	
	EMPLOYEE BENEFITS		223,344
081090-2001-000-000	F.I.C.A.	40,119	
081090-2002-000-000	V.R.S.	52,505	
081090-2005-000-000	HOSPITAL/MEDICAL PLANS	105,003	
081090-2006-000-000	GROUP INSURANCE	5,888	
081090-2011-000-000	WORKER'S COMPENSATION	19,829	
081090-2015-000-000	UNEMPLOYMENT BENEFITS		
081090-3002-000-000	PROFESSIONAL SERVICES		24,500
	Legal	3,500	
	Environmental	7,000	
	Auditor	11,000	
	Engineers	3,000	
081090-3004-000-001	OUTSIDE REPAIR SERVICE		5,300
	Crown Victoria (White) - Admin 2003	400	
	Ford F-250 Pickup Truck (Big White) 1999	400	
	Chevy Silverado Pickup Truck (White) 2006	400	
	Ford F-150 Pickup Truck (Red) 2003	400	
	Crown Victoria (White) 2005	200	
	Crown Vic Crew (Maroon) 1994	200	
	Crown Vic 1 (Solid Brown) 1997	200	
	John Deere 1050 Tractor 1983	500	
	New Holland 9030 Tractor 104hp 1996	500	
	Kubota Tractor M6800 1998	800	
	Int'l 7400 Dump Truck (758) 2002	300	
	Int'l 7400 Dump Truck (759) 2002	300	
	Hyster Forklift 6K	200	
	Flight Line Service Supplies	500	
081090-3004-000-002	STATE F & E REPAIRS		0
	State Eligible Repairs	0	
081090-3004-000-003	REPAIR & MAINTENANCE BLDG & GROUNDS		10,800
	Main Terminal	2,000	
	T-Hangars Units 21 - 30	200	
	T-Hangars Units 31 - 46	200	
	T-Hangars Units 47 - 62	200	
	FBO Hangar and Shops	200	
	FBO Building - First Floor	1,000	
	FBO Building - Second Floor	1,000	
	Electrical Vault	1,000	
	HVAC System - Main Terminal	4,000	
	Perimeter Fence, Gates & Gate Operators	1,000	

FY 2016 BUDGET STATUS - OPERATING EXPENDITURES			
DEPARTMENT	WINCHESTER AIRPORT	DEPARTMENT CODE 017	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
081090-3005-000-000	MAINTENANCE SERVICE CONTRACTS		7,300
	Terminal Building Alarm System	300	
	DTN - Weather Service Contract	2,400	
	TFBO Software Maint Agreement	2,500	
	Flight Plan Website Contract	300	
	MY PC.COM - Mgr Remote Access Contract	200	
	QT Technologies Software Contract	1,100	
	Fire Hydrants	500	
081090-3005-000-001	STATE FUNDED MAINTENANCE CONTRACTS		6,400
	AWOS III System	3,400	
	Runway/Taxiway Lighting System	3,000	
081090-3007-000-000	ADVERTISING	500	500
081090-3010-000-000	OTHER CONTRACTUAL SERVICES		29,350
	Janitorial Svc - Terminal Building	18,400	
	Janitorial Svc - FBO 1st Floor	3,600	
	Trash Removal - Terminal Building	2,400	
	Trash Removal - FBO Hangar/Shop	2,400	
	Trash Removal - FBO 1st Floor	2,100	
	Fire Extinguishers	450	
081090-5101-000-000	ELECTRICAL SERVICES		58,000
	Self Serve Fuel Farm System	400	
	Main Terminal	27,000	
	Corporate Hangar	800	
	Corporate Hangar Offices	1,600	
	T-Hangars Units 01 - 20	300	
	T-Hangars Units 21 - 30	3,000	
	T-Hangars Units 31 - 46	1,900	
	T-Hangars Units 47 - 62	1,900	
	FBO Hangar and Shops	1,900	
	FBO Building - First Floor	6,100	
	FBO Building - Second Floor	1,100	
	Electrical Vault	2,600	
	Airport Equipment Storage Bldg	2,800	
	ILS Building	1,500	
	Localizer Building	1,500	
	Corporate Hangar 3 Phase Power	1,000	
	Rotating Beacon	600	
	Southeast Ramp Lights	2,000	
081090-5102-000-000	HEATING SERVICES		10,600
	Corporate Hangar	4,000	
	FBO Hangar and Shops	3,400	
	FBO Building - First Floor	2,000	
	FBO Building - Second Floor	600	
	Airport Equipment Storage Bldg	600	
081090-5103-000-000	WATER & SEWER SERVICES		3,200
	Aircraft Wash Rack	200	
	Main Terminal	1,100	
	Corporate Hangar	500	
	FBO Building - First Floor	500	
	FBO Building - Second Floor	250	
	Airport Equipment Storage Bldg	650	
081090-5204-000-001	POSTAGE	500	500
081090-5204-000-002	TELEPHONE		7,000
	Main Terminal	3,200	
	Cell Phones	850	
	Internet Service	1,600	
	TV Cable - Pilots Lounge & Flight Planning	1,350	
081090-5302-000-000	FIRE INSURANCE	12,035	12,035
081090-5305-000-000	MOTOR VEHICLE INSURANCE	6,085	6,085
081090-5307-000-000	PUBLIC OFFICIALS INSURANCE	600	600
081090-5308-000-000	GENERAL LIABILITY	19,000	19,000

FY 2016 BUDGET STATUS - OPERATING EXPENDITURES			
DEPARTMENT	WINCHESTER AIRPORT	DEPARTMENT CODE 017	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
081090-5401-000-000	OFFICE SUPPLIES		5,000
	Misc Supplies	4,000	
	Xerox Copy Fees	1,000	
081090-5401-000-001	PC REFRESH - COMPUTER HARDWARE & SOFTWARE		3,000
	Computer Hardware, Batteries, Accessories	2,300	
	Computer Software Upgrades	700	
081090-5405-000-000	JANITORIAL SUPPLIES		2,000
	Main Terminal	1,000	
	FBO Building - First Floor	500	
	FBO Hangar and Shops	500	
081090-5407-000-000	REPAIR & MAINTENANCE SUPPLIES		11,200
	Aircraft Wash Rack	200	
	Main Terminal	1,000	
	Corporate Hangar	1,500	
	Corporate Hangar Offices	500	
	T-Hangars Units 01 - 20	500	
	T-Hangars Units 21 - 30	300	
	T-Hangars Units 31 - 46	300	
	T-Hangars Units 47 - 62	300	
	FBO Hangar and Shops	300	
	FBO Building - First Floor	500	
	FBO Building - Second Floor	400	
	Electrical Vault	200	
	Airport Equipment Storage Bldg	200	
	HVAC System - Main Terminal	500	
	Grounds Maintenance	1,500	
	Fire Extinguishers	300	
	Tools/Consumables	1,000	
	Rotating Beacon	500	
	Regulators/Light Controls	200	
	Runway/Taxiway Lighting System	1,000	
081090-5407-000-001	STATE ELIGIBLE PARTS & SUPPLIES		6,700
	Localizer Building	100	
	Corporate Hangar 3 Phase Power	100	
	AWOS III System	200	
	MALSR Lighting System	500	
	Rotating Beacon	800	
	Regulators/Light Controls	1,000	
	Runway/Taxiway Lighting System	1,500	
	Vegetation Control	500	
	State Eligible Repairs	2,000	
081090-5408-000-000	VEHICLE AND POWERED EQUIP PARTS/SUPPLIES		14,150
	Crown Victoria (White) - Admin 2003	200	
	Ford F-250 Pickup Truck (Big White) 1999	300	
	Chevy Silverado Pickup Truck (White) 2006	200	
	Ford F-150 Pickup Truck (Red) 2003	200	
	Crown Victoria (White) 2005	200	
	Crown Vic Crew (Maroon) 1994	200	
	Crown Vic 1 (Solid Brown) 1997	200	
	Lease Jet-A Truck 3000 gal - Trk 01 (Shell)	400	
	Lease Jet-A Truck 3000 gal - Trk 02 (Shell)	400	
	Lease AVGAS Truck 1000 gal (Shell)	300	
	John Deere 1050 Tractor 1983	300	
	BRUSHHOG Heavy Duty Mower 2013	300	
	Gravely Mower ProMaster 200 1995	300	
	Bat Wing Mower 15' Woods 2004	500	
	New Holland 9030 Tractor 104hp 1996	500	
	New Holland Attachments	300	
	Kubota Tractor M6800 1998	500	
	Weedeater/Misc Mowing equipment	500	
	Kubota ZD18 Mower 2007	300	
	Spreader Boxes	400	
	Snow Plows	1,800	
	Int'l 7400 Dump Truck (758) 2002	500	
	Int'l 7400 Dump Truck (759) 2002	500	
	Hobart Power Cart (GPU) - 60CU 2007	200	
	Hobart Power Cart (GPU) - Jetx 4 1989	200	
	Clark Tow Tractor 1979	200	
	Premier Aircraft De-Icing Equipment 2006	200	

FY 2016 BUDGET STATUS - OPERATING EXPENDITURES			
DEPARTMENT	WINCHESTER AIRPORT	DEPARTMENT CODE 017	
EXPENDITURE LINE ITEM	DESCRIPTION	DETAIL AMOUNT	TOTAL AMOUNT (PER LINE ITEM)
	Hyster Forklift 6K	300	
	Self Serve Fuel Farm System	750	
	Fuel Farm Bulk Storage	1,500	
	Tools/Consumables	1,500	
081090-5408-000-001	VEHICLE GAS - AIRPORT USE	20,000	20,000
081090-5410-000-000	UNIFORMS	2,500	2,500
081090-5413-000-000	OTHER OPERATING SUPPLIES		2,000
	Miscellaneous	2,000	
081090-5413-000-001	LINE SERVICE EQUIPMENT		2,000
	Flight Line Service Supplies	2,000	
081090-5413-000-002	SECURITY MATERIALS & SUPPLIES		6,000
	Security System - Hardware, Circuit Boards, Etc.	2,000	
	Perimeter Fence, Gates & Gate Operators	4,000	
081090-5414-000-000	MERCHANDISE FOR RESALE		1,079,250
	Cost - Oil	3,000	
	Cost - Aircraft Deicing Chemicals (480 gals)	3,000	
	Cost - Merchandise	2,500	
	Cost - Catering	2,000	
	Cost - Jet-A Fuel	760,000	
	Cost - Avgas Fuel	308,750	
081090-5506-000-000	TRAVEL & TRAINING		3,600
	NATA Safety First Training	600	
	Travel Mileage Reimbursement	200	
	Registration - Conferences & Workshops	800	
	Lodging	2,000	
081090-5715-000-000	PROMOTIONAL FUND		15,000
	Air Nav Website Contract	500	
	Advertising websites, open houses, special events, etc	14,500	
081090-5801-000-000	DUES & MEMBERSHIP		1,380
	NATA Membership Dues	550	
	AOPA	50	
	AAAE Southwest Chapter	50	
	VAOC	180	
	MISC Subscriptions	250	
	AAAE	300	
081090-5804-000-000	TAXES - STATE SALES	500	500
081090-5806-000-000	SNOW REMOVAL CONTINGENCY	15,000	15,000
081090-8001-000-000	MAINTENANCE/ LINE SERVICE EQUIPMENT		0
081090-8007-000-000	INTEGRATED TECHNOLOGY EQUIPM		0
081090-9001-000-000	LEASE/RENT OF EQUIPMENT		33,250
	Lease Jet-A Truck 3000 gal - Trk 01 (Shell)	10,200	
	Lease Jet-A Truck 3000 gal - Trk 02 (Shell)	10,200	
	Lease AVGAS Truck 1000 gal (Shell)	4,800	
	Premier Aircraft De-icing Equipment 2006	0	
	Grounds Maintenance	3,000	
	Johnny Blue Rental - T-Hangars	1,050	
	Xerox Copier	3,400	
	Pitney Bowes Postage Meter	600	
081090-9101-000-000	PRINCIPAL/INTEREST VRA LOAN		126,400
	VRA Principal Payment	91,245	
	VRA Interest Payment	35,155	
081090-9003-000-000	LAND LEASE - NDB SITE	0	0
092010-5880-000-000	TRANSFER TO AIRPORT CAPITAL FUND	0	0
093010-5807-000-001	MERIT RESERVE		0
093010-5807-000-002	MERIT RESERVE FRINGES		0
	TOTAL BUDGET REQUEST	2,297,878	2,297,878

FY 2016 BUDGET STATUS - OPERATING EXPENDITURES



Winchester Regional Airport Authority
General Ledger Balance Sheet Report
As Of: 10/31/2015
Selected Departments Consolidated

Assets

10171010.001	County Operating Cash	(63,170.71)
10171011.000	Petty Cash	500.00
10171080.005	Inventory - Jet-A	27,878.65
10171080.006	Inventory - Avgas	33,431.58
10171082.000	Inventory - Merchandise	797.95
10171083.000	Inventory - Oil	518.56
10171084.000	Inventory - Automobile Gas/Airport Use	204.32
10171085.000	Inventory - Diesel Airport Use	940.60
10171090.002	Pre-Paid Fire Insurance	7,848.64
10171090.005	Pre-Paid Motor Vehicle Insurance	4,056.00
10171090.007	Pre-Paid Public Officials Risk Ins	344.00
10171094.000	Prepaid Postage	454.67
10171153.001	Oper Accounts Receivable	64,410.79
10171153.003	Oper Revenue Due From Frederick County	(42,000.00)
10171153.004	Oper Revenue Due From City Of Winchester	1,740.61
Total Assets:		37,955.66

Liabilities

20172020.000	Accounts Payable - Operating Fund	2,177.33
20172020.001	Accts Payable Credit Card Charges	6,065.20
20172021.001	Wachovia Loan - VRA	452,187.78
20172094.610	Accrued Leave - PTO & IDA	79,654.14
20172094.620	Accrued Leave - Fringes	6,093.55
20172804.000	Virginia State Sales Tax	6.67
30000000.000	Current Earnings	23,784.85
Total Liabilities And Equity:		569,969.52

Notes:

Selected Departments Consolidated:
Operational Fund

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2015 Through: 10/31/2015
Selected Departments Consolidated

Income

	10/31/2015 MTD	Year-To-Date
40174500.005 Sale - Jet-A Fuel	58,241.12	212,432.09
40174500.006 Sale - Avgas Fuel	30,218.65	130,288.16
40174500.007 Credit Card Hndlg Fee Withheld	(1,650.30)	(7,771.91)
40174500.009 FET Jet Fuel Refund	400.16	1,526.13
40174502.000 Sale - Merchandise	6.95	112.08
40174503.000 Sale - Oil	118.81	399.78
40174600.001 Rent - Monthly Tie Down Fees	1,653.00	7,308.00
40174600.014 Rent - Office Terminal Bldg	200.00	200.00
40174600.015 Rent - Corporate Hangar	6,000.00	24,000.00
40174600.017 Rent - Small T-Hgr Units 1 - 20	6,800.00	27,200.00
40174600.018 Rent - Large T-Hgr Units 21 - 30	3,950.00	15,800.00
40174600.019 Rent - Medium T-Hgr Units 31 - 62	10,540.00	42,160.00
40174600.021 Rent - FBO Bldg Hangar/Shop Areas	3,151.00	12,604.00
40174600.022 Rent - FBO Bldg 1st Floor Offices	2,087.00	8,341.00
40174600.023 Rent - FBO Bldg 2nd Floor	1,500.00	6,000.00
40174601.002 Lease Annual - Lumland Properties	0.00	5,628.00
40174601.004 Lease Annual - Daymon	5,500.00	5,500.00
40174601.005 Lease Annual - Valley Proteins	1,603.00	6,412.00
40174617.000 Special & Misc Fees	600.00	600.00
40174617.003 Fuel Flow Fee	2,670.45	4,234.24
40174618.001 Overnight Aircraft Parking Fees	160.00	1,130.00
40174618.005 Part 135/Cargo Ramp Fee	985.00	3,830.00
40174618.007 Forklift Services	100.00	120.00
40174618.009 Lavatory Cart Services	150.00	450.00
40174618.010 GPU Services	250.00	1,050.00
40174618.011 Aircraft Towing To & From Terminal	100.00	250.00
40174899.000 Miscellaneous Revenue	265.04	265.11
40174899.001 Crew Car Donations	0.00	35.00
40174899.002 VA State Sales Tax Collected	0.00	15.72
40174899.004 Utility Reimbursements	363.47	1,362.92
40174899.015 A/R Late Charges	60.67	152.57
40174900.001 Oper Approp - Frederick County	5,250.00	20,995.00
40174900.002 Oper Approp - City Of Winchester	1,740.58	6,962.36
Total Income:	143,014.60	539,592.25

Expense

	10/31/2015 MTD	Year-To-Date
54140000.005 Cost - Jet-A	25,258.29	93,336.19
54140000.006 Cost - Avgas Fuel	17,992.68	89,384.15
54140002.000 Cost - Merchandise	4.52	90.78
54140003.000 Cost - Oil	89.66	301.58
61000000.000 Accrued Salaries	(748.22)	(1,375.05)
61001000.001 Executive Director/Manager	8,586.52	34,346.08
61001000.037 CSR I	2,846.58	11,386.32
61001000.038 Maintenance Technician I	3,286.46	13,145.84
61001000.039 Maintenance Technician	2,871.24	11,484.96
61001000.040 Night Flight Line Tech	3,282.44	13,129.76
61001000.041 Night Flight Line Technician	0.00	6,492.23
61001000.071 Airport Operations Supervisor	5,438.66	21,754.64
61001000.072 CSR I	2,229.82	8,919.28

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2015 Through: 10/31/2015
Selected Departments Consolidated

	10/31/2015 MTD	Year-To-Date
61001000.073 Flight Line Techncian - Senior	4,075.34	16,301.36
61001000.074 Account Clerk II	2,898.78	11,595.12
61001000.075 Flight Line Tech	2,858.28	11,433.12
61005000.001 Overtime Pay	1,226.75	5,104.78
61005000.002 Holiday Pay	442.64	1,262.96
62000000.000 Accrued Leave - Fringe Benefit Expense	(57.24)	(105.19)
62001000.000 FICA	2,952.18	12,222.82
62002000.000 VSRS	4,071.48	16,893.80
62005000.000 Hospital/Medical Plans	6,525.76	27,372.84
62006000.000 Group Life Insurance	490.75	1,928.93
62011000.000 Worker's Compensation	1,338.27	5,566.23
63002000.301 Attorney - Legal Fees	0.00	1,494.00
63002000.302 Environmental Consultant Svcs	0.00	5,570.50
63004001.105 Repair - Crown Vic White Admin 2003	0.00	16.00
63004001.106 Repair - Ford F250 PU Maint Trk 1999	364.50	715.50
63004001.108 Repair - Ford F150 PU Red Ops Trk 2003	0.00	671.95
63004001.109 Repair - Crown Vic White Crew Car 2005	380.00	380.00
63004001.111 Repair - Crown Vic Brown Crew Car 1997	348.00	348.00
63005000.000 Maintenance Contracts	567.00	5,149.00
63005000.282 Alarm System - Terminal Bldg	0.00	216.00
63005000.369 Flight Plan Website Contract	0.00	240.00
63005001.460 State - AWOS Inspection	0.00	1,000.00
63010000.000 Contractual Services	0.00	5,465.00
63010000.114 Janitorial Svc - Terminal Bldg	1,338.33	5,353.32
63010000.122 Janitorial Svc - FBO Offices 1st Floor	360.00	1,440.00
63010000.214 Trash Service - Terminal Bldg	161.18	652.05
63010000.221 Trash Service - FBO Hangar/Shops	322.37	1,304.11
63010000.222 Trash Service - FBO Offices First Floor	161.19	652.06
65101000.191 Elec - Self-serve Fuel Farm 17733	59.49	211.98
65101000.214 Elec - Main Terminal 85197	2,041.77	7,227.99
65101000.215 Elec - Corporate Hangar 20204	93.91	593.91
65101000.216 Elec - Corporate Hangar Offices 20761	140.61	525.90
65101000.217 Elec - T-Hgr Units 01 - 20 # 17730	199.78	697.94
65101000.218 Elec - T-Hgr Units 21 - 30 # 67116	162.67	576.51
65101000.219 Elec - T-Hgr Units 31 - 46 # 67116	162.67	576.51
65101000.220 Elec - T-Hgr Units 47 - 62 # 67116	162.68	576.49
65101000.221 Elec - FBO Hangar/Shop # 85191	512.68	2,248.40
65101000.222 Elec - FBO Offices 1st Floor # 85191	90.47	396.77
65101000.223 Elec - FBO Bldg 2nd Floor # 85194	214.33	1,579.54
65101000.224 Elec - Electrical Vault # 07718	262.42	1,062.65
65101000.225 Elec - Equip Storage Bldg & S Ramp 58060	327.19	869.06
65101000.226 Elec - ILS Building # 20206	147.79	616.33
65101000.227 Elec - Localizer Building # 21658	72.86	323.17
65101000.464 Elec - Rotating Beacon # 20202	70.53	257.78
65102000.215 Heat - Corporate Hangar	24.08	78.02
65102000.221 Heat - FBO Hangar/Shop Areas	27.69	83.11
65102000.222 Heat - FBO Office/First Floor	14.58	47.75
65102000.223 Heat - FBO 2nd Floor	14.58	47.73
65102000.225 Heat - Equip Storage Bldg	24.76	91.65
65103000.214 Water/Sewer - Main Terminal	97.88	365.21
65103000.215 Water/Sewer - Corporate Hangar	34.27	137.08
65103000.221 Water/Sewer - FBO Hangar/Shop	34.68	143.10

Winchester Regional Airport Authority
General Ledger Standard Income Report
For The Period: 7/01/2015 Through: 10/31/2015
Selected Departments Consolidated

	10/31/2015 MTD	Year-To-Date
65103000.222 Water/Sewer - FBO Office/First Floor	17.33	71.53
65103000.223 Water/Sewer - FBO Office/Second Floor	17.34	71.54
65103000.225 Water/Sewer - Equip Storage Bldg	30.32	121.28
65204001.000 Postage Meter Expense	35.12	97.49
65204002.191 Phone Svc - SARA Unit	46.14	184.56
65204002.214 Phone Svc - Main Terminal & Elevator	252.50	1,010.00
65204002.357 After Hrs Cell Phone	69.13	276.64
65204002.358 Internet Service - Main Terminal	129.90	519.60
65204002.359 TV Cable - Pilots Lounge & Flite Plan	109.70	438.80
65302000.000 Fire/Property Insurance	981.08	3,924.36
65305000.000 Motor Vehicle Insurance	507.00	2,028.00
65307000.000 Public Officials Liability Ins	43.00	172.00
65308000.000 General Liability Insurance	1,541.67	6,166.67
65401000.001 Office Supplies	152.16	489.01
65401000.352 Xerox Copier - Copy Fees	0.00	205.29
65401000.354 PC Refresh Program - Hardware	0.00	1,485.54
65405000.000 Janitorial Supplies	0.00	147.94
65405000.214 Janitorial Supplies - Terminal Bldg	54.77	170.16
65405000.221 Janitorial Supplies - FBO Hangar/Shop	0.00	22.99
65405000.222 Janitorial Supplies - FBO 1st Floor Ofc	0.00	22.99
65407000.214 Repair Parts - Main Terminal Building	56.84	145.42
65407000.220 Repair Parts - T-Hgr Units 47 - 62	58.00	185.00
65407000.222 Repair Parts - FBO 1st Floor Offices	0.00	109.96
65407000.347 Repair MatrIs - Grounds Maintenance	879.08	1,659.16
65408000.106 Parts - Ford F250 PU White Maint 1999	0.00	302.98
65408000.107 Parts - Chevy PU White Line Trk 2006	0.00	11.98
65408000.109 Parts - Crown Vic White Crew Car 2005	0.00	44.75
65408000.111 Parts - Crown Vic Brown Crew Car 1997	39.75	39.75
65408000.139 Parts - New Holland 9030 Tractor 1996	0.00	526.75
65408000.191 Parts - SARA Fuel System	0.00	264.84
65408000.347 Parts - Grounds/Maint Equipment	171.35	378.25
65408001.030 Off Road Diesel - Not Inventoried	0.00	530.95
65408001.040 Auto Gasoline - Airport Vehicles	412.68	3,182.02
65408001.050 On Road Inventory Diesel Fuel - Inven	102.59	495.83
65413000.000 Operational Expense	35.58	379.30
65413001.000 Line Service Equipment	732.90	874.85
65413002.000 Security Materials & Supplies	71.76	802.11
65506000.000 Travel Expenses	0.00	1,415.64
65715000.001 Promo Expenses - State Eligible	0.00	6,375.00
65801000.000 Dues & Membership	600.00	1,051.00
65804000.000 Va Sales Tax Paid	0.00	15.61
69001000.112 Lease - SHELL Jet Trk 01 3000 Gal	850.00	3,400.00
69001000.113 Lease - SHELL Jet Trk 02 3000 Gal	850.00	3,400.00
69001000.114 Lease - SHELL AVGAS Trk 1000 Gal	400.00	1,600.00
69001000.332 Lease - Johnny Blue For T-Hgrs	84.00	336.00
69001000.352 Lease - Xerox Copier	0.00	811.89
69001000.353 Lease - Pitney Bowes Postage Meter	0.00	114.00
69101000.020 VRA Bond - Interest Pmt	1,888.60	7,752.37
Total Expense:	118,178.87	515,807.40
Net Income:	24,835.73	23,784.85

Winchester Regional Airport Authority
General Ledger *Two-Year Income Report*
For the Current-Year Period: 7/01/2015 Through: 10/31/2015
Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year		Last Year	This Year	vs Last Year	
Income								
40174500 Sale - Fuel	113,529.67	87,209.63	(26,320.04)	-23.2%	397,120.43	336,474.47	(60,645.96)	-15.3%
40174502 Sale - Merchandise	166.61	6.95	(159.66)	-95.8%	278.93	112.08	(166.85)	-59.8%
40174503 Sale - Oil	51.10	118.81	67.71	132.5%	223.88	399.78	175.90	78.6%
40174600 Rental Income	35,506.00	35,881.00	375.00	1.1%	142,779.00	143,613.00	834.00	0.6%
40174601 Income - Land Leases	7,041.00	7,103.00	62.00	0.9%	17,128.00	17,540.00	412.00	2.4%
40174617 Special & Misc Fees	0.00	3,270.45	3,270.45	--.-%	4,876.50	4,834.24	(42.26)	-0.9%
40174618 Facility & Service Fees	890.00	1,745.00	855.00	96.1%	4,915.00	6,830.00	1,915.00	39.0%
40174899 Miscellaneous Revenue	634.36	689.18	54.82	8.6%	2,428.28	1,831.32	(596.96)	-24.6%
40174900 Operating Appropriations	5,900.75	6,990.58	1,089.83	18.5%	23,604.00	27,957.36	4,353.36	18.4%
Total Income:	163,719.49	143,014.60	(20,704.89)	-12.6%	593,354.02	539,592.25	(53,761.77)	-9.1%
Expense								
54140000 Cost - Fuel	76,925.99	43,250.97	(33,675.02)	-43.8%	278,911.13	182,720.34	(96,190.79)	-34.5%
54140002 Cost - Merchandise	(37.96)	4.52	42.48	--.-%	44.13	90.78	46.65	105.7%
54140003 Cost - Oil	37.72	89.66	51.94	137.7%	164.89	301.58	136.69	82.9%
54140004 Cost - Catering	50.71	0.00	(50.71)	-100.0%	82.69	0.00	(82.69)	-100.0%
61000000 Accrued Salaries	2,499.54	(748.22)	(3,247.76)	--.-%	954.43	(1,375.05)	(2,329.48)	--.-%
61001000 Salaries	36,234.56	38,374.12	2,139.56	5.9%	143,793.00	159,988.71	16,195.71	11.3%
61005000 Overtime/Holiday/Comp Pay	1,124.02	1,669.39	545.37	48.5%	5,814.00	6,367.74	553.74	9.5%
62000000 Accrued Leave - Fringe Ben	191.21	(57.24)	(248.45)	--.-%	73.01	(105.19)	(178.20)	--.-%
62001000 FICA	2,729.36	2,952.18	222.82	8.2%	10,932.94	12,222.82	1,289.88	11.8%
62002000 VSRS	3,844.46	4,071.48	227.02	5.9%	15,256.36	16,893.80	1,637.44	10.7%
62005000 Hospital/Medical Plans	6,725.88	6,525.76	(200.12)	-3.0%	26,903.52	27,372.84	469.32	1.7%
62006000 Group Life Insurance	431.16	490.75	59.59	13.8%	1,711.06	1,928.93	217.87	12.7%
62011000 Worker's Compensation	1,401.39	1,338.27	(63.12)	-4.5%	5,595.18	5,566.23	(28.95)	-0.5%
63002000 Professional Svcs - Other	1,517.00	0.00	(1,517.00)	-100.0%	6,848.00	7,064.50	216.50	3.2%
63004001 Outside Repairs & Maint Ver	0.00	1,092.50	1,092.50	--.-%	586.92	2,131.45	1,544.53	263.2%
63004003 Repair - Bldgs & Grounds Out	0.00	0.00	0.00	--.-%	5,055.35	0.00	(5,055.35)	-100.0%
63005000 Maintenance Contracts	430.75	567.00	136.25	31.6%	5,093.75	5,605.00	511.25	10.0%
63005001 State Funded Maintenance C	1,070.00	0.00	(1,070.00)	-100.0%	1,070.00	1,000.00	(70.00)	-6.5%
63010000 Contractual Services	2,273.61	2,343.07	69.46	3.1%	9,104.02	14,866.54	5,762.52	63.3%
65101000 Electrical Services	4,797.72	4,721.85	(75.87)	-1.6%	18,199.05	18,340.93	141.88	0.8%
65102000 Heating Service	68.30	105.69	37.39	54.7%	251.75	348.26	96.51	38.3%
65103000 Water & Sewer Services	249.36	231.82	(17.54)	-7.0%	1,075.65	909.74	(165.91)	-15.4%

Winchester Regional Airport Authority
General Ledger *Two-Year Income Report*
 For the Current-Year Period: 7/01/2015 Through: 10/31/2015
 Selected Departments Consolidated

	Current Month Totals		Gain (Loss)		Year-To-Date Totals		Gain (Loss)	
	Last Year	This Year	vs Last Year		Last Year	This Year	vs Last Year	
65204001 Postage Meter Expense	13.57	35.12	21.55	158.8%	184.52	97.49	(87.03)	-47.2%
65204002 Telephones/Internet/TV Cabl	602.66	607.37	4.71	0.8%	2,406.62	2,429.60	22.98	1.0%
65302000 Fire/Property Insurance	1,002.92	981.08	(21.84)	-2.2%	4,011.64	3,924.36	(87.28)	-2.2%
65305000 Motor Vehicle Insurance	507.00	507.00	0.00	0.0%	2,028.00	2,028.00	0.00	0.0%
65307000 Public Officials Liability Ins	43.00	43.00	0.00	0.0%	172.00	172.00	0.00	0.0%
65308000 General Liability Insurance	1,541.67	1,541.67	0.00	0.0%	6,208.33	6,166.67	(41.66)	-0.7%
65401000 Office Supplies & Computers	127.54	152.16	24.62	19.3%	503.77	2,179.84	1,676.07	332.7%
65405000 Janitorial Supplies	228.63	54.77	(173.86)	-76.0%	398.56	364.08	(34.48)	-8.7%
65407000 Repair/Maint Supplies	445.41	993.92	548.51	123.1%	2,020.03	2,099.54	79.51	3.9%
65408000 Vehicle/Equip - Parts/Supplie	69.73	211.10	141.37	202.7%	1,197.44	1,569.30	371.86	31.1%
65408001 Airport Vehicle Fuel	1,071.58	515.27	(556.31)	-51.9%	5,377.52	4,208.80	(1,168.72)	-21.7%
65413000 Operational Expense	137.34	35.58	(101.76)	-74.1%	450.30	379.30	(71.00)	-15.8%
65413001 Line Service Equipment	(114.58)	732.90	847.48	--.-%	(114.58)	874.85	989.43	--.-%
65413002 Security Materials & Supplies	37.00	71.76	34.76	93.9%	37.00	802.11	765.11	2067.9%
65506000 Travel Expenses	0.00	0.00	0.00	--.-%	1,372.72	1,415.64	42.92	3.1%
65715000 Promotional Fund Expenses	0.00	0.00	0.00	--.-%	25.00	6,375.00	6,350.00	####.##%
65801000 Dues & Membership	(273.00)	600.00	873.00	--.-%	164.00	1,051.00	887.00	540.9%
65804000 Va Sales Tax Paid	0.00	0.00	0.00	--.-%	14.97	15.61	0.64	4.3%
69001000 Lease/Rent Of Equipment	3,603.63	2,184.00	(1,419.63)	-39.4%	14,528.52	9,661.89	(4,866.63)	-33.5%
69101000 Loan - VRA Bond	2,277.26	1,888.60	(388.66)	-17.1%	9,298.06	7,752.37	(1,545.69)	-16.6%
Total Expense:	153,886.14	118,178.87	(35,707.27)	-23.2%	587,805.25	515,807.40	(71,997.85)	-12.2%
Net Income:	9,833.35	24,835.73	15,002.38	152.6%	5,548.77	23,784.85	18,236.08	328.7%

Notes: Report Period: 7/01/2015 - 10/31/2015
 Selected Departments Consolidated:
 Operational Fund

**Winchester Regional
Airport
Fuel Gallons Sold**

GALLONS OF TOTAL PRODUCT SOLD																Increase/ (Decrease) Over Prior Year	
Fiscal Year	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Over/ (Short)
July	23,509	28,082	29,067	29,004	32,148	39,991	44,406	52,458	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	1,648
August	26,762	27,600	31,600	30,703	32,205	49,471	44,298	53,349	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	2,716
September	26,767	27,763	31,584	31,070	32,730	47,833	40,415	41,111	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	(5,196)
October	34,004	35,891	35,137	44,219	42,898	49,156	48,472	54,712	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	(2,463)
November	21,332	36,267	28,229	36,589	32,256	37,899	40,906	44,937	28,282	26,294	26,193	4,599	25,527	13,361	12,474		
December	11,139	21,518	22,104	25,514	34,088	32,217	34,816	30,299	24,216	23,396	19,468	9,701	17,367	11,706	9,372		
January	18,199	24,778	19,881	26,933	34,354	33,370	36,369	25,001	20,456	21,370	23,108	16,610	21,208	10,443	7,351		
February	17,036	29,183	16,372	36,979	39,873	41,432	30,564	28,430	18,250	15,900	23,091	19,477	11,316	8,987	7,587		
March	25,421	25,862	24,803	52,501	48,839	55,044	30,069	25,002	28,433	23,362	29,594	17,122	13,238	12,287	6,922		
April	23,431	24,297	30,834	46,511	56,674	53,708	32,760	34,396	29,187	31,277	23,299	16,214	14,214	13,910	13,692		
May	27,861	31,703	26,609	40,725	43,364	51,963	45,042	39,383	26,908	31,700	29,507	28,509	21,282	13,669	13,077		
June	27,196	31,353	25,836	47,148	53,309	50,846	40,219	38,584	35,972	34,248	30,783	21,605	19,214	18,127	11,742		
Total	282,657	344,297	#####	447,894	482,738	542,931	468,336	467,661	#####	#####	321,378	217,142	#####	180,388	155,414	69,902	(3,295)


BREAKDOWN BY FUEL TYPE - GALLONS ONLY

Fiscal Year	FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		Increase/(Decrease)	
	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas	Jet-A	Avgas
July	40,729	11,729	33,940	8,784	20,896	8,381	23,974	7,840	29,620	7,034	13,227	5,446	14,211	5,567	10,055	5,376	11,415	5,664	1,360	288
August	42,553	10,796	28,650	7,961	17,810	8,349	15,974	8,350	28,547	5,714	13,919	5,836	13,172	4,728	9,768	5,784	11,580	6,687	1,812	904
September	27,033	14,078	29,983	7,000	23,054	6,027	20,674	6,901	5,013	1,720	13,529	5,648	12,525	7,611	14,310	6,370	8,504	6,981	(5,806)	610
October	43,307	11,405	30,879	9,465	29,528	7,471	23,795	8,828	3,162	2,496	11,602	6,043	13,605	6,480	16,647	4,888	13,265	5,807	(3,382)	919
November	37,402	7,535	23,637	4,645	20,924	5,370	18,459	7,734	2,374	2,225	18,795	6,732	9,002	4,359	8,970	3,504				
December	26,948	3,351	20,456	3,760	19,562	3,834	14,455	5,013	7,605	2,096	14,273	3,094	8,751	2,955	6,174	3,198				
January	19,851	5,150	16,692	3,764	17,365	4,005	19,156	3,952	13,661	2,949	17,876	3,332	8,348	2,095	5,436	1,915				
February	24,057	4,373	14,205	4,045	13,397	2,503	18,794	4,297	16,482	2,995	9,341	1,975	6,063	2,924	5,543	2,044				
March	18,723	6,279	21,670	6,763	17,077	6,285	22,797	6,797	13,285	3,837	9,293	3,945	9,523	2,764	4,555	2,367				
April	27,810	6,586	23,724	5,463	24,612	6,665	18,591	4,708	12,039	4,175	9,821	4,393	8,757	5,153	8,498	5,194				
May	31,346	8,037	20,546	6,362	24,932	6,768	24,154	5,353	22,495	6,014	16,227	5,055	8,749	4,920	6,813	6,264				
June	31,002	7,582	28,144	7,828	26,398	7,850	23,656	7,127	15,558	6,047	13,245	5,969	11,976	6,151	7,088	4,654				
Total	370,761	96,900	#####	75,840	255,555	73,507	244,479	76,899	#####	47,301	161,148	57,470	124,682	55,706	103,857	51,557	44,764	25,138	(6,016)	2,721



MEMORANDUM

TO: Cheryl Shiffler, Finance Director

FROM: Michael T. Ruddy, AICP, Deputy Director 

RE: **Clear Brook Volunteer Fire and Rescue/Stephenson Village Proffer**

DATE: December 9, 2015

Staff has been contacted by members of the Clear Brook Volunteer Fire and Rescue Department regarding the transfer of two (2) proffer payments in the amount of \$50,000 each, \$100,000 total, from the County to the Clear Brook Volunteer Fire and Rescue Company. The payments were made directly to Frederick County on 12/30/10 and 12/18/13 to satisfy proffer commitments associated with the Stephenson Village Planned Residential Community, Rezoning #06-03.

Please move forward with the disbursement of these proffer payments through the appropriate methods.

If you need anything further from me, please let me know.

MTR/dlw

The following is an example of how the adjustment for inflation will be made.

Consumer Price Index – all Urban Consumers (Current Series) 1982-84=100	
2003 Index (upon approval) estimated	183.00
2005 Index (two years) estimated	225.00

$$\frac{2005 \text{ Index}}{2003 \text{ Index}} \times \text{Proffer Amount} = \text{Revised Proffer Amount}$$

$$\frac{225}{183} \times \$5,327 = \$6,550$$

5. MATCHING FUNDS FOR TRANSPORTATION ENHANCEMENTS AND/OR HERITAGE TOURISM:

In consideration of the approval of rezoning application # 06-03 the Applicant shall contribute \$75,000 in matching funds to Frederick County to be utilized for transportation enhancements and/or for the promotion of heritage tourism. The money will be made available to Frederick County within 30 days of receipt of a written request for said funds by the Frederick County Board of Supervisors or their authorized agent.

6. MONETARY CONTRIBUTION TO CLEAR BROOK VOLUNTEER FIRE AND RESCUE, INC:

To further mitigate the impact on fire and rescue services, the Applicant will pay to Clear Brook Volunteer Fire and Rescue Inc. the sum of \$200,000.00 for its general fund. This is over and above the monetary contributions to Frederick County Fire and Rescue identified in §4 of this proffer statement. This amount will be payable as follows:

\$50,000.00 to be paid not later than nine months after zoning approval.

\$50,000.00 to be paid within thirty (30) days of the issuance of the 500th building permit in Stephenson Village but not later than December 31, 2008.

\$50,000.00 to be paid within thirty (30) days of the issuance of the 1,000th building permit in Stephenson Village but not later than December 31, 2013.

\$50,000.00 to be paid within thirty (30) days of the issuance of the 1,500th building permit in Stephenson Village but not later than December 31, 2018.

FY16 NOVEMBER BUDGET TRANSFERS

DATE	DEPARTMENT/GENERAL FUND	REASON FOR TRANSFER	FROM	TO	ACCT	CODE	AMOUNT
11/16/2015	MAINTENANCE ADMINISTRATION	VEHICLE REPAIR-2007 F150 TRUCK	4301	3004	000	002	600.00
	COUNTY OFFICE BUILDINGS/COURTHOUSE		4304	3010	000	000	(600.00)
11/19/2015	CLEARBROOK PARK	RENTAL EQUIPMENT ON OCTOBER P-CARD	7109	3004	000	003	(4,188.15)
	CLEARBROOK PARK		7109	9001	000	000	4,188.15
11/19/2015	COMMISSIONER OF THE REVENUE	GASOLINE TO CORRECT DIVISION	1209	4003	000	002	1,000.00
	REASSESSMENT/BOARD OF ASSESSORS		1210	4003	000	000	(1,000.00)
11/19/2015	MANAGEMENT INFORMATION SYSTEMS	IT/MIS REORGANIZATION	1222	1001	000	057	38,383.33
	MANAGEMENT INFORMATION SYSTEMS		1222	2001	000	000	2,936.33
	MANAGEMENT INFORMATION SYSTEMS		1222	2005	000	000	5,320.00
	MANAGEMENT INFORMATION SYSTEMS		1222	2002	000	000	4,072.47
	MANAGEMENT INFORMATION SYSTEMS		1222	2006	000	000	456.76
	MANAGEMENT INFORMATION SYSTEMS		1222	2011	000	000	38.38
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(38,383.33)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(2,936.33)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(5,320.00)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(4,072.47)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(456.76)
	TRANSFERS/CONTINGENCY		9301	5890	000	000	(38.38)
11/19/2015	REASSESSMENT/BOARD OF ASSESSORS	OFFICE FURNITURE & EQUIPMENT-NEW ASSESSORS	1210	5204	000	000	(6,000.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5401	000	000	6,000.00
11/19/2015	MANAGEMENT INFORMATION SYSTEMS	SEQUEL SOFTWARE FOR THE I SERIES AS400	1222	5401	000	000	(4,010.00)
	MANAGEMENT INFORMATION SYSTEMS		1222	5413	000	001	4,010.00
11/19/2015	COMMISSIONER OF THE REVENUE	TRAVEL FOR CONTINUING ED	1209	5506	000	000	(500.00)
	REASSESSMENT/BOARD OF ASSESSORS		1210	5506	000	000	500.00
11/30/2015	REFUSE COLLECTION	ADDITIONAL PAVING FOR GREENWOOD SITE	4203	3004	000	001	(1,000.00)
	REFUSE COLLECTION		4203	3004	000	003	1,000.00
12/3/2015	FIRE AND RESCUE	ADDITIONAL CUBICLE FURNITURE	3505	5204	000	000	(3,000.00)
	FIRE AND RESCUE		3505	5401	000	000	3,000.00
12/3/2015	AGRICULTURE	FOLDING MACHINE REPAIRS	8301	5401	000	000	(120.00)
	AGRICULTURE		8301	3004	000	001	120.00

**County of Frederick, VA
Report on Unreserved Fund Balance
December 10, 2015**

Unreserved Fund Balance, Beginning of Year, July 1, 2015 **42,344,282**

Prior 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)	
C/F School Capital to School Operating	(314,747)	
C/F School Operating	(123,737)	
C/F F&R vehicle equipment	(40,000)	
C/F F&R uniforms	(64,000)	
		(1,756,175)

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)	
Armel Elementary renovation design	(200,000)	
NSVRC contribution	(1,216)	
PPEA refund - administration building	(47,897)	
COR refund - Daimler Trust	(8,679)	
COR refund - Aqua Lake Holiday Utilities	(2,759)	
COR refund - Probuild CO LLC	(13,282)	
COR refund - Lawrence Fabrications	(6,533)	
COR refund - Washington Gas	(89,697)	
COR refund - Carrier Enterprises	(106,516)	
COR refund - Britt Louis Nemeth	(3,019)	
COR refund - Admiral Security Services	(2,815)	
COR refund - Shenandoah Gas	(17,706)	
		(841,674)

Fund Balance, December 10, 2015 **39,746,432**

County of Frederick
 General Fund
 11/30/2015

ASSETS	FY16 <u>11/30/15</u>	FY15 <u>11/30/14</u>	Increase (Decrease)
Cash and Cash Equivalents	76,067,691.07	69,149,484.72	6,918,206.35 *A
Petty Cash	1,555.00	1,555.00	0.00
Receivables:			
Taxes, Commonwealth, Reimb. P/P	17,254,334.84	25,325,048.58	(8,070,713.74) *B
Streetlights	4,007.80	11,185.68	(7,177.88)
Miscellaneous Charges	20,232.34	21,595.62	(1,363.28)
Due from Fred. Co. San. Auth.	734,939.23	734,939.23	0.00
Prepaid Postage	4,173.88	3,831.02	342.86
GL controls (est.rev / est. exp)	<u>(13,418,524.42)</u>	<u>(8,710,624.19)</u>	<u>(4,707,900.23)</u> (1) Attached
TOTAL ASSETS	<u>80,668,409.74</u>	<u>86,537,015.66</u>	<u>(5,868,605.92)</u>
LIABILITIES			
Performance Bonds Payable	446,668.04	399,417.75	47,250.29
Taxes Collected in Advance	152,971.25	5,302,000.70	(5,149,029.45) *C
Deferred Revenue	<u>17,274,961.65</u>	<u>25,355,171.28</u>	<u>(8,080,209.63)</u> *D
TOTAL LIABILITIES	17,874,600.94	31,056,589.73	(13,181,988.79)
EQUITY			
Fund Balance			
Reserved:			
Encumbrance General Fund	233,248.27	167,668.85	65,579.42 (2) Attached
Conservation Easement	4,779.85	4,779.85	0.00
Peg Grant	137,071.75	66,131.05	70,940.70 *E
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 *F
Historical Markers	17,330.76	17,295.25	35.51
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	6,932.25	0.00	6,932.25
E-Summons Funds	38,816.25	0.00	38,816.25
VDOT Revenue Sharing	436,270.00	436,270.00	0.00
Undesignated Adjusted Fund Balance	<u>58,443,360.60</u>	<u>48,827,814.80</u>	<u>9,615,545.80</u> (4) Attached
TOTAL EQUITY	<u>62,793,808.80</u>	<u>55,480,425.93</u>	<u>7,313,382.87</u>
TOTAL LIAB. & EQUITY	<u>80,668,409.74</u>	<u>86,537,015.66</u>	<u>(5,868,605.92)</u>

NOTES:

- *A Cash increase can be mainly attributed to the increase in fund balance.
- *B Tax payments for \$5.1 million in 11/14 were not applied due to unavailable data files until 12/14. Tax payments were received earlier in the current year.
- *C The data files were unavailable in the previous year until 12/1/14 to apply the payments from mortgage companies.
- *D Deferred revenue includes taxes receivable, street lights, misc. charges, dog tags, and motor vehicle registration fees.
- *E Upgrade board room audio visual and broadcasting equipment in the previous year \$178,122 from Comcast provided PEG funds.
- *F Previously ADA Fees.

BALANCE SHEET

(1) GL Controls	FY16	FY15	Inc/(Decrease)
Est.Revenue	147,595,237	138,386,923	9,208,315
Appropriations	(67,785,799)	(60,488,231)	(7,297,568)
Est.Tr.to Other fds	(93,461,211)	(86,776,985)	(6,684,226)
Encumbrances	233,248	167,669	65,579
	(13,418,524)	(8,710,624)	(4,707,900)

General Fund Purchase Orders @11/30/15

DEPARTMENT	Amount	
Cty.Office Bldgs./Courthouse	2,714.34	Repair Generator at Public Service Building
Fire & Rescue	46,217.60	Uniforms
	2,558.29	Bailout System Supplies(Ropes, Harnesses, Etc.)
	32,844.52	Vehicle Tools & Equip.(Includes Light Bars, Custom Cabinets, etc.)
MIS	9,475.00	Sequel Software (4) Users & Website Interface
Parks	400.00	Rose Hill Park Engineering Service
	17,625.00	(1,500) Long Sleeve T-Shirts for the Half Marathon
	19,922.30	Special Events T-Shirts
	2,645.40	Half Marathon Awards
	18,477.70	Playground Equipment Replacement Parts
	2,567.30	Lime, Fertilizer, and Chlorothalonil
Planning	3,827.25	(7) 16 GB IPAD Wi-Fi Cellular w/case
Public Safety	10,273.08	Repair & Maintenance of Radio Equipment
Refuse Collection	15,500.00	Paving Road to Greenwood Compactor Site
Sheriff	3,955.00	Body Armour
	4,773.65	Uniforms
	30,095.52	(12) Tactical Vests & (24) Hard Armor Plates
	3,136.32	Dare T-Shirts
	6,240.00	(2) Python III Dual Antenna Radar Package w/Accessories
Total	233,248.27	

(3)Proffer Information	SCHOOLS	PARKS	FIRE & RESCUE	Designated Other Projects	TOTAL
Balance @11/30/15	54,706.90	435,280.16	491,139.40	1,061,293.34	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	
BPG Properties/Rt.11 Corridor	330,000.00	
Total	1,061,293.34	

Other Proffers @11/30/15

(4) Fund Balance Adjusted	-
Ending Balance@11/30/15	39,769,972.77
Revenue 11/15	50,710,789.66
Expenditures 11/15	(26,489,547.59)
Transfers 11/15	(5,547,854.24)
11/15 Fund Balance	58,443,360.60

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 November 30, 2015

REVENUES:	<u>Appropriated</u>	FY16	FY15	YTD
		11/30/15 <u>Actual</u>	11/30/14 <u>Actual</u>	Actual <u>Variance</u>
General Property Taxes	100,608,073.00	29,200,314.75	19,575,832.83	9,624,481.92 (1)
Other local taxes	31,899,849.00	7,718,530.30	7,423,676.15	294,854.15 (2)
Permits & Privilege fees	1,663,682.00	1,062,320.99	709,250.65	353,070.34 (3)
Revenue from use of money and property	152,466.00	87,455.75	116,319.38	(28,863.63) (4)
Charges for Services	2,478,226.00	1,016,972.36	889,097.10	127,875.26
Miscellaneous	535,230.87	137,107.88	184,638.68	(47,530.80)
Recovered Costs	1,318,702.58	1,819,302.93	1,489,223.63	330,079.30 (5)
Intergovernmental:				
Commonwealth	8,900,008.00	9,633,597.01	9,998,476.26	(364,879.25) (6)
Federal	39,000.00	35,187.69	19,533.00	15,654.69 (7)
TOTAL REVENUES	147,595,237.45	50,710,789.66	40,406,047.68	10,304,741.98
EXPENDITURES:				
General Administration	10,474,895.67	4,070,243.52	3,449,440.80	620,802.72
Judicial Administration	2,434,843.52	880,376.70	841,512.16	38,864.54
Public Safety	32,670,700.39	13,569,810.31	13,519,047.10	50,763.21
Public Works	4,948,422.68	1,673,133.65	1,485,009.50	188,124.15
Health and Welfare	8,177,956.00	3,114,580.86	2,888,621.14	225,959.72
Education	56,000.00	28,000.00	28,000.00	0.00
Parks, Recreation, Culture	6,314,979.24	2,606,910.84	2,408,182.96	198,727.88
Community Development	1,997,260.95	546,491.71	1,422,798.07	(876,306.36)
TOTAL EXPENDITURES	67,075,058.45	26,489,547.59	26,042,611.73	446,935.86 (8)
OTHER FINANCING SOURCES (USES):				
Operating transfers from / to	94,171,951.69	5,547,854.24	2,032,648.27	3,515,205.97 (9)
Excess (deficiency)of revenues & other sources over expenditures & other uses	(13,651,772.69)	18,673,387.83	12,330,787.68	(6,342,600.15)
Fund Balance per General Ledger		39,769,972.77	36,497,027.12	3,272,945.65
Fund Balance Adjusted to reflect Income Statement 11/30/15		58,443,360.60	48,827,814.80	9,615,545.80

(1)General Property Taxes	FY16	FY15	Increase/Decrease
Real Estate Taxes	17,850,922	9,864,112	7,986,811
Public Services Current Taxes	242,581	116,145	126,436
Personal Property	10,670,077	9,153,823	1,516,255
Penalties and Interest	290,034	289,498	537
Credit Card Chgs./Delinq.Advertising	(16,608)	(15,369)	(1,239)
Adm.Fees For Liens&Distress	163,307	167,625	(4,318)
	29,200,315	19,575,833	9,624,482

(2) Other Local Taxes

Local Sales and Use Tax	3,248,445.83	3,117,148.42	131,297.41
Communications Sales Tax	326,838.00	337,899.18	(11,061.18)
Utility Taxes	852,796.95	907,904.56	(55,107.61)
Business Licenses	620,881.97	621,551.69	(669.72)
Auto Rental Tax	44,996.27	40,072.82	4,923.45
Motor Vehicle Licenses Fees	253,588.30	235,933.90	17,654.40
Recordation Taxes	676,913.82	526,507.58	150,406.24
Meals Tax	1,491,559.21	1,464,184.44	27,374.77
Lodging Tax	185,779.88	164,200.79	21,579.09
Street Lights	12,859.26	6,472.82	6,386.44
Star Fort Fees	3,870.81	1,799.95	2,070.86
Total	7,718,530.30	7,423,676.15	294,854.15

(3)Permits&Privileges

Dog Licenses	16,858.00	20,058.00	(3,200.00)
Land Use Application Fees	7,000.00	6,850.00	150.00
Transfer Fees	1,413.00	1,206.67	206.33
Development Review Fees	263,657.14	168,984.10	94,673.04
Building Permits	567,639.04	383,754.73	183,884.31
2% State Fees	9,666.09	8,580.65	1,085.44
Electrical Permits	50,346.00	34,413.00	15,933.00
Plumbing Permits	10,602.00	5,746.00	4,856.00
Mechanical Permits	63,824.00	26,137.50	37,686.50
Sign Permits	2,376.72	1,370.00	1,006.72
Permits for Commercial Burning	25.00	225.00	(200.00)
Explosive Storage Permits	-	200.00	(200.00)
Blasting Permits	150.00	105.00	45.00
Land Disturbance Permits	67,314.00	51,020.00	16,294.00
Septic Haulers Permit	300.00	-	300.00
Transfer Development Rights	1,150.00	300.00	850.00
Sewage Installation License	-	300.00	(300.00)
Total	1,062,320.99	709,250.65	353,070.34

(4) Revenue from use of

Money	62,554.50	66,720.39	(4,165.89)
Property	24,901.25	49,598.99	(24,697.74)
Total	87,455.75	116,319.38	(28,863.63)

(5) Recovered Costs	FY16	FY15	Increase/Decrease
Recovered Costs Treas.Office	42,164.00	42,146.00	18.00
Worker's Comp	500.00	500.00	-
Purchasing Card Rebate	124,206.59	98,068.29	26,138.30
Recovered Costs-IT/GIS	313.98	20,000.00	(19,686.02)
Recovered Costs F&R Fee Recovery	176,796.56	166,301.00	10,495.56
Recovered Cost Fire Companies	38,672.90	16,758.26	21,914.64
Reimbursement Circuit Court	5,855.49	4,954.77	900.72
Reimb.Public Works/Planning Clean Up	1,736.25	290.00	1,446.25
Clarke County Container Fees	27,991.16	19,327.62	8,663.54
City of Winchester Container Fees	25,776.19	15,435.10	10,341.09
Refuse Disposal Fees	39,642.32	26,492.84	13,149.48
Recycling Revenue	34,522.40	31,337.12	3,185.28
Fire & Rescue Merchandise(Resale)	1,050.00	-	1,050.00
Container Fees Bowman Library	583.52	576.14	7.38
Litter-Thon/Keep VA Beautiful Grant	500.00	-	500.00
Restitution Victim Witness	7,337.16	7,662.15	(324.99)
Reimb.of Expenses Gen.District Court	10,447.55	10,000.92	446.63
Reimb.Task Force	34,066.48	27,160.60	6,905.88
Sign Deposits Planning	100.00	(50.00)	150.00
Reimbursement-Construction Projects	-	385,799.69	(385,799.69) *1
Westminster Canterbury Lieu of Tax	12,456.00	24,450.10	(11,994.10)
Grounds Maint.Frederick Co. Schools	129,382.99	119,489.97	9,893.02
Comcast PEG Grant	35,732.25	35,344.80	387.45
Proffer-Other	483,090.46	449.50	482,640.96 *2
Fire School Programs	9,424.25	11,375.00	(1,950.75)
Lynnhaven	10,134.93	-	10,134.93
Proffer Redbud Run	32,270.00	12,908.00	19,362.00
Clerks Reimbursement to County	5,409.10	3,864.48	1,544.62
Proffer Canter Estates	36,791.73	4,087.97	32,703.76
Proffer Village at Harvest Ridge	7,695.00	7,695.00	-
Proffer Southern Hills	19,640.00	-	19,640.00
Proffer Snowden Bridge	252,420.09	183,091.59	69,328.50
Proffer Meadows Edge Racey Tract	181,296.00	201,440.00	(20,144.00)
Sheriff Reimbursement	1,011.58	7,385.72	(6,374.14)
Cedar Meadows	29,286.00	4,881.00	24,405.00
Proffer Westbury Commons	1,000.00	-	1,000.00
Total	1,819,302.93	1,489,223.63	330,079.30

*1 Reimbursement for the Round Hill Fire and Rescue Station and Event Center design.

*Blackburn Commerce Center Rezoning/Transportation Improvement \$452,745.46

(6) Commonwealth Revenue	11/30/2015	11/30/2014	
	FY16	FY15	Increase/Decrease
Motor Vehicle Carriers Tax	37,721.45	36,948.73	772.72
Mobile Home Titling Tax	58,618.97	60,131.19	(1,512.22)
Recordation Taxes	180,462.40	167,636.80	12,825.60
P/P State Reimbursement	6,526,528.26	6,526,528.18	0.08
Shared Expenses Comm.Atty.	117,911.16	143,814.22	(25,903.06) *1
Shared Expenses Sheriff	582,630.52	788,330.05	(205,699.53) *1
Shared Expenses Comm.of Rev.	53,090.44	70,309.29	(17,218.85) *1
Shared Expenses Treasurer	39,397.34	52,824.09	(13,426.75) *1
Shared Expenses Clerk	98,089.07	125,014.31	(26,925.24) *1
Public Assistance Grants	1,504,050.22	1,334,493.92	169,556.30 *2
Litter Control Grants	15,687.00	15,515.00	172.00
Emergency Services Fire Program	214,535.00	239,007.00	(24,472.00)
DMV Grant Funding	8,880.11	19,276.02	(10,395.91)
State Grant Emergency Services	14,838.80	48,876.43	(34,037.63)
DCJS & Sheriff (State Grants)	-	122,974.04	(122,974.04) *3
JJC Grant Juvenile Justice	64,180.00	64,180.00	-
Rent/Lease Payments	80,361.35	123,209.35	(42,848.00)
Spay/Neuter Assistance -State	171.00	395.20	(224.20)
Wireless 911 Grant	22,268.40	24,773.70	(2,505.30)
State Forfeited Asset Funds	12,033.52	6,157.86	5,875.66
Victim Witness	-	25,805.00	(25,805.00)
F/R OEMS Reimb.	2,142.00	2,275.88	(133.88)
Total	9,633,597.01	9,998,476.26	(364,879.25)

*1 Revenue was received in prior month for FY15

*2 Increase for special needs

*3 Abbott Grant FY15 \$99,064.88

County of Frederick

General Fund

November 30, 2015

(7) Federal Revenue	FY16	FY15	Increase/Decrease
Federal Forfeited Assets	10,612.69	-	10,612.69
Housing Illegal Aliens-Federal	12,581.00	12,449.00	132.00
Federal Funds-Sheriff	8,983.00	5,509.00	3,474.00
Emergency Services Grant	3,011.00	1,575.00	1,436.00
Total	35,187.69	19,533.00	15,654.69

(8) Expenditures

Expenditures increased \$446,935.86. **General Administration** increased \$620,802.72 and reflects a \$407,300 increase of Commissioner of the Revenue tax refunds year to date. **Public Works** increased \$188,124.15 and includes the County share of the Courthouse Complex maintenance increase of \$49,242. Additionally, 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). **Parks, Recreation, and Culture** increased \$198,727.88 and includes vehicle purchases of (2) 2015 Chevrolet Silverado trucks (\$24,375) each and (2) 2015 Toro Z-turn riding mowers (\$13,057) each. The decrease in **Community Development** reflects the \$875,000 transfer to the Economic Development Authority for EDA Incentives. The Transfers increased \$3,515,205.97. See chart below:

(9) Transfers Increased \$3,515,205.97	FY16	FY15	Increase/Decrease
Transfer to School Operating	705,004.31	218,387.05	486,617.26
Transfer to School Construction	3,200,000.00	-	3,200,000.00
Transfer to Debt Service County	1,264,623.73	201,548.42	1,063,075.31
Transfer to School Operating Capital	314,746.72	542,593.92	(227,847.20)
Transfer to Capital Projects Fund	0.00	1,000,000.00	(1,000,000.00)
Operational Transfers	63,479.48	70,118.88	(6,639.40)
Total	5,547,854.24	2,032,648.27	3,515,205.97

*1 Increase in FY15 School Operating Transfer.

*2 FY16 payments include the Bowman Library, Roundhill, Millwood Station, Public Safety Building, and the 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
 November 30, 2015

ASSETS	FY2016 <u>11/30/15</u>	FY2015 <u>11/30/14</u>	Increase <u>(Decrease)</u>
Cash	5,668,964.95	5,645,355.27	23,609.68 *1
GL controls(est.rev/est.exp)	<u>(746,804.84)</u>	<u>(418,754.75)</u>	<u>(328,050.09)</u>
TOTAL ASSETS	<u>4,922,160.11</u>	<u>5,226,600.52</u>	<u>(304,440.41)</u>
LIABILITIES			
Accrued Operating Reserve Costs	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
TOTAL LIABILITIES	<u>2,258,904.00</u>	<u>2,115,099.00</u>	<u>143,805.00</u>
EQUITY			
Fund Balance Reserved			
Encumbrances Undesignated	31,347.50	105,934.92	(74,587.42)
Fund Balance	<u>2,631,908.61</u>	<u>3,005,566.60</u>	<u>(373,657.99) *2</u>
TOTAL EQUITY	<u>2,663,256.11</u>	<u>3,111,501.52</u>	<u>(448,245.41)</u>
TOTAL LIABILITY & EQUITY	<u>4,922,160.11</u>	<u>5,226,600.52</u>	<u>(304,440.41)</u>

NOTES:

*1 Cash increased \$23,609.68. Refer to the following page for comparative statement of revenues, expenditures and changes in fund balance.

* 2 Fund balance increased \$373,657.99. 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 \$147,484.07.

Current Unrecorded Accounts Receivable-	<u>FY2016</u>
Prisoner Billing:	35,963.98
Compensation Board Reimbursement 11/15	<u>462,075.06</u>
Total	498,039.04

County of Frederick
 Comparative Statement of Revenues, Expenditures
 and Changes in Fund Balance
 11/30/15

FUND 11 NORTHWESTERN REGIONAL ADULT DETENTION CENTER

REVENUES:	<u>Appropriated</u>	FY2016 11/30/15 <u>Actual</u>	FY2015 11/30/14 <u>Actual</u>	YTD Actual <u>Variance</u>
Credit Card Probation	-	63.14	62.12	1.02
Interest		3,228.42	3,519.59	(291.17)
Supervision Fees	41,696.00	16,241.00	16,696.00	(455.00)
Drug Testing Fees	5,000.00	-	455.00	(455.00)
Work Release Fees	355,828.00	130,494.02	107,937.79	22,556.23
Federal Bureau Of Prisons	0.00	165.00	1,275.48	(1,110.48)
Local Contributions	6,495,106.00	3,247,553.00	3,004,484.69	243,068.31
Miscellaneous	15,000.00	1,779.80	3,430.49	(1,650.69)
Phone Commissions	345,000.00	77,146.36	63,238.51	13,907.85
Food & Staff Reimbursement	130,000.00	19,751.98	44,229.06	(24,477.08)
Elec.Monitoring Part.Fees	90,000.00	36,081.87	21,325.70	14,756.17
Share of Jail Cost Commonwealth	1,097,197.00	374,043.68	295,394.65	78,649.03
Medical & Health Reimb.	68,000.00	30,161.01	24,337.69	5,823.32
Shared Expenses CFW Jail	5,090,140.00	1,282,376.45	1,750,159.69	(467,783.24)
State Grants	250,263.00	73,340.94	76,425.00	(3,084.06)
Local Offender Probation	252,286.00	68,238.00	67,190.00	1,048.00
Transfer From General Fund	5,103,298.00	2,551,649.00	2,461,093.12	90,555.88
TOTAL REVENUES	19,338,814.00	7,912,313.67	7,941,254.58	(28,940.91)
EXPENDITURES:	20,116,966.34	7,764,829.60	7,163,845.09	600,984.51
Excess(Deficiency)of revenues over expenditures		147,484.07	777,409.49	(629,925.42)
FUND BALANCE PER GENERAL LEDGER		<u>2,484,424.54</u>	<u>2,228,157.11</u>	<u>256,267.43</u>
Fund Balance Adjusted To Reflect Income Statement 11/30/15		2,631,908.61	3,005,566.60	(373,657.99)

County of Frederick
Fund 12 Landfill
November 30, 2015

ASSETS	FY2016 <u>11/30/15</u>	FY2015 <u>11/30/14</u>	Increase <u>(Decrease)</u>
Cash	32,883,563.87	31,141,299.33	1,742,264.54
Receivables:			
Fees	679,737.74	593,557.48	86,180.26 *1
Accounts Receivable Other	2,589.86	128.00	2,461.86
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>(696,048.00)</u>	<u>(3,307,317.02)</u>	<u>2,611,269.02</u>
TOTAL ASSETS	<u>50,866,838.24</u>	<u>46,910,012.22</u>	<u>3,956,826.02</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>2,589.86</u>	<u>128.00</u>	<u>2,461.86</u>
TOTAL LIABILITIES	<u>12,427,368.26</u>	<u>12,126,819.64</u>	<u>300,548.62</u>
EQUITY			
Fund Balance			
Reserved:			
Encumbrances	35,422.00	173,072.20	(137,650.20) *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>28,545,605.98</u>	<u>24,751,678.38</u>	<u>3,793,927.60</u> *4
TOTAL EQUITY	<u>38,439,469.98</u>	<u>34,783,192.58</u>	<u>3,656,277.40</u>
TOTAL LIABILITY AND EQUITY	<u>50,866,838.24</u>	<u>46,910,012.22</u>	<u>3,956,826.02</u>

NOTES:

*1 Landfill fees increased \$86,180.26 and is due to an increase in tipping fee rates. Landfill fees at 11/15 were \$463,649.23 compared to \$369,705.07 at 11/14 for an increase of \$93,944.16. Delinquent fees at 11/15 were \$211,953.35 compared to \$219,976.42 at 11/14 for a decrease of \$8,023.07.

*2 Remediation increased \$294,880.15 and includes \$265,000.00 for post closure and \$29,880.15 interest.

*3 The encumbrance balance at 11/30/15 was \$35,422.00 and includes a 2016 Ford F250 with snow plow for \$32,042 and a Pro-Flo 900 Caster spreader for a cost of \$3,380.00.

* Fund Balance increased \$3,793,927.60. The beginning balance was \$27,730,771.72 and includes adjusting entries, budget controls for FY16(\$75,138) and year to date revenue less expenditures of \$889,972.26.

County of Frederick
 Comparative Statement of Revenue, Expenditures
 and Changes in Fund Balance
 November 30, 2015

FUND 12 LANDFILL REVENUES	<u>Appropriated</u>	FY16 11/30/15 <u>Actual</u>	FY15 11/30/14 <u>Actual</u>	YTD Actual <u>Variance</u>
Interest Charge	0.00	1,605.30	1,600.86	4.44
Interest on Bank Deposits	60,000.00	20,030.27	23,237.18	(3,206.91)
Salvage and Surplus	0.00	38,017.95	70,005.80	(31,987.85)
Sanitary Landfill Fees	5,080,500.00	2,258,439.76	1,965,015.91	293,423.85
Charges to County	0.00	170,180.34	140,410.78	29,769.56
Charges to Winchester	0.00	49,340.62	39,936.52	9,404.10
Tire Recycling	120,000.00	29,931.12	75,685.31	(45,754.19)
Reg. Recycling Electronics	60,000.00	19,898.00	16,932.00	2,966.00
Greenhouse Gas Credit Sales		0.00	3,668.28	(3,668.28)
Miscellaneous	60,000.00	161.00	174.00	(13.00)
Wheel Recycling	120,000.00	0.00	0.00	0.00
Charges for RTOP	0.00	2,439.86	0.00	2,439.86
Renewable Energy Credits	116,262.00	56,361.76	58,275.14	(1,913.38)
Landfill Gas To Electricity	394,620.00	165,821.41	196,485.99	(30,664.58)
Waste Oil Recycling		1,717.07	7,506.19	(5,789.12)
State Reimbursement Tire Operation	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,011,382.00	2,813,944.46	2,598,933.96	215,010.50
Operating Expenditures	5,391,520.00	1,217,087.45	1,190,384.21	26,703.24
Capital Expenditures	1,351,332.00	706,884.75	1,237,046.51	(530,161.76)
TOTAL Expenditures	6,742,852.00	1,923,972.20	2,427,430.72	(503,458.52)
Excess(deficiency)of revenue over expenditures		889,972.26	171,503.24	718,469.02
Fund Balance Per General Ledger		27,655,633.72	24,580,175.14	3,075,458.58
FUND BALANCE ADJUSTED		28,545,605.98	24,751,678.38	3,793,927.60

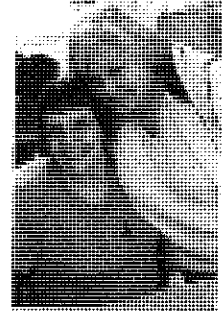
Budget Calendar FY 2016-2017

Month	Action
October 21, 2015	Budget memo from Finance Committee Chairman presented to Finance Committee
October 29, 2015	Budget materials sent to all departments and outside agencies
November 30, 2015	Budget requests from departments and outside agencies due back to Finance Department
December 14, 2015 – January 8, 2016	Requested Departmental meetings with County Administrator's Budget Committee
January 20, 2016	Finance Committee/Budget Worksession; Possible Budget Scenario and reassessment discussion 8:00 a.m.
January 27, 2016	Joint budget meeting with School Board and Board of Supervisors; School Board presents School Board budget to Board of Supervisors/Possible Budget Worksession 5:30 p.m.
February 3, 2016	Budget Worksession – Board of Supervisors 8:00 a.m.
February 10, 2016	Budget Worksession – Board of Supervisors 6:00 p.m.
February 16, 2016	School Board budget public hearing
February 17, 2016	Finance Committee/Board of Supervisors Budget Worksession 8:00 a.m.
February 24, 2016	Budget Worksession – Board of Supervisors 6:00 p.m.
March 2, 2016	Final Board of Supervisors Budget Worksession before budget advertisement 8:00 a.m.;
March 7, 2016	Budget Advertisement to Winchester Star for publishing
March 14, 2016	Public Hearing Advertisement in newspaper
March 23, 2016	FY 2016 – 2017 Budget/Tax Rates Public Hearing
April 13, 2016	FY 2016 – 2017 Budget Adoption
May-July, 2016	Preparation of Adopted Budget Document and submission of budget for award
April 13-27, 2016	Prepare and Insert Tax Bills
April 29, 2016	Tax Bills mailed
July 1, 2016	Implementation of Fiscal Year 2016 – 2017

Dates are subject to change

NW Works

December, 2015

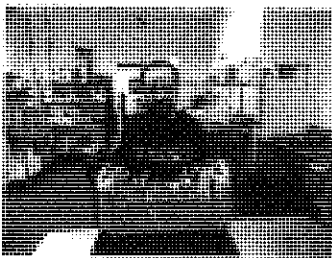


Dear Friends and Partners,

Thank you. Two simple words, but ones that I want to sincerely express to you for your support this past year.

2015 has proven to be a great year for us here at NW Works. Your contributions have helped make our agency one of the leading nonprofits in workforce development in our region. Some of the highlights from this past year include:

- The launch of Firefly Café and Bakery! For those of you who have been hearing about this idea for the past many years, it was great to finally launch it in March of this year. Thanks to you—and the multitude of colleagues and friends that you've brought with you!—Firefly is a huge success. Not only is it busy, but we've already had our first two graduates of the training program (both of whom are now gainfully employed in the community), and we have three more right on their heels ready to take the plunge into a job with a local restaurant. We are also excited to announce that we are now catering events and parties, and we sell whole pies, cakes and breads for your family events!
- The HP Hood line continues to excel, and this past year we had, on average, 40+ people working every day on the line. These jobs pay minimum wage (or greater) and it's a fully integrated opportunity—meaning both individuals with disabilities and those without are working side-by-side to move the 3 million plus half-gallons of milk this year.
- NW Works has also dramatically increased the number of community placements this past year, and in the year ahead our focus will be even sharper as we strive to help our trainees find a job in the community. A quick plug...if you or someone you know is hiring and want qualified, dedicated workers, please call us. Our folks are ready and willing to step up to the plate!



Much of this was accomplished because of the support that we received from you, our community partners and friends. If you want to provide a year-end gift to NW Works, we'll use your donation to continue to expand our services, and to meet the needs of our most significantly disabled partners. We count on your year-end donations to provide a sound financial basis for all of our work throughout the year.

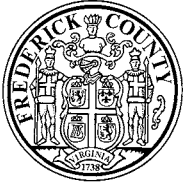
Thanks again for helping to keep our mission on course. Happy Holidays to you and yours!

John C. Brauer, CEO

3085 SHAWNEE DR. • WINCHESTER, VA 22601
PHONE: 540-667-0809 • FAX: 540-313-9058 • NWORKS.COM

Turning Disabilities into Possibilities

N



CONDITIONAL USE PERMIT #04-15
JERRY LEE AND KYUNG LEE
Staff Report for the Board of Supervisors
Prepared: January 4, 2016
Staff Contact: Mark Cheran, Zoning Administrator

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

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	12/02/15	Public Hearing Held; Recommended Approval
Board of Supervisors:	01/13/16	Pending

EXECUTIVE SUMMARY: This application is requested to enable a monument sign to be erected in association with a previously approved adult care facility known as Rose Memorial (CUP #22-04). Should the Board of Supervisors find this use to be appropriate, Staff would recommend the following conditions:

1. All review agency comments and requirements shall be complied with at all times, to include the approved conditions for this adult care facility.
2. Only one (1) monument sign 44 square feet in size and 5 foot in height allowed on the property.

Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

LOCATION: This property is located at 549 Valley Mill Road (Route 659)

MAGISTERIAL DISTRICT: Red Bud

PROPERTY ID NUMBER: 55-A-56

PROPERTY ZONING & PRESENT USE:

Zoned: RP (Residential Performance)
Land Use: Adult Care Facility

ADJOINING PROPERTY ZONING & PRESENT USE:

North: RP (Residential Performance)	Use: Residential
South: RP (Residential Performance)	Use: Residential
East: RP (Residential Performance)	Use: Residential
West: RP (Residential Performance)	Use: Residential

PROPOSED USE: Conditional Use Permit to add a monument sign

REVIEW EVALUATIONS:

Virginia Department of Transportation: VDOT has no objection to the proposed sign for the Green Valley Commons at 549 Valley Mill Road provided the following conditions are met: Proposed sign must be located on Green Valley Commons' lot and not on Valley Mill Road right-of-way. The sign should be no closer than 18' from the edge line of the east bound lane of Valley Mill Road.

Frederick County Inspections: Sign structure shall comply with The Virginia Uniform Statewide Building Code and Section 312, use group U (Utility and Miscellaneous) of The International Building Code 2012. Construction of the ground mounted sign requires a building permit. Construction documents shall be submitted at the time of the building permit application.

Winchester-Frederick County Health Department: The Health Department has no objection to the sign being constructed as long as the existing well is not negatively impacted.

Frederick County Sanitation Authority: The existing private sanitary sewer lateral serving this property is within the island where the proposed sign would be placed. FCSA suggests that the sign location and construction does not damage nor hinder future maintenance or repair of the sanitary sewer lateral.

Winchester Regional Airport: No comments.

Frederick County Fire Marshall: Plans approved.

City of Winchester: No comments.

Planning and Zoning: This property is subject to two (2) Conditional Use Permits (CUP #02-96 & CUP #22-04) for an adult care facility that was approved by Frederick County. CUP #02-96 was approved for a 26 bed adult care facility, known as Rose Memorial. CUP #22-04 was approved for an expansion. The expansion of this adult care facility was to add eight (8) beds for a total of 34 beds. Neither of these Conditional Use Permits provided for signage. There will be no other changes to the conditions of CUP #02-96 or CUP #22-04. All of the assigned conditions of the previous approved Conditional Use Permits have been met.

The Applicant has applied for a Conditional Use Permit to erect one (1) monument sign on the property. This sign will be 44 square feet in size and 5 foot in height. (See attachment)

PLANNING COMMISSION SUMMARY AND ACTION OF THE 12/02/15 MEETING:

Zoning and Subdivision Administrator, Mark R. Cheran reported this application is a request to enable a monument sign to be erected in association with a previously approved adult care facility known as Rose Memorial. Mr. Cheran provided a background for the property, he explained in 1996 a CUP was approved for a 26 bed adult care facility; in 2004 an amendment was approved to add additional beds bringing the total to 34. Mr. Cheran continued there was not a provision at that time for a sign. Mr. Cheran concluded there will be two conditions recommended for this application: all review agency comments and requirements shall be complied with at all times, to include the approved conditions for this adult care facility; only one (1) monument sign 44 square feet in size and 5 foot in height is allowed on the property. Commissioner Dunlap inquired if the sign will be lit. Mr. Cheran noted it will be a solar light. A motion was made, seconded, and passed unanimously to recommend approval of CUP #04-15.

STAFF CONCLUSIONS FOR THE 01/13/16 BOARD OF SUPERVISORS MEETING:

Should the Board of Supervisors find this use appropriate, Staff would recommend the following conditions:

1. All review agency comments and requirements shall be complied with at all times, to include the approved conditions for this adult care facility.
2. Only one (1) monument sign 44 square feet in size and 5 foot in height allowed on the property.

Following this public hearing, a decision regarding this Conditional Use Permit application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

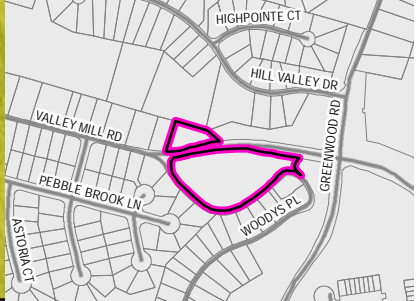
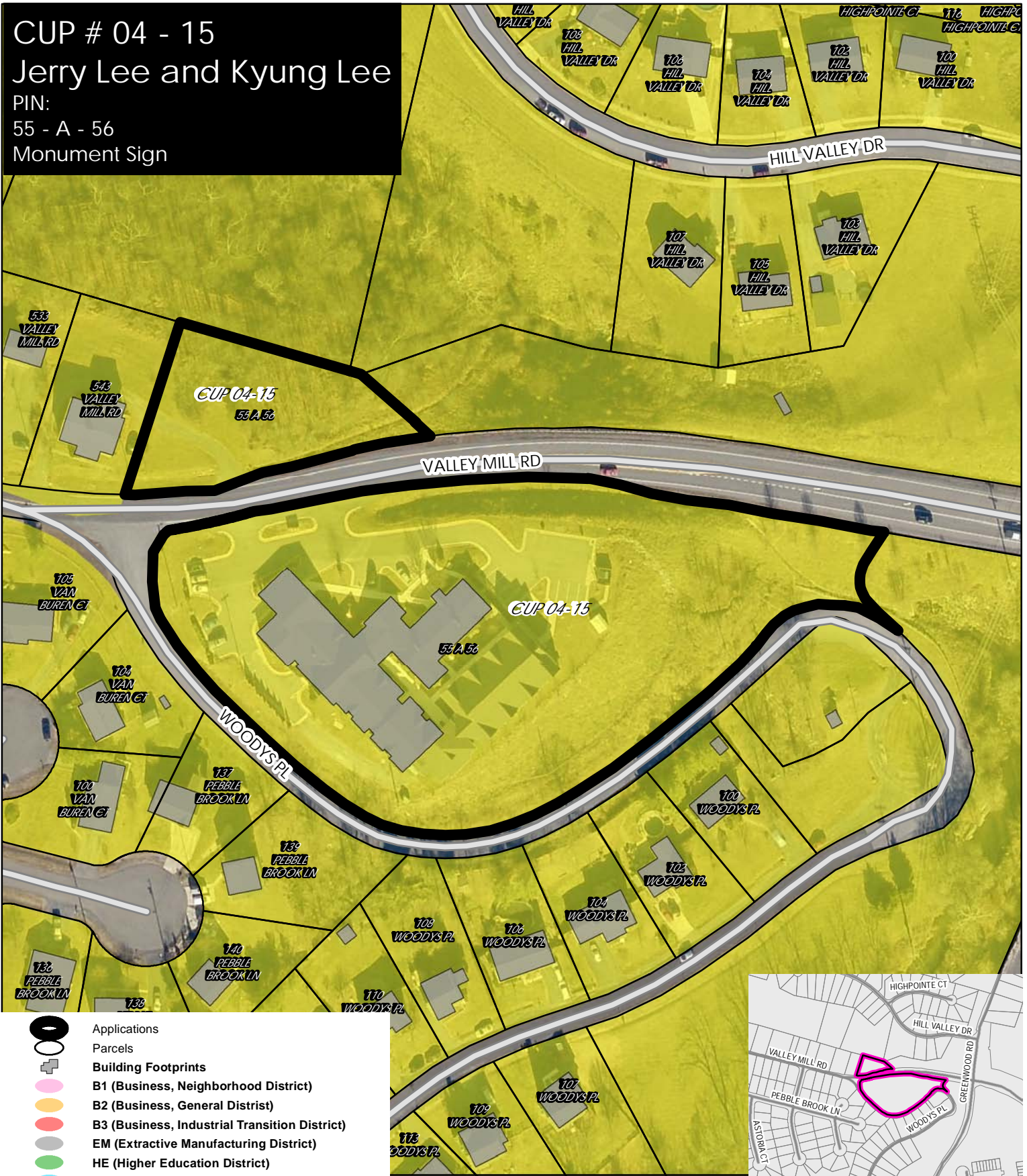
CUP # 04 - 15















Jerry Lee and Kyung Lee

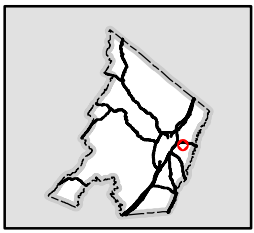
PIN:

55 - A - 56

Monument Sign

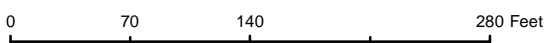


-  Applications
-  Parcels
-  Building Footprints
-  B1 (Business, Neighborhood District)
-  B2 (Business, General District)
-  B3 (Business, Industrial Transition District)
-  EM (Extractive Manufacturing District)
-  HE (Higher Education District)
-  M1 (Industrial, Light District)
-  M2 (Industrial,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



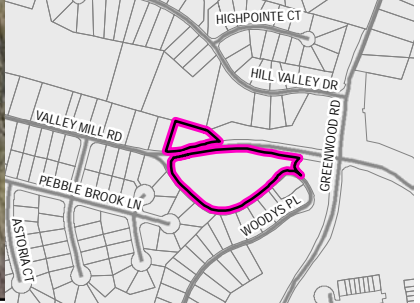
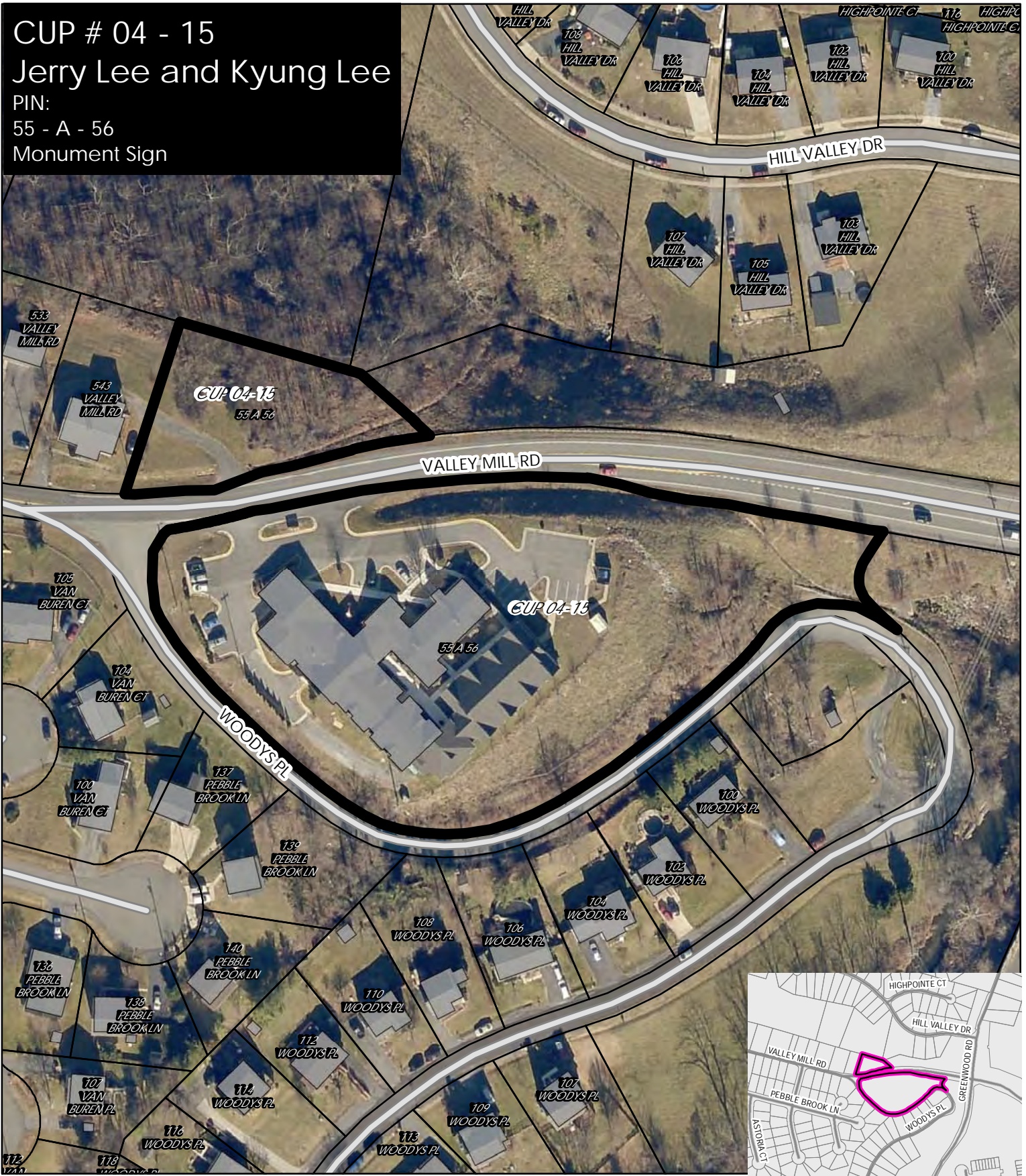
CUP # 04 - 15
 Jerry Lee and Kyung Lee
 PIN:
 55 - A - 56
 Monument Sign

Note:
 Frederick County Dept of
 Planning & Development
 107 N Kent St
 Suite 202
 Winchester, VA 22601
 540 - 665 - 5651
 Map Created: November 3, 2015
 Staff: mcheran



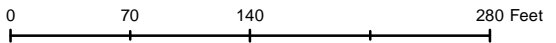
CUP # 04 - 15 Jerry Lee and Kyung Lee




PIN:
55 - A - 56
Monument Sign

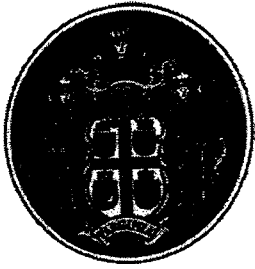


CUP # 04 - 15
Jerry Lee and Kyung Lee
PIN:
55 - A - 56
Monument Sign

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107 N Kent St
Suite 202
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540 - 665 - 5651
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Staff: mcheran



-  Applications
-  Parcels
-  Building Footprints



OCT 30 2015

Submittal Deadline	11/6/15
P/C Meeting	12/2/15
BOS Meeting	1/13/16

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

1. Applicant (check one): Property Owner Other

NAME: Jerry K. Lee (Gerald K. Lee) + Kyung Yul Lee

ADDRESS: 8714 Sudley Road, Manassas VA 20110

TELEPHONE: 703-732-4616

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

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

549 Valley Mill Road Winchester VA 22602. From Berryville Pike, turn right onto Valley Mill Road, last building on right before Greenwood Road

4. The property has a road frontage of See drawing by Advanced Graphics feet and a depth of _____ feet and consists of 2.41 acres. (Please be exact)

5. The property is owned by Jerry K Lee as evidenced by deed from _____ (previous owner) recorded in deed book no. 872 on page 111, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 55 A 56
 Magisterial District 9 Red Bud
 Current Zoning per C.O. "RP Residential Performance" use: "I"

CWP # 0415
 Jerry Lee & Kyung Lee
 55-A-56

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	_____	_____
East	_____	_____
South	_____	_____
West	_____	_____

8. The type of use proposed is (consult with the Planning Dept. before completing):

Add a small NON-ILLUMINATED monument sign in front of the build.

9. It is proposed that the following buildings will be constructed:

NONE. THIS IS A SIGN, NOT A BULDING

10. The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear and in front of (across street from) the property where the requested use will be conducted. (Continue on back if necessary.)
 These people will be notified by mail of this application:

Name and Property Identification Number	Address
Name _____	
Property # _____	
Name 55C-3-1-19A	
Property # 55EA-2A	
Name 55-A-128C	
Property # 55C-7-5-17	
Name 55C-8-1-2A	
Property # 55C-7-5-18	
Name _____	
Property # 55C-7-5-26	
Name _____	
Property # 55C-3-1-5	
Name 55C-3-1-4	
Property # 55C-3-1-3	

55C-3-1-2
 55C-3-1-1

12. Additional comments, if any: _____

I (we), the undersigned, do hereby respectfully make application and petition the governing body of Frederick County, Virginia to allow the use described in this application. I understand that the sign issued to me when this application is submitted must be placed at the front property line at least seven (7) days prior to the first public hearing and maintained so as to be visible until after the Board of Supervisors' public hearing. Your application for a Conditional Use Permit authorizes any member of the Frederick County Planning Commission, Board of Supervisors or Planning and Development Department to inspect your property where the proposed use will be conducted.

Signature of Applicant _____

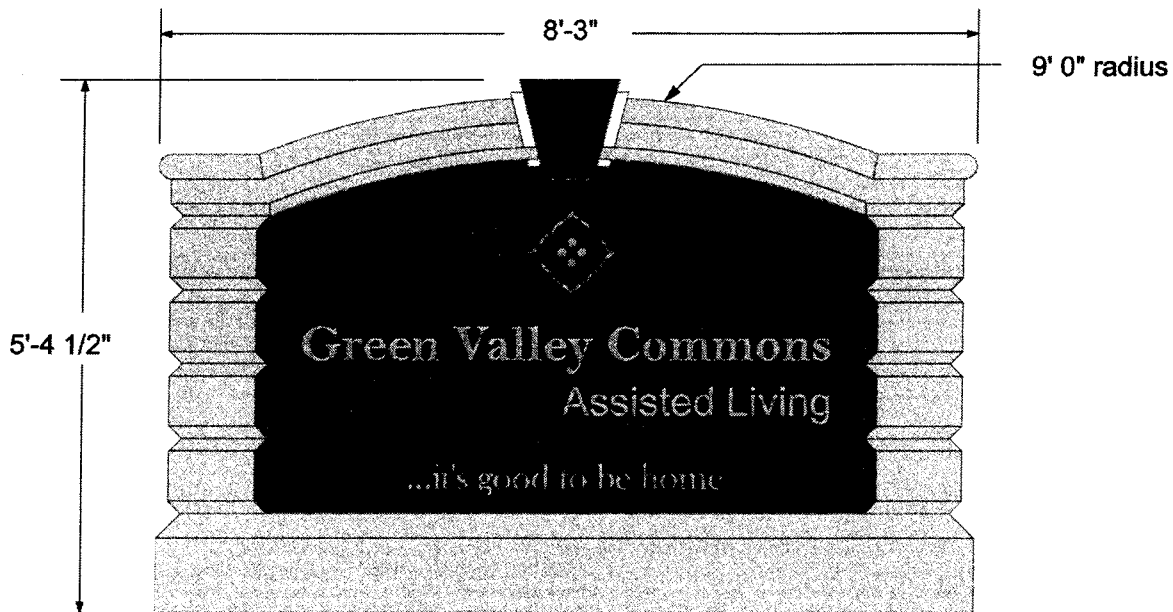
Signature of Owner _____

Owners' Mailing Address 8714 Sudley Road, Manassas VA 20110

Owners' Telephone No. 703-732-4616

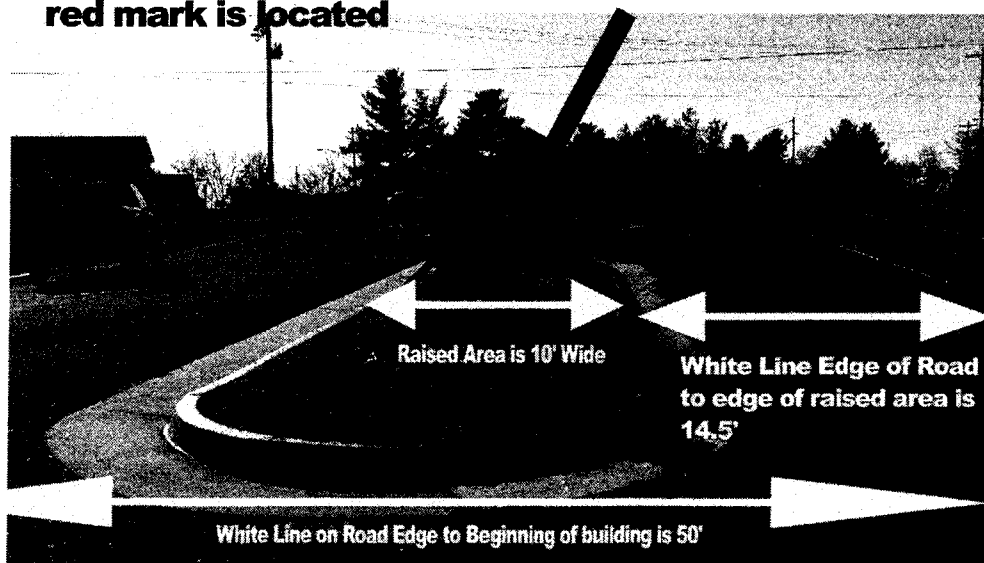
<p>TO BE COMPLETED BY THE ZONING ADMINISTRATOR:</p> <p>USE CODE: _____</p> <p>RENEWAL DATE: _____</p>
--

Sign Permit Drawing for 549 Valley Mill Road, Winchester VA 22602
Drawings by: Advanced Graphics, LLC



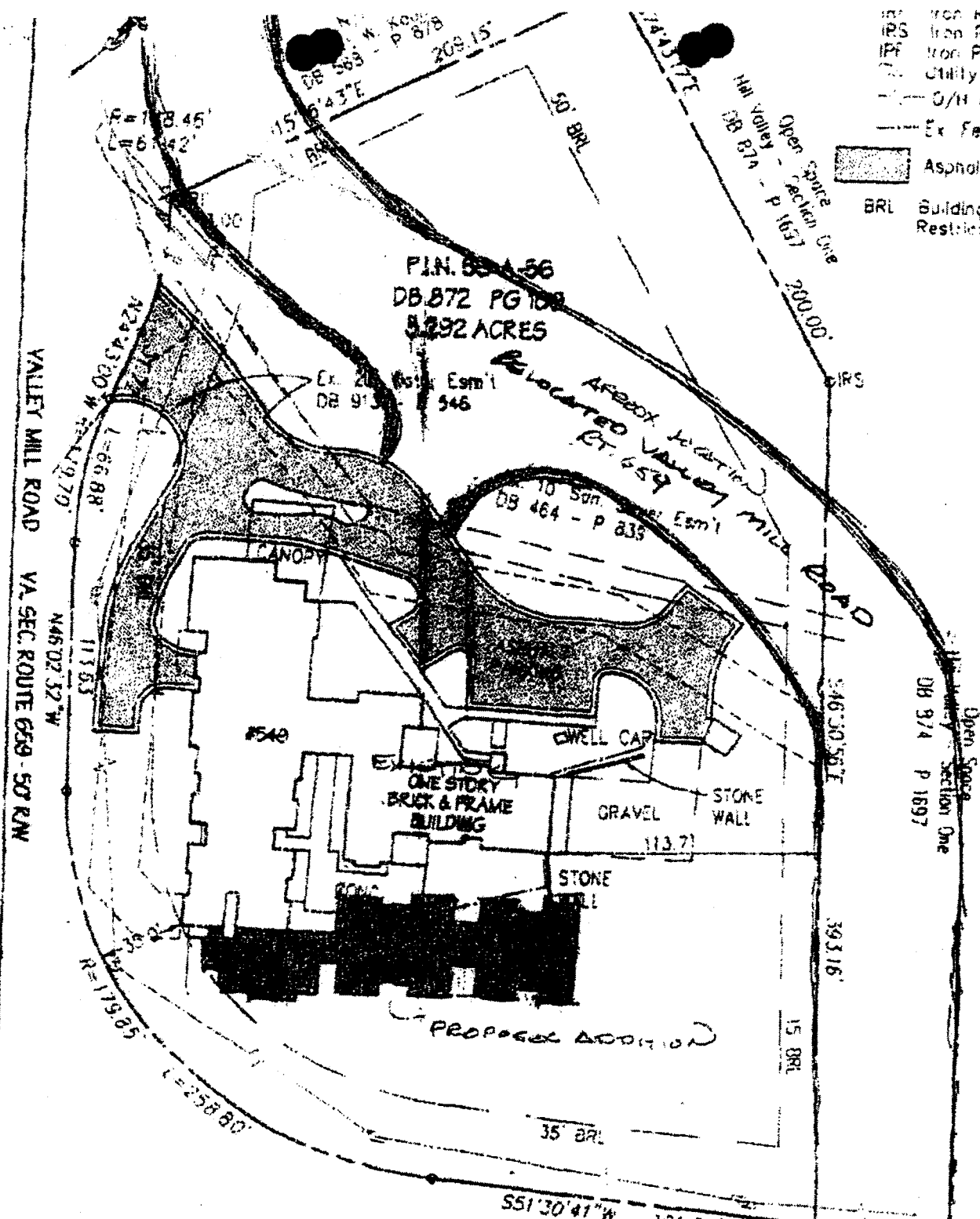
- 1. Synthetic Stucco Monument Sign**
- 2. Installs with Interior post that extends 30" outside sign and the post are concreted into 12" Diameter holes that are 30" Deep**

Sign Installation Location: In Center of grass area where red mark is located



IRF Iron Rod Found
 IRS Iron Rod Set
 IPF Iron Pipe Found
 UP Utility Pole
 --- O/H Utility Lines
 --- Ex Fence

[Stippled Area] Asphalt Surface
 BRL Building Restriction Line



PIN. 55-1-56
 DB. 872 PG 108
 8.292 ACRES

Ex. 20 No. 1 Esm't
 DB 913 - P 546

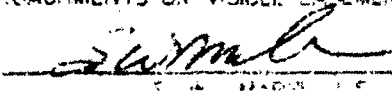
Relocated Valley Mill Road
 CT. 659
 To San. Sewer Esm't
 DB 464 - P 835

ONE STORY
 BRICK & FRAME
 BUILDING

PROPOSED ADDITION

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON
 THIS PLAT IS BASED ON AN ACTUAL FIELD SURVEY MADE
 UNDER MY SUPERVISION ON SEPTEMBER 3, 1998 AND THAT
 TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE
 NO ENCROACHMENTS OR VISIBLE EASEMENTS UNLESS
 SHOWN.

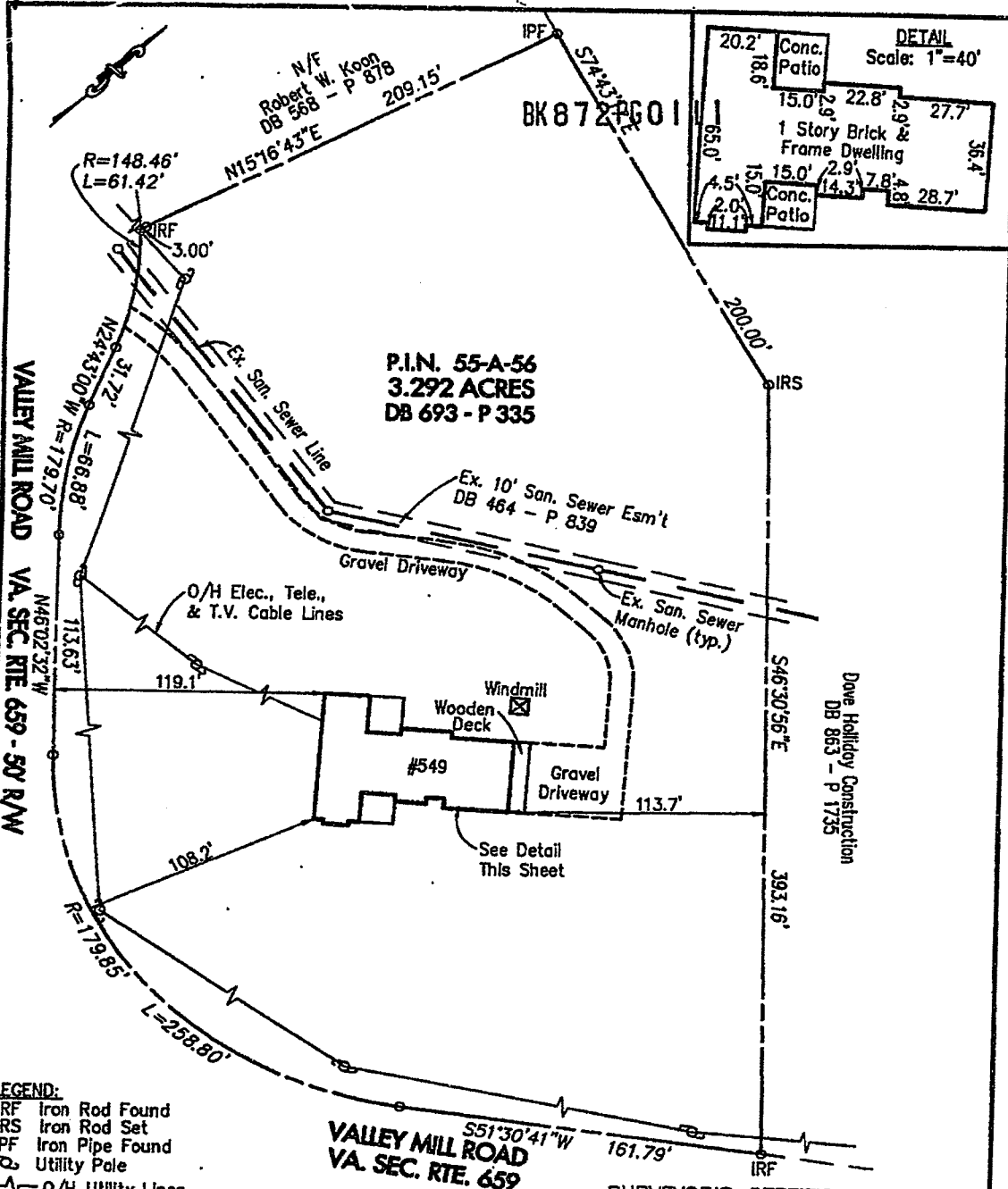


 SURVEYOR

551°30'41"W 181.79'
 VALLEY MILL ROAD
 VA. SEC. ROUTE 659

- NOTES:**
1. NO TITLE REPORT FURNISHED
 2. EASEMENTS MAY EXIST THAT ARE NOT SHOWN

FINAL SURVEY



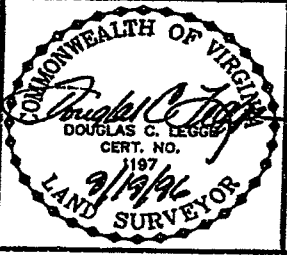
LEGEND:
 IRF Iron Rod Found
 IRS Iron Rod Set
 IPF Iron Pipe Found
 U Utility Pole
 O/H Utility Lines

- NOTES:**
1. According to F.I.R.M. Community-Panel Number 510063 0115 B, this lot is located in an area designated Zone C, which is an area of minimal flooding.
 2. No title report furnished.
 3. Easements other than shown may exist.

I hereby certify that the information shown on this plot is based on an actual field survey made under my supervision and there are no encroachments or visible easements unless shown.

Douglas C. Legge
 Douglas C. Legge, L.S.

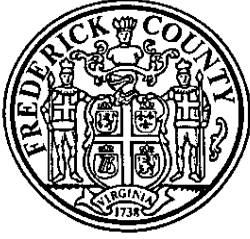
Boundary Survey
 of the land of
VERA V. DOVE
 Shawnee Magisterial District
 Frederick County, Virginia



DATE: SEPTEMBER 19, 1996 Scale: 1"=60' Survey Date: Sept. 18, 1996
 PLAT #: HL-DOVE.DWG

MARSH & LEGGE
 Land Surveyors, P.L.C.

159 North Cameron Street Winchester, Virginia 22601
 (540) 667-0468 Fax: (540) 667-0469



RESOLUTION

Action:

PLANNING COMMISSION: December 2, 2015 - Recommended Approval

BOARD OF SUPERVISORS: January 13, 2016 APPROVED DENIED

RESOLUTION

CONDITIONAL USE PERMIT #04-15 JERRY LEE AND KYUNG LEE

WHEREAS, Conditional Use Permit #04-15 Of Jerry Lee and Kyung Lee, submitted by Jerry Lee and Kyung Lee, to enable a monument sign to be erected in association with a previously approved adult care facility known as Rose Memorial (CUP #22-04) was considered. The property is located at 549 Valley Mill Road (Route 659). The property is further identified with Property Identification Number 55-A-56 in the Red Bud Magisterial District; and

WHEREAS, the Frederick County Planning Commission held a public hearing on the conditional use permit on December 2, 2015, and recommended approval of the Conditional Use Permit with conditions: and,

WHEREAS, the Frederick County Board of Supervisors held a public hearing on this Conditional Use Permit during their regular meeting on January 13, 2016; and,

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the zoning map to reflect that Conditional Use Permit Application #04-15 of Jerry Lee and Kyung Lee may erect a monument sign in association with the previously approved adult care facility known as Rose Memorial on the parcel identified by Property Identification Number (PIN) 55-A-56 with the following conditions:

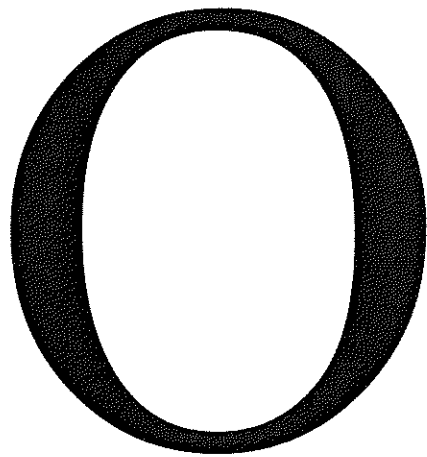
1. All review agency comments and requirements shall be complied with at all times, to include the approved conditions for this adult care facility; and
2. Only one (1) monument sign 44 square feet in size and 5 foot in height allowed on the property.

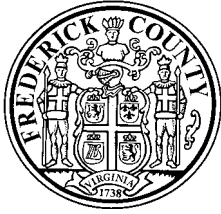
Passed this 13th day of January, 2016 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Judith McCann-Slaughter	_____
Gene E. Fisher	_____	Blaine P. Dunn	_____
Robert W. Wells	_____		

A COPY ATTEST

Brenda G. Garton
Frederick County Administrator





**REZONING APPLICATION #11-15
FREEDOM MANOR**

Staff Report for the Board of Supervisors

Prepared: December 30, 2015

Staff Contact: Candice E. Perkins, AICP, CZA, Senior Planner

Staff Contact: John A. Bishop, AICP, Deputy Director-Transportation

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	12/02/15	Recommended Approval
Board of Supervisors:	01/13/16	Pending

PROPOSAL: To rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers. This application would enable the construction of up to 300 residential units.

LOCATION: The properties are located east and adjacent to Papermill Road (Route 644), approximately 2,300 feet north/west of the existing signalized intersection of Front Royal Pike (Route 522) and Papermill Road (Route 644).

EXECUTIVE SUMMARY & STAFF CONCLUSIONS FOR THE 01/13/16 BOARD OF SUPERVISORS MEETING:

The Freedom Manor Rezoning application seeks to rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 acres from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers. Of the 33 acres of existing RP zoned acreage, 26 acres was previously rezoned in 2005 under the same name of Freedom Manor. This application seeks to revise the proffers for the 26 acre portion tract (64-A-23) as well as include the acreage from parcels 64-A-20, and 64-A-19. This proposed development seeks to allow the construction of up to 300 residential dwelling units (Phase I - single family detached, Phase II - townhouse and multi-family units). The development has an overall density of 6.3 units per acre).

Following a public hearing at their December 2, 2015 meeting, the Planning Commission voted unanimously to recommend approval of the Freedom Manor Rezoning request, with a recommendation that the Applicant provide interparcel access to the neighboring property to the east and consider a fence along the adjoining residential properties. The Applicant has since revised the proffer statement to provide an interparcel connection for the property to the east.

The Freedom Manor rezoning application is generally consistent with future land use designations of the 2030 Comprehensive Plan and the Senseny/Eastern Frederick Urban Areas Plan which provide guidance on the future development of the property. A few elements of the rezoning application have been identified that should be carefully evaluated to ensure that they fully address the impacts associated with this rezoning request.

Following the required public hearing, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.

This report is prepared by the Frederick County Planning Staff to provide information to the Planning Commission and the Board of Supervisors to assist them in making a decision on this application. It may also be useful to others interested in this zoning matter. Unresolved issues concerning this application are noted by staff where relevant throughout this staff report.

	<u>Reviewed</u>	<u>Action</u>
Planning Commission:	12/02/15	Recommended Approval
Board of Supervisors:	01/13/16	Pending

PROPOSAL: To rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers. This application would enable the construction of up to 300 residential units.

LOCATION: The properties are located east and adjacent to Papermill Road (Route 644), approximately 2,300 feet north/west of the existing signalized intersection of Front Royal Pike (Route 522) and Papermill Road (Route 644).

MAGISTERIAL DISTRICT: Shawnee

PROPERTY ID NUMBERS: 64-A-23, 64-A-20, and 64-A-19

PROPERTY ZONING: RA (Rural Areas) District and RP (Residential Performance) District

PRESENT USE: Vacant

ADJOINING PROPERTY ZONING & PRESENT USE:

North: RP (Residential Performance)	Use: Vacant (Madison Village)
RA (Rural Areas)	Vacant/Agricultural
South: RA (Rural Areas)	Use: Shenandoah Memorial Park
East: RP (Residential Performance)	Use: Residential
RA (Rural Areas)	Residential
West: RA (Rural Areas)	Use: Residential/Vacant/Agricultural

REVIEW EVALUATIONS:

Virginia Dept. of Transportation: VDOT's District Planning Section has completed their review of the 2nd submission of the Freedom Manor TIA. The TIA is in compliance with VDOT's TIA regulations (24 VAC 30-155) and we have no outstanding or additional comments that need to be addressed.

We would like to provide the following recommendation on the proffers dated September 4, 2015, submitted with the TIA:

- Update the references to "hiker/biker trail" in proffers 2.1 and 3.1 to "shared use path".
- Update the minimum right-of-way dedication of 56' from centerline in proffer 2.1 to 58' to accommodate the 10' wide shared use path, if provided in the right-of-way. The provided 48' width without the shared use path in the right-of-way is adequate.
- Correct the spelling error of Papermill Road in proffer 2.2.

Fire Marshal: Plans Approved.

Public Works Department: We have completed our review of the site plan for the rezoning application for the proposed Freedom Manor Subdivision and offer the following comments:

Refer to the Impact Analysis Statement: Add a paragraph dedicated to the discussion of stormwater.

Refer to Page 4, Solid Waste: Expand the discussion to indicate that the residential development shall include the requirement for a private refuse hauler.

Refer to the Proffer Statement, Page 3 of 4, Paragraph 6: Expand the discussion of the property owners' associate (POA) to include the requirements for maintaining open space and stormwater management facilities. In addition, the POA shall be responsible for a solid waste collection and disposal (i.e., curbside pickup, dumpster, etc.).

Frederick County Sanitation Authority: *Please see attached letter from Uwe E. Weindel, PE, dated January 20, 2015.*

Frederick-Winchester Health Department: Health Department has no objection to the Rezoning request at this time.

Department of Parks & Recreation:

- Monetary proffers applied only to 75 of the proposed 100 detached units does not appear to meet impacts of the development.
- The north/south hiker-biker trail recommended to follow the west side of connector road rather than property boundary as shown. This is to match the approved trail in Madison Village.
- Hiker-biker trail recommended along east/west interparcel connector.

Frederick County Public Schools: Frederick County Public Schools has reviewed the Freedom Manor rezoning application submitted to us on January 16, 2015. We offer the following comments:

The cumulative impact of this development and other developments in Frederick County will require construction of new schools and support facilities to accommodate increased student enrollment. This development proposal includes a range of possibilities. The case that generated the most students is 100 houses, 100 townhouses, and 100 apartments. We estimate that, in this case, the development will house 93 students: 25 high school students, 23 middle school students, and 45 elementary school students. In order to properly serve these additional students, Frederick County Public Schools would spend an estimate \$1,048,000 more per year in operation costs (or \$3,493 average per unit per year) and an estimated \$3,891,000 in one-time capital expenditure (or \$12,970 average per unit). You will find, enclosed with this letter, a more detailed assessment of the estimated impact of Freedom Manor on FCPS, including attendance zone information.

Frederick County Attorney: *Please see attached letter from Roderick B. Williams, County Attorney, dated March 2, 2015*

Frederick County Inspection: Asbestos inspection/Abatement required for all buildings removed that were constructed prior to 1985.

Historic Resources Advisory Board: Upon review of the proposed rezoning, it appears that the proposal does not significantly impact historic resources and it is not necessary to schedule a formal review of the rezoning application by the HRAB. Furthermore, the majority of this property was previously rezoned in 2005. According to the Rural Landmarks Survey, there are no significant historic structures located on the property nor are there any possible historic districts in the vicinity. It was also noted that the National Park Service Study of Civil War Sites in Shenandoah Valley does not identify a core battlefield within this area.

Planning & Zoning:

1) Site History:

The original Frederick County Zoning Map (U.S.G.S. Winchester Quadrangle) identifies this property as being zoned R-1 (Residential Limited). The parcels were re-mapped from R-1 to A-2 (Agricultural General) pursuant to the County's comprehensive downzoning initiative (Zoning Amendment Petition #011-80), which was adopted on October 8, 1980. The County's agricultural zoning districts were subsequently combined to form the RA (Rural Areas) District upon adoption of an amendment to the Frederick County Zoning Ordinance on May 10, 1989. The corresponding revision of the zoning map resulted in the re-mapping of the subject property and all other A-1 and A-2 zoned land to the RA District. Parcel 64-A-19 and a portion of parcel 64-A-20 were originally slated to be part of the Westwood Subdivision (Section B) and appear to retain their R-1/RP zoning designation.

In 2002, Rezoning Application RZ#07-02, Doris F. Casey, was submitted to the County for a request similar to the 2005 Freedom Manor Rezoning. The rezoning proposal requested the development of seventy (70) single family detached residential lots on 30.31 acres with access being via Route 522. At that time, the property had frontage on Route 522. Ultimately, the Board of Supervisors denied Rezoning Application #07-02 on December 17, 2002. On August

20, 2003 a Minor Rural Subdivision (Family Division) was approved creating the 26.87 acre parcel for PIN 64-A-23. On September 14, 2005 the Board of Supervisors approved Rezoning #09-05 of Freedom Manor which rezoned parcel 64-A-23 from the RA District to the RP District with proffers. This rezoning was approved for 70 single family dwellings on 26.87 acres of land.

2) **Comprehensive Policy Plan:**

The 2030 Comprehensive Plan is an official public document that serves as the community's guide for making decisions regarding development, preservation, public facilities and other key components of community life. The primary goal of this plan is to protect and improve the living environment within Frederick County. It is in essence a composition of policies used to plan for the future physical development of Frederick County.

Land Use:

The parcels comprising this rezoning application are located within the County's Urban Development Area (UDA) and Sewer and Water Service Area (SWSA). The UDA defines the general area in which more intensive forms of residential development will occur. In addition, the Freedom Manor development is located within the Senseny/Eastern Frederick Urban Area Plan of the 2030 Comprehensive Plan. The Senseny/Eastern Frederick Urban Area Plan designates the area where this site is located with a residential land use (4 units per acre density) and a high-density residential land use (12-16 units per acre).

Phase I of the project consists of 33.68 acres and is limited to 100 single family detached residential units, which would be three units per acre. Phase II of the project consists of 13.66 acres and is limited to a maximum of 200 single family attached or multi-family units, which would be 14.6 units per acre. While the density shown with the Freedom Manor rezoning is generally consistent with the comprehensive plan, there are no assurances that the area designated for high density residential will develop as indicated; there are no proffered minimum densities.

Staff Note: While these densities and land uses are generally consistent with the comprehensive plan, there are no assurances that the area designated for high density residential will develop as indicated as there are no proffered minimums. The development of Phase II with single family attached (townhouse) units and multi-family units does not assure densities consistent with the Comprehensive Plan.

Transportation and Site Access:

Initial access is gained to the site via a roundabout intersection with Papermill Road to be constructed by the Applicant. Future additional access shall be gained through interparcel connections to the west and to the north at the Madison Village development. The transportation network also includes a 10' pedestrian trail along Papermill Road, and the internal public roads shown on the GDP and a trail that runs the length of the common boundary with the Shenandoah Memorial Park. Since the December 2, 2015 Planning Commission meeting, the Applicant has also proffered to provide an interparcel connection to the adjacent eastern property.

3) **Site Suitability/Environment:**

The site is currently vacant and contains two existing ponds; there are no floodplains on the property. The majority of the site drains from west to east. Soils on the site are identified as Blairton silt loams, Clearbrook channery silt loams and Weikert-Berks channery silt loams. Development of the property will be subject to the revised Stormwater Management regulations addressing both stormwater quantity and quality.

4) **Potential Impacts:**

A. **Transportation**

Traffic Impact Analysis.

According to the included traffic impact analysis, at full build out (year 2026) the development is projected to generate 2,643 average daily trips (ADT) with all studied nearby intersections expected to operate at level of service C or better with the proffered improvements.

Transportation Program.

In addition to creating a roundabout intersection with Papermill Road, the Applicant is constructing a through road to Madison Village prior to the issuance of the 150th building permit. This connection will offer alternative access in and out of the development via the Madison Village signal at Route 522. The Applicant will also be providing interparcel connection to the west and east.

B. **Sewer and Water**

The Applicant's Impact Analysis Statement projects that the development could produce up to 60,000 gallons per day of sewage flow. An existing 8" sewer line within Westwood Drive would serve as the connection point for sanitary service for the property which flows to the Opequon Wastewater Treatment facility. A pump station may be required to service the easternmost portions of the site. Water supply will be provided by way of an existing 8" water main extending from Westwood Drive to the property.

C. **Community Facilities**

The Applicant has proffered a monetary contribution to community facilities to offset the impact of the residential development. The amount per single family attached, and multi-family dwelling unit is consistent with the County's Development Impact Model values for 2015. It should be noted that the Applicant has reduced the proffer payment for the single family detached units in recognition of the existing 6.81 acres of unrestricted RP zoned land. The full proffer amount would be \$19,680 per single family detached unit. The 6.81 acres could yield 20 units at the anticipated density of three units per acre (80 remaining units x \$19,680 = \$1,574,400 /100 = \$15,744). The Applicant has also proffered to allow Transferred Development Rights to pay for the monetary contribution specified in the proffer for any of the 300 dwelling units.

Staff Note: *The Applicant has reduced the proffer payment for the single family detached units in recognition of the existing 6.81 acres of unrestricted RP zoned land. The full proffer amount would be \$19,680 per single family detached unit. The 6.81 acres could yield 20 units at the anticipated density of 3 units per acre (80 remaining units x \$19,680 = \$1,574,400 /100 = \$15,744).*

5) Proffer Statement – Dated December 30, 2014; revised September 4, 2015, November 4, 2015, November 18, 2015, December 15, 2015:

1) Site Development:

- 1.1 The development is limited to 300 dwelling units; Phase I with up to 100 single family detached and Phase II with up to 200 dwelling units (single family attached/detached or multi-family).
- 1.2 The property shall be developed in general conformance with the Generalized Development Plan (GDP).

2) Transportation:

- 2.1 Prior to the issuance of the first certificate of occupancy, the Applicant shall dedicate right-of-way across the Papermill Road frontage in order to provide for a minimum of 58 feet of right-of-way as measured from the centerline to provide for the future road improvements and a hiker/biker trail.
- 2.2 Prior to the issuance of a certificate of occupancy for the first dwelling unit, the Applicant shall construct a single lane roundabout to access the property from Papermill Road as shown on the GDP. No additional site entrances shall be permitted on Papermill Road.
- 2.3 The Applicant shall complete the following transportation improvements prior to the issuance of a building permit for the 150th dwelling unit:
 - Design and construct the north/south connector road from the Papermill Road entrance to the northern property limits to connect into Madison Village.
 - Design and construct a public roadway to provide an interparcel connection to the western property limits in the general location depicted in the GDP. This connection can occur with Phase I or Phase II.
- 2.4 The Applicant shall provide a right of way reservation area to the eastern boundary of the property, 56 feet in width and in the general location depicted on the GDP, to provide for a future connection between the internal street system for the property and the adjoining parcel.

3) Pedestrian/Biker Improvements:

- 3.1 Prior to the issuance of the 50th building permit, the Applicant shall construct a 10' asphalt path across the Papermill Road frontage and across the southern property boundary.
- 3.2 As part of the design and construction of the north/south connector road, the Applicant shall construct a 10' asphalt path from the site entrance on Papermill

Road to the northern property limits linking into the adjacent development.

4) **Monetary Contribution to Offset Impact of Development:**

4.1 For the single family detached dwelling units the Applicant shall pay \$15,745 per unit. The Applicant shall pay \$13,680 for each single family attached unit and \$13,880 for each apartment unit.

Staff Note: The Applicant has reduced the proffer payment for the single family detached units in recognition of the existing 6.81 acres of unrestricted RP Zoned land. The full proffer amount would be \$19,680 per single family detached unit. The 6.81 acres could yield 20 units at the anticipated density of 3 units per acre (80 remaining units x \$19,680 = \$1,574,400 /100 = \$15,744).

5) **Option for use of Transfer of Development Rights Ordinance:**

5.1 The Applicant may utilize Transferred Development Rights to pay for the monetary contribution specified in Proffer 4.1 for any of the 300 dwelling units.

6) **Creation of and Initial funding for Property Owners Association:**

6.1 The property shall have a Property Owners Association (POA) which is responsible for common areas, stormwater management facilities and solid waste collection and disposal.

6.2 The Applicant shall establish a start-up fund for the POA in the amount of \$5,000.

7) **Landscape Buffer:**

7.1 Prior to the issuance of the 50th dwelling unit, the Applicant shall install a single row of evergreens (minimum of 4 feet tall, spaced 10 feet on center) along the common boundary with the Shenandoah Memorial Park.

PLANNING COMMISSION SUMMARY AND ACTION FROM THE 12/02/15 MEETING:

Staff reported this application is a proposal to rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 acres from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers. It was noted of the 33 acres of existing RP zoned acreage, 26 acres of that was previously rezoned in 2005 under the same name of Freedom Manor. Staff continued, the Applicant seeks to revise the proffers for the 26 acre portion tract (64-A-23) as well as include the acreage from parcels 64-A-20, and 64-A-19. Staff explained the proposed development seeks to allow the construction of up to 300 residential dwelling units.

Staff presented the GDP (Generalized Development Plan) that was included with the application; it shows the site access which is the round-about on Papermill Road, and the internal road network that would eventually connect into Madison Village to the north. Staff noted this project has no connection into the Westwood Subdivision. Staff elaborated that with a previous rezoning in 2005 there was a restrictive deed covenant entered into with the property owner and the County which prohibited the connection into the Westwood Subdivision road network. Staff reiterated that the initial access will be via a roundabout off of Papermill Road and future additional access would be provided through an

interparcel connection to the north at the Madison Village development which will be installed with the 150th building permit. Staff continued the development includes a 10 foot pedestrian trail along Papermill Road; a trail along the internal public road and a trail along the boundary with Shenandoah Memorial Park and a monetary contribution to offset the impacts on the County from the residential development. Staff noted that for the multi-family and single family attached units the amount is consistent with the impact model, however, the single family detached units do have a reduced proffer payment which is due to the existing 6.8 acres of existing RP zoned land. It was also noted the Applicant has also proffered to allow the use of TDR's (Transfer of Development Rights) in lieu of the monetary payment.

Mr. Patrick Sowers of Pennoni Associates, representing the Applicant, came forward to offer further information on the property. Mr. Sowers reported there are three components to this project: on the south side there's approximately 26 acres that was rezoned in 2005 for 70 residential units; north of that there is approximately 7 acres of existing historically zoned RP land; north of that there is approximately 13.5 acres of existing RA zoned land which is depicted in the Comprehensive Plan for high density residential use. The Applicant has proffered single family attached and multi-family uses in that area to ensure a higher yield to be consistent with the Comprehensive Plan. Mr. Sowers continued that the remaining acreage to the south will be limited to single family detached uses which would be consistent with the adjoining properties. Mr. Sowers stated that the entrance to the property is being proposed as an offset roundabout and the reason is to accommodate left turn movement heading south on Papermill Road. He continued currently there is a 40 to 45 foot right-of-way for Papermill Road and that is not enough to build a left turn lane and still have through lanes to accommodate the transitions. Mr. Sowers noted the Applicant approached the existing property owners to acquire additional right-of-way however, they respectfully declined. Therefore, the alternative was to construct an offset roundabout before any building permits are issued for the property. A Commissioner inquired if there would be any access to Westwood Drive from the property. Mr. Sowers commented no due to the existing covenant that restricts this.

A Commissioner inquired why was the entrance along Route 522 eliminated. Mr. Sowers explained there was an optional agreement with the previous rezoning to acquire a right-of-way to have access through the property to the east, but that option has expired. Mr. Sowers continued, stating that when looking at access it was reviewed from Papermill Road and also from an access management standpoint that VDOT would preferred not to have another access point on Route 522 since it is designated as an arterial roadway.

A Commissioner asked if there was just going to be one way in and one way out. Mr. Sowers explained there will initially be the access from Papermill Road and the applicant has proffered the road networks and road-about. Mr. Sowers continued ultimately there will be access through Madison Village and they are proffering an additional interparcel connector to the western property boundary.

Chairman Wilmot called for anyone who wished to speak regarding this Public Hearing to come forward at this time. Mr. Tom Breedlove came forward and expressed his concerns with traffic on Papermill Road. He voiced his concerns with water runoff and the high number of drain fields located in this area. Ms. Carol Manuel who lives on Westwood Drive came forward with her concerns of drainage, water runoff, and the traffic impacts along Papermill Road. Ms. Barbara Metcalf of the

Shawnee Magisterial District expressed her concern with the traffic impacts and what type of buffer will be provided.

Mr. Sowers addressed the citizen concerns. He explained in regards to drainage there is an existing pond along the frontage of the property and on the northern portion of the property there is a high point that drains to another pond. He noted the project will not be generating any increased runoff. Mr. Sowers discussed the traffic concerns. He explained Papermill Road is on the Comprehensive Plan as a major collector. He continued this project can essentially funnel traffic within the roadways of Route 522 and Papermill Road. Mr. Sowers noted the roundabout will slow traffic leading to the existing signal at Route 522 and Papermill Road. In regards to buffers, Mr. Sowers explained with single family detached uses adjacent to another single family detached the ordinance does not require a buffer.

A Commissioner clarified the development will not release more water rather than generate more water. Mr. Sowers confirmed that was correct. The Commissioner commented on having an internal street stubbed off towards Route 522 so if two parcels do get developed it provides another route to get in and out. He noted a buffer such as a six foot fence should be considered.

A Commissioner inquired about the option to use TDR's for the project. Mr. Sowers explained it is included to have the option available and there are no immediate plans to use it. The Commissioner asked what would be an instance that would trigger it to be used. Mr. Sowers elaborated if a property was to become available and the TDR's could be obtained.

A Commissioner noted the storm water regulations are in place and with these regulations it should handle the drainage. He is in favor of this application with the recommendation that the Applicant looks at providing interparcel access to the neighboring property to the east and considers a fence along the adjoining residential properties.

A motion was made, seconded, and unanimously recommended for approval with the recommendation that the Applicant provides interparcel access to the neighboring property to the east and considers a fence along the adjoining residential properties.

EXECUTIVE SUMMARY & STAFF CONCLUSIONS FOR THE 01/13/16 BOARD OF SUPERVISORS MEETING:

The Freedom Manor Rezoning application seeks to rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 acres from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers. Of the 33 acres of existing RP zoned acreage, 26 acres was previously rezoned in 2005 under the same name of Freedom Manor. This application seeks to revise the proffers for the 26 acre portion tract (64-A-23) as well as include the acreage from parcels 64-A-20, and 64-A-19. This proposed development seeks to allow the construction of up to 300 residential dwelling units (Phase I - single family detached, Phase II - townhouse and multi-family units). The development has an overall density of 6.3 units per acre).

Following a public hearing at their December 2, 2015 meeting, the Planning Commission voted unanimously to recommend approval of the Freedom Manor Rezoning request, with a recommendation that the Applicant provide interparcel access to the neighboring property to the east and consider a fence

along the adjoining residential properties. The Applicant has since revised the proffer statement to provide an interparcel connection for the property to the east.

The Freedom Manor rezoning application is generally consistent with future land use designations of the 2030 Comprehensive Plan and the Senseny/Eastern Frederick Urban Areas Plan which provide guidance on the future development of the property. A few elements of the rezoning application have been identified that should be carefully evaluated to ensure that they fully address the impacts associated with this rezoning request.

Following the required public hearing, a decision regarding this rezoning application by the Board of Supervisors would be appropriate. The Applicant should be prepared to adequately address all concerns raised by the Board of Supervisors.



FREDERICK COUNTY SANITATION AUTHORITY

Post Office Box 1877
Winchester Virginia 22604-8377

PH. – (540)868-1061
Fax – (540)868-1429
www.fcsa-water.com

Uwe E. Weindel, P.E.
Engineer-Director

January 20, 2015

Mr. Patrick Sowers
Pennoni Associates
117 East Piccadilly Street, Suite 200
Winchester, Virginia 22601

Ref.: Rezoning Plan Comments
Adjacent to Papermill Road
Tax Map # 64-A-23, 64-A-20 & 64-A-19

Dear Sir:

Per your request, a review of the proposed rezoning plan has been performed. The Frederick County Sanitation Authority offers comments limited to the anticipated impact/effect upon the Authority's public water and sanitary sewer system and the demands thereon.

The parcel is in the water and sanitary sewer area served by the Authority. Based on the location both water service and sanitary sewer service is available within a reasonable distance from the site. Sanitary sewer treatment capacity at the waste water treatment plant is also presently available. Sanitary sewer conveyance capacity and layout will be contingent on the applicant performing a technical analysis of the existing sanitary sewer system within the area to be served and the ability of the existing conveyance system to accept additional load. Please be aware that multiple pump stations will be used for conveyance of waste from this site. Likewise, water distribution capacity will require the applicant to perform a technical analysis of the existing system within the area to be served to determine available capacity of both the potable water system and the ability to provide fire protection..

Water and sanitary sewers are to be constructed in accordance with the FCSA standards specifications. Dedicated easements may be requires and based on the layout vehicular access will need to be incorporated into the final design. All easements should be free from any encumbrance including permanent structures (fences, signs, etc.) and landscaping (trees, shrubs, etc.).

Please be aware that the Authority does not review or comment upon proffers and/or conditions proposed or submitted by the applicant in support of or in conjunction with this application, nor does the Authority assume or undertake any responsibility to review or comment upon any amended proffers and/or conditions which the Applicant may hereafter provide to Frederick County.

Thank you;

Uwe E. Weindel, PE
Engineer-Director



COUNTY of FREDERICK

Roderick B. Williams
County Attorney

540/722-8383

Fax 540/667-0370

E-mail:

rwillia@co.frederick.va.us

March 2, 2015

VIA FACSIMILE – (540) 665-0493 – AND REGULAR MAIL

Mr. Patrick Sowers
Pennoni Associates Inc.
117 East Piccadilly Street, Suite 200
Winchester, Virginia 22601

Re: Rezoning Application – Freedom Manor
Tax Parcel Numbers 64-A-19, 64-A-20, and 64-A-23, consisting of
47.5415± acres (the “Properties”)
Proposed Proffer Statement dated December 30, 2014

Dear Patrick:

You have submitted to Frederick County for review the above-referenced proposed proffer statement (the “Proffer Statement”) for the proposed rezoning of the Properties, in the Shawnee Magisterial District, from the RA (Rural Areas) and RP (Residential Performance) Zoning Districts to the RP (Residential Performance) Zoning District, subject to proffers. I have now reviewed the Proffer Statement and it is my opinion that the Proffer Statement would be in a form to meet the requirements of the Frederick County Zoning Ordinance and the Code of Virginia, and would be legally sufficient as a proffer statement, subject to the following comments:

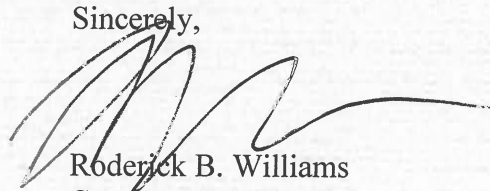
- In Proffer 1.1, for clarity, it may be best to revise the last sentence to read as follows: “Phase 2, as depicted by the GDP, shall consist of the remaining 200 dwelling units, which may be single family detached units, single family attached units, apartment units, or any combination thereof, except that single family detached units shall not be included in Phase 2 unless such units are constructed utilizing the County’s Transfer of Development Rights Ordinance as provided for by Proffer 5.1.”
- For the non-monetary proffers, namely those in Proffers 2 and 3, it may be appropriate for the trigger to be some event earlier than issuance of certificate of occupancy. Otherwise, as to issuance of a certificate of occupancy, that already

Mr. Patrick Sowers
March 2, 2015
Page 2

frequently occurs only shortly before closing of the sale of the respective housing unit to the ultimate purchaser. Making issuance of a certificate of occupancy contingent on fulfillment of the non-monetary proffers increases the risk that the need for completion of such obligations could interfere with a then-imminent closing.

I have not reviewed the substance of the proffers as to whether the proffers are suitable and appropriate for this specific development, as my understanding is that that review will be done by staff and the Planning Commission.

Sincerely,

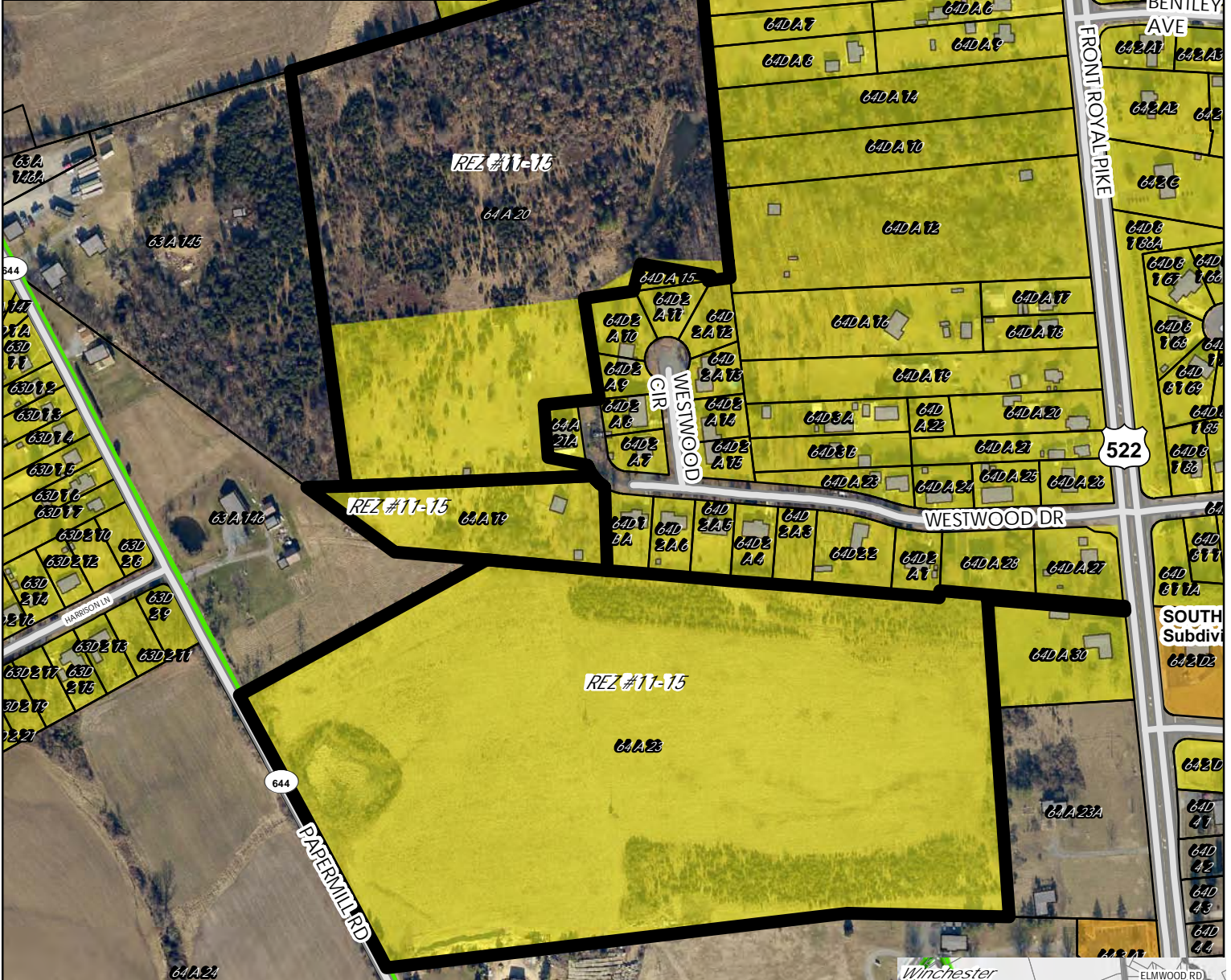
A handwritten signature in black ink, appearing to read 'Roderick B. Williams', with a long horizontal flourish extending to the right.

Roderick B. Williams
County Attorney

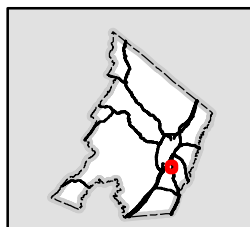
cc: Candice E. Perkins, AICP, Senior Planner (via e-mail)

REZ # 11 - 15 Freedom Manor

PINs:
64 - A - 19, 64 - A - 20, 64 - A - 23
Rezoning from RA/RP to RP with Proffers



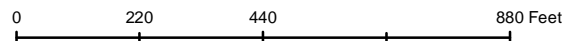
- Applications
- Parcels
- Sewer and Water Service Area
- Building Footprints
- B1 (Business, Neighborhood District)
- B2 (Business, General District)
- B3 (Business, Industrial Transition District)
- EM (Extractive Manufacturing District)
- HE (Higher Education District)
- M1 (Industrial, Light District)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



REZ # 11 - 15 Freedom Manor

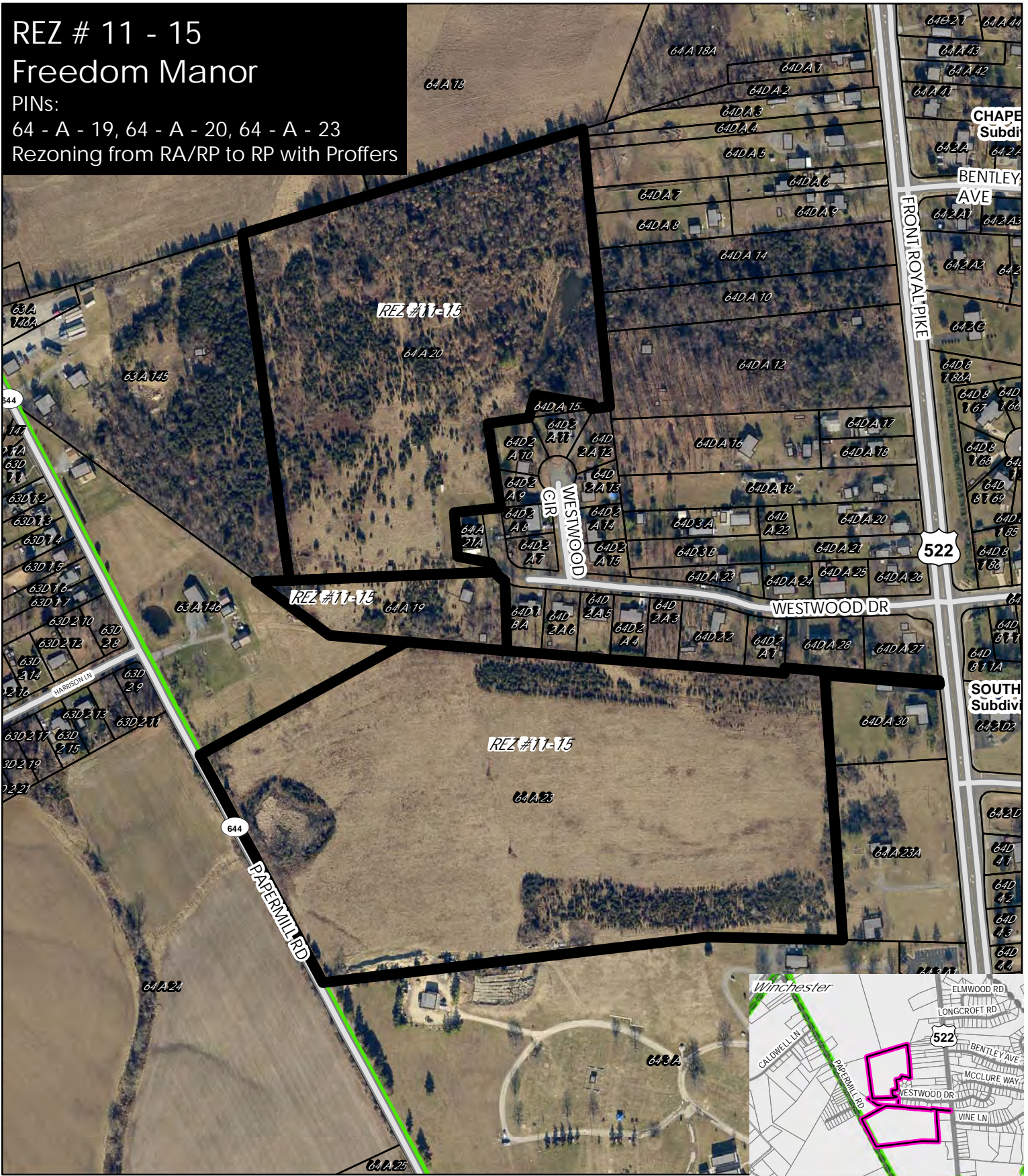
PINs:
64 - A - 19, 64 - A - 20, 64 - A - 23
Rezoning from RA/RP to RP with Proffers





Note:
Frederick County Dept of
Planning & Development
107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: November 10, 2015
Staff: cperkins

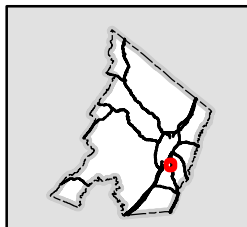


REZ # 11 - 15 Freedom Manor

PINs:
64 - A - 19, 64 - A - 20, 64 - A - 23
Rezoning from RA/RP to RP with Proffers



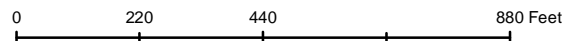
-  Applications
-  Parcels
-  Sewer and Water Service Area
-  Building Footprints



REZ # 11 - 15 Freedom Manor

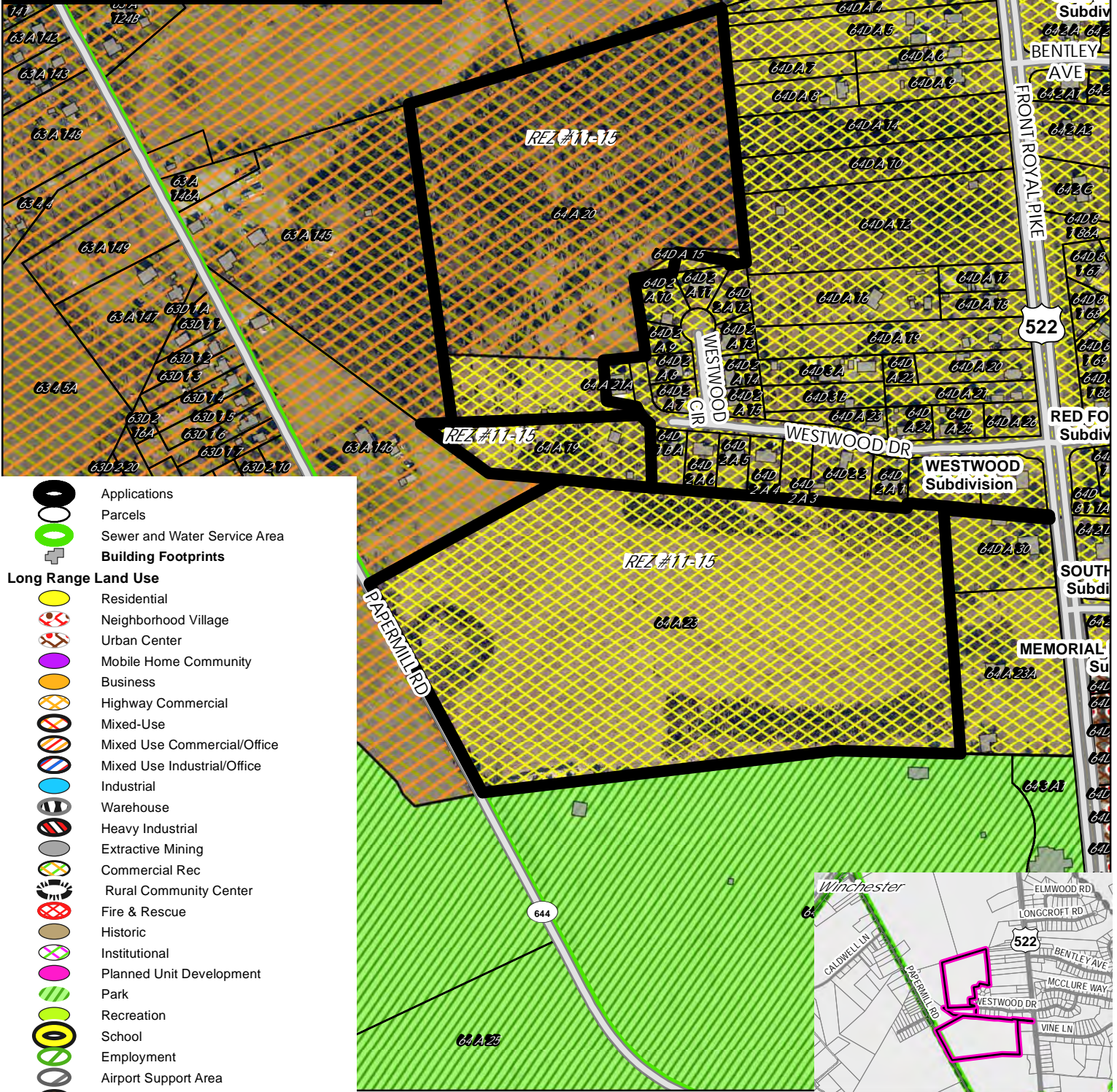
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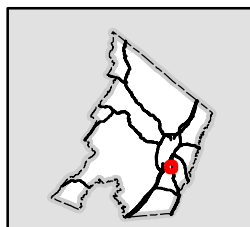


REZ # 11 - 15 Freedom Manor

PINs:
64 - A - 19, 64 - A - 20, 64 - A - 23
Rezoning from RA/RP to RP with Proffers



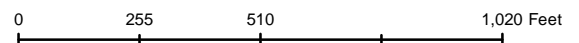
- Applications
- Parcels
- Sewer and Water Service Area
- Building Footprints
- Long Range Land Use**
- Residential
- Neighborhood Village
- Urban Center
- Mobile Home Community
- Business
- Highway Commercial
- Mixed-Use
- Mixed Use Commercial/Office
- Mixed Use Industrial/Office
- Industrial
- Warehouse
- Heavy Industrial
- Extractive Mining
- Commercial Rec
- Rural Community Center
- Fire & Rescue
- Historic
- Institutional
- Planned Unit Development
- Park
- Recreation
- School
- Employment
- Airport Support Area
- B2 / B3
- Residential, 4 u/a
- High-Density Residential, 6 u/a
- High-Density Residential, 12-16 u/a
- Rural Area
- Interstate Buffer
- Landfill Support Area
- Natural Resources & Recreation
- Environmental & Recreational Resources



REZ # 11 - 15 Freedom Manor

PINs:
64 - A - 19, 64 - A - 20, 64 - A - 23
Rezoning from RA/RP to RP with Proffers

Note:
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107 N Kent St
Suite 202
Winchester, VA 22601
540 - 665 - 5651
Map Created: November 10, 2015
Staff: cperkins



PROFFER STATEMENT

REZONING: RZ # _____
Residential Performance (RP) and Rural Areas (RA) to Residential Performance (RP)

PROPERTY: 47.5415 acre +/- total (the "Property") comprised of the following;
Tax Map Parcel 64-A-23 (26.8733 Acres – RP to RP)
Tax Map Parcel 64-A-19 (2.2021 Acres – RP to RP)
Portion of Tax Map Parcel 64-A-20 (4.6065 Acres – RP to RP)
Remainder of Tax Map Parcel 64-A-20 (13.8596 Acres – RA to RP)

RECORD OWNER: Shen-Valley Land Holdings, LLC

APPLICANT: Shen-Valley Land Holdings, LLC

PROJECT NAME: Freedom Manor

ORIGINAL DATE OF PROFFERS: December 30, 2014

REVISION DATE(S): September 4, 2015; November 4, 2015; November 18, 2015;
December 15, 2015

The undersigned hereby proffers that the use and development of the subject property ("Property"), as described above, shall be in strict conformance with the following conditions, which shall supersede all other proffers that may have been made prior hereto. In the event that the above referenced RP conditional rezoning is not granted as applied for by the applicant ("Applicant"), these proffers shall be deemed withdrawn and shall be null and void. Further, these proffers are contingent upon final rezoning of the Property with "final rezoning" defined as that rezoning which is in effect on the day following the last day upon which the Frederick County Board of County Supervisors (the "Board") decision granting the rezoning may be contested in the appropriate court. If the Board's decision is contested, and the Applicant elects not to submit development plans until such contest is resolved, the term rezoning shall include the day following entry of a final court order affirming the decision of the Board which has not been appealed, or, if appealed, the day following which the decision has been affirmed on appeal. The term "Applicant" as referenced herein shall include within its meaning all future owners and successors in interest. When used in these proffers, the "Generalized Development Plan" or "GDP" shall refer to the plan entitled "Generalized Development Plan, Freedom Manor" dated November 3, 2014 and revised December 15, 2015.

1. Site Development

- 1.1 Development of the Property shall not exceed a total of 300 dwelling units developed in two phases. Phase 1 shall include a maximum of 100 single family detached dwelling units within the area depicted as Phase 1 by the GDP. Phase 2, as depicted by the GDP, shall consist of the remaining 200 dwelling units which may be single family attached units, apartment units, or any combination thereof.

- 1.2 The Property shall be developed in general conformance with the Generalized Development Plan, subject to minor modifications to accommodate final engineering.

2. Transportation

- 2.1 Prior to issuance of the first certificate of occupancy for any dwelling constructed on the Property, the Applicant shall dedicate right of way across the Papermill Road frontage of the Property in order to provide for a minimum of 58 feet of right of way, as measured from the centerline of Papermill Road, to provide for both future road improvements and a hiker/biker trail within the right of way. In the event that the Applicant chooses to locate the hiker/biker trail as proffered across the Papermill Road frontage within a public access easement, the right of way dedication may be reduced to provide for a minimum of 48 feet of right of way, as measured from the centerline of Papermill Road.
- 2.2 Prior to issuance of a certificate of occupancy for the initial dwelling unit constructed on the Property, the Applicant shall construct a single lane roundabout to access the Property from Papermill Road in the general location and configuration depicted on the GDP. Design of the roundabout shall be subject to VDOT review and approval. No additional site entrances shall be permitted along Papermill Road.
- 2.3 The Applicant shall complete the following transportation improvements, subject to VDOT approval, prior to issuance of a building permit for the 150th dwelling unit constructed on the Property:
 - The Applicant shall design and construct the north/south connector road as a public roadway from the Property entrance at Papermill Road to the northern Property limits to connect with the planned interparcel connector for the adjoining Madison Village project in the general location depicted on the GDP.
 - The Applicant shall design and construct a public roadway to provide an interparcel connection to the western Property limits in the general location depicted on the GDP. Said interparcel connection may be constructed within the Phase 1 or Phase 2 area of the Property.
- 2.4 The Applicant shall provide a right of way reservation area to the eastern boundary of the Property, 56 feet in width and in the general location depicted on the GDP, to provide for a future connection between the internal street system for the Property and the adjoining parcel(s). Said right of way shall be dedicated, at no cost to Frederick County, within 90 days of receiving written request from Frederick County. (See 1 on GDP)

3. Pedestrian/Biker Improvements

- 3.1 Prior to issuance of a building permit for the 50th dwelling unit constructed on the Property, the Applicant shall construct a 10' asphalt shared use path across the Property frontage on Papermill Road and across the southern Property boundary in the general location depicted on the GDP. Public access easements shall be provided for these trails if not constructed within public right of way.

3.2 As part of the design and construction of the north/south connector road, the Applicant shall construct a 10' asphalt shared use path to extend from the site entrance on Papermill Road to the northern Property limits to link trail facilities planned for the adjoining development as depicted on the GDP.

4. Monetary Contribution to Offset Impact of Development

4.1 For any single family detached dwelling units and for any single family attached or apartment dwelling units constructed on the Property, the Applicant shall contribute the following amounts to Frederick County for the purposes identified in following Table A. Said contribution shall be made prior to issuance of a certificate of occupancy for each of the subject dwelling units.

Table A. Monetary Contributions

Purpose	Single Family Detached Units	Single Family Attached Units	Apartment Units
Fire and Rescue	\$438	\$406	\$412
General Government	\$1,098	\$1,050	\$1,050
Library	\$354	\$338	\$338
Parks and Recreation	\$1,455	\$1,391	\$1,391
School Construction	\$12,400	\$10,495	\$10,689
TOTAL	\$15,745	\$13,680	\$13,880

5. Option for use of Transfer of Development Rights Ordinance

5.1 In lieu of the per unit monetary contribution as provided for by Proffer 4.1, the Applicant may utilize the Frederick County Transfer of Development Rights (TDR) program pursuant to Section 165-301 of the Frederick County Zoning Ordinance (the "TDR Ordinance") to provide for development of any/all of the proposed 300 dwelling units for the subject Property. No monetary proffer shall be required for any dwelling unit constructed utilizing the TDR Ordinance, but all remaining proffered commitments shall remain applicable to such dwelling units.

6. Creation of and Initial funding for Property Owners Association

6.1 Development of the Property shall include creation of a Property Owners Association (POA) which shall be responsible for ownership and maintenance of any common areas and stormwater management facilities not dedicated to a public entity as well as solid waste collection and disposal. In addition, the POA shall be subject to other responsibilities, duties, and powers as are customary for such associations.

6.2 The Applicant shall establish a start-up fund in the amount of \$5,000.00 in order to facilitate the POA operations. The funds shall be transferred to the POA at such time that control of the POA is transferred to the third party property owners.

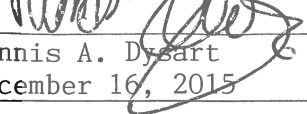
7. Landscape Buffer

- 7.1 Prior to issuance of a building permit for the 50th dwelling unit constructed on the Property, the Applicant shall install a single row of evergreens, a minimum of 4 feet tall at time of planting and spaced a maximum of 10 feet on center, along the common boundary line with Shenandoah Memorial Park.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

Respectfully submitted,

Shen-Valley Land Holdings, LLC

By: 
Dennis A. Dysart

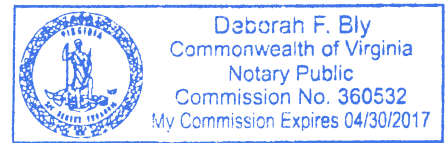
Date: December 16, 2015

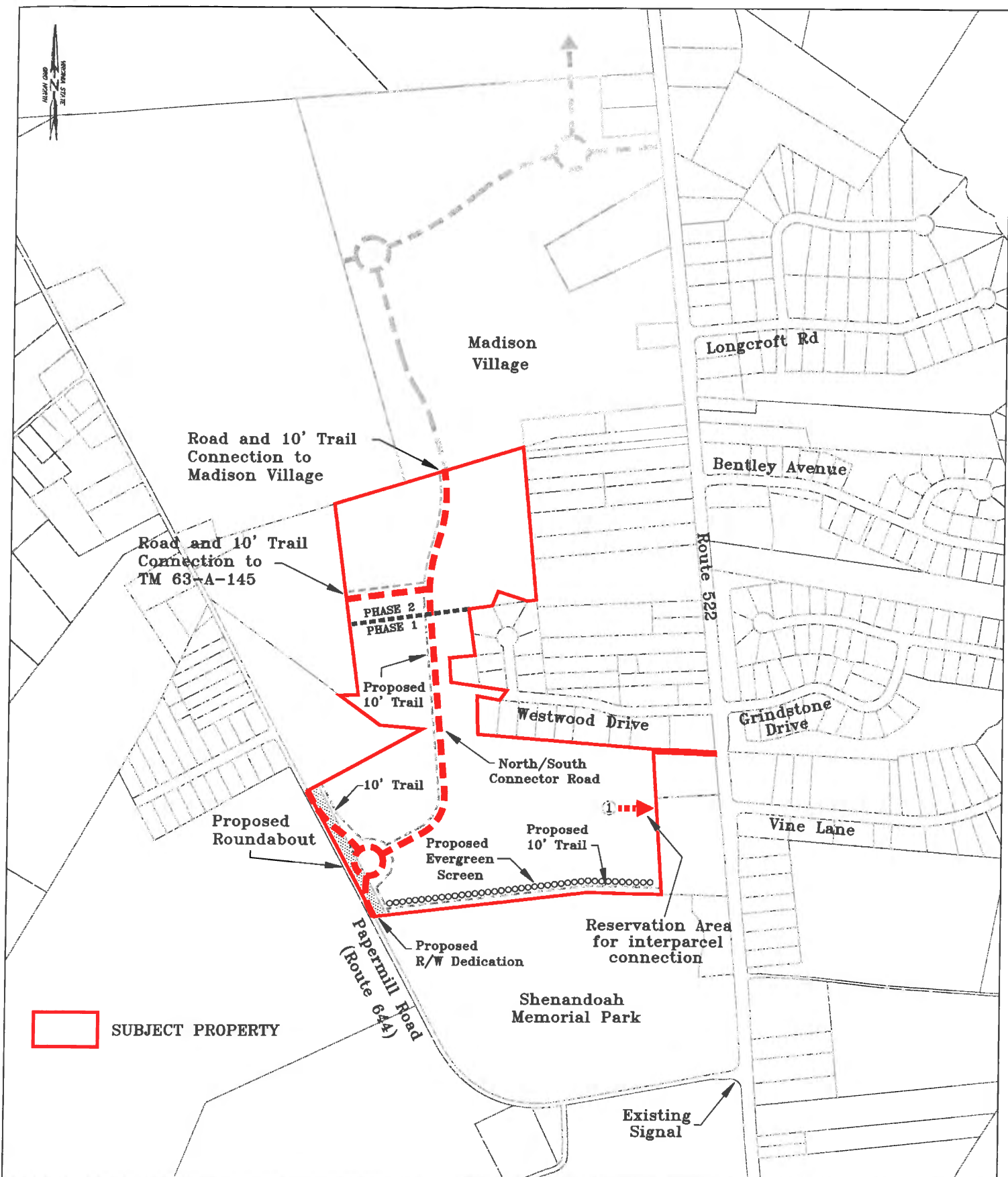
STATE OF VIRGINIA, AT LARGE
FREDERICK COUNTY, To-wit:

The foregoing instrument was acknowledged before me this 16th day of Dec., 2015, by

Dennis A. Dysart

My commission expires 4/30/2017
Notary Public Deborah F. Bly

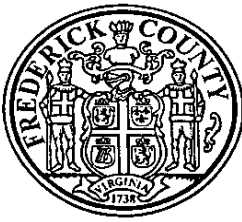




Revised
 12/15/15
 11/3/14
 1"=600'

FREEDOM MANOR
 Generalized Development Plan
 FREDERICK COUNTY, VIRGINIA

PENNONI ASSOCIATES INC.
 117 E. Picadilly St. Winchester, Virginia 22601
 VOICE: (540) 667-2139 FAX: (540) 665-0493



AMENDMENT

Action:

PLANNING COMMISSION: December 2, 2015 - Recommended Approval

BOARD OF SUPERVISORS: January 13, 2016 - APPROVED DENIED

AN ORDINANCE AMENDING

THE ZONING DISTRICT MAP

REZONING #11-15 FREEDOM MANOR

WHEREAS, Rezoning #11-15, of Shen-Valley Land Holdings, LLC, submitted by Pennoni Associates to rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 acres from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers, final revision date December 15, 2015 was considered. The properties are located east and adjacent to Papermill Road (Route 644), approximately 2,300 feet north/west of the existing signalized intersection of Front Royal Pike (Route 522) and Papermill Road (Route 644). The properties are further identified with PIN(s) 64-A-23, 64-A-20 and 64-A-19 in the Shawnee Magisterial District.

WHEREAS, the Planning Commission held a public hearing on this rezoning on December 2, 2015 and recommended approval; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on January 13, 2016; and

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

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors, that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to rezone 33.6819 acres from the RP (Residential Performance) District and 13.8596 acres from the RA (Rural Areas) District to the RP (Residential Performance) District with proffers, final revision date December 15, 2015. The conditions voluntarily proffered in writing by the applicant and the property owner are attached.

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

Passed this 13th day of January, 2016 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Robert W. Wells	_____
Gene E. Fisher	_____	Judith McCann-Slaughter	_____
Blaine P. Dunn	_____		

A COPY ATTEST

Brenda G. Garton
Frederick County Administrator



AMENDMENT

Action:

PLANNING COMMISSION: July 6, 2005 - Recommended Approval

BOARD OF SUPERVISORS: September 14, 2005 APPROVED DENIED

AN ORDINANCE AMENDING

THE ZONING DISTRICT MAP

REZONING #09-05 OF FREEDOM MANOR

WHEREAS, Rezoning #09-05 of Freedom Manor, was submitted to rezone 26.87 acres from RA (Rural Areas) District to RP (Residential Performance) District for 70 single family detached homes. The property fronts on the east side of Papermill Road (Route 644), approximately 2,300 feet west-northwest of the intersection of Papermill Road (Route 644) and Front Royal Pike (Route 522), in the Shawnee Magisterial District, and is identified by Property Identification Number (PIN) 64-A-23.

WHEREAS, the Planning Commission held a public hearing on this rezoning on July 6, 2005; and

WHEREAS, the Board of Supervisors held a public hearing on this rezoning on September 14, 2005; and

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

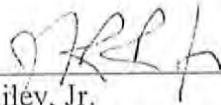
NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that Chapter 165 of the Frederick County Code, Zoning, is amended to revise the Zoning District Map to change 26.87 acres from RA (Rural Areas) District to RP (Residential Performance) District for 70 single family detached homes, as described by the application and plat submitted, subject to the attached conditions voluntarily proffered in writing by the applicant and the property owner.

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

Passed this 14th day of September, 2005 by the following recorded vote:

Richard C. Shickle, Chairman	<u>Aye</u>	Barbara E. Van Osten	<u>Aye</u>
Gina A. Forrester	<u>Nay</u>	Gary Dove	<u>Aye</u>
Lynda J. Tyler	<u>Nay</u>	Bill M. Ewing	<u>Aye</u>
Gene Fisher	<u>Aye</u>		

A COPY ATTEST



John R. Riley, Jr.
Frederick County Administrator

FREEDOM MANOR PROFFER STATEMENT

REZONING: RZ# 09-05
Rural Areas (RA) District
to Residential Performance (RP) District

PROPERTY: 26.87-acres +/- (here-in after the "PROPERTY")
Tax Parcel 64-((A))-23

RECORD OWNER: Steve A. DuBrueler et als

APPLICANT: Steve A. DuBrueler et als (here-in after the "APPLICANTS")

PROJECT NAME: FREEDOM MANOR

ORIGINAL DATE OF PROFFERS: May 28, 2004

REVISION DATE: August 10, 2005

Preliminary Matters

Pursuant to Section 15.2-2296 Et. Seq. of the Code of Virginia, 1950, as amended, and the provisions of the Frederick County Zoning Ordinance with respect to conditional zoning, the undersigned Applicants hereby proffer that in the event the Board of Supervisors of Frederick County, Virginia, shall approve Rezoning Application # 09-05 for the rezoning of 26.87±-acres from the Rural Areas (RA) District Residential Performance (RP) District, development of the subject property shall be done in conformity with the terms and conditions set forth herein, except to the extent that such terms and conditions may be subsequently amended or revised by the applicant and such be approved by the Frederick County Board of Supervisors in accordance with the said Code and Zoning Ordinance. In the event that such rezoning is not granted, then these proffers shall be deemed withdrawn and have no effect whatsoever. These proffers shall be binding upon these Applicants and their legal successors, heirs, or assigns.

The subject property, identified as Freedom Manor, and more particularly described as the lands owned by Steve A. DuBrueler et als, being all of Tax Map Parcel 64-((A))-23. The property is shown by plat and survey dated January 9, 2002 and revised July 24, 2003, prepared by Mark D. Smith, L.S., of Greenway Engineering, entitled "Final Plat for Minor Rural Subdivision of the Land Standing in the Name of Doris F. Casey" and recorded as Instrument Number 030029417.

A. Generalized Development Plan

The Applicants hereby proffer to develop the Property in substantial conformity with the Generalized Development Plan prepared by Greenway Engineering and dated 4/20/05, a copy of which is attached. The Generalized Development Plan is intended to delineate the road systems that will serve the 70 single-family detached urban lots, the general location of road efficiency buffer, the Shenandoah Memorial Park buffer, and the bicycle and pedestrian trail facility.

B. Residential Use Restriction

1. The Applicants hereby proffer that the Property shall be used for the development of Single-Family Detached Urban Residences only, and all other housing types otherwise permitted in the RP zoning district shall be prohibited. developed as single-family detached urban residential lots.
2. The Applicants hereby proffer to limit the total number of single-family detached dwelling units to 70 on the Property.

C. Transportation**1. Site Access**

The Applicants hereby proffer to provide access to the Property through the construction of a primary entrance on Papermill Road (Route 644) and a secondary entrance on Front Royal Pike (Route 522). The Applicants shall be responsible for the construction of the internal road improvements and for the construction of all off-site improvements located on Tax Map Parcel 64-((A))-23A. The internal road improvements and construction of all off-site improvements located on Tax Map Parcel 64-((A))-23A shall be constructed to base asphalt and open for public use prior to the issuance of the first building permit within the Freedom Manor Subdivision. Furthermore, the Applicants shall provide for a temporary cul-de-sac at the northern property boundary to allow for future inter-parcel connection to Tax Map parcel 64-A-19. The entrances, internal road system and temporary cul-de-sac described above are depicted on the proffered Generalized Development Plan exhibit for Freedom Manor.

2. Traffic Calming Measures and Route 522 Connection

The Applicants hereby proffer to implement a curvilinear street design for the internal street system serving the 26.87-acre site to discourage cut through traffic between Front Royal Pike (Route 522 South) and Papermill Road (Route 644). Furthermore, the Applicants hereby proffer to design a traffic choker for review and approval by VDOT, and then construct the traffic choker between the Front Royal Pike entrance and the residential lots that will be located on Tax Map

Parcel 64-((A))-23A. Additionally, a right turn and taper lane will be designed and constructed to this entrance within the Front Royal Pike right-of-way that will be open for public use prior to the issuance of the first building permit within the Freedom Manor Subdivision.

3. Elimination of Westwood Drive Connection

The Applicants hereby proffer that they will not make a road connection to Westwood Drive (Route 822). This guarantee will be achieved through a deed restriction upon the pertinent property, identified as Tax Map 64-((A))-19 and currently owned by the Applicants, a copy of which is attached. The Applicants will legally record this road connection restriction within 30 days of final rezoning approval and prior to any development activity on the Property to ensure that this restriction appears in the chain of title for Tax Map parcel 64-A-19.

4. Papermill Road Dedication

The Applicants proffer a right-of-way dedication of twenty-feet in width along the entire Papermill Road frontage on the Property.

5. Offsite Road Contribution

The Applicants hereby proffer to contribute seven thousand dollars (\$7,000) per unit for offsite road improvements to Papermill Road, including the realignment of the Papermill Road and Front Royal Pike intersection and other associated Papermill Road improvements. The contribution will be paid to the Treasurer of Frederick County, Virginia for each residential lot that is platted. This monetary contribution is to be paid at the time of the building permit issuance for each residential lot.

6. Revenue Sharing

All of the monies paid pursuant to above item 5, Papermill Road Improvements, together with the property value of land dedicated as public road right-of-way through above item 4, Papermill Road Dedication shall be eligible for inclusion in the Frederick County contribution to an applicable highway improvement revenue sharing project.

D. Shenandoah Memorial Park Buffer

The Applicants hereby proffer to provide a fifty-foot (50') buffer along the entire southern property line against the Shenandoah Memorial Park. The fifty-foot (50') buffer will not contain any portion of residential lots developed within the Property. A fence that is a minimum of six feet (6') in height, resembling a traditional iron fence style for cemetery enclosures will be constructed within the

buffer along the shared Shenandoah Memorial Park property line. A bicycle and pedestrian trail facility will be constructed within a twenty-foot (20') non-exclusive easement, located adjacent to this fence. In the remaining thirty-foot (30') portion of the buffer, a single row of evergreen trees will be planted on ten-foot (10') centers.

E. Papermill Road (Route 644) Road Efficiency Buffer Easement

Within the required road efficiency buffer the applicants hereby proffer to provide a twenty-foot (20') non-exclusive easement for the development of a bicycle and pedestrian facility within the established fifty-foot (50') road efficiency buffer along Papermill Road (Route 644).

F. Bicycle and Pedestrian Facility

The Applicants hereby proffer to construct a ten-foot (10') wide asphalt bicycle and pedestrian facility within the twenty-foot (20') non-exclusive easement as stated in Proffers D and E above. The maintenance of this facility shall initially be the responsibility of the homeowners' association, and will be available for dedication to the Frederick County Department of Parks and Recreation if requested in writing by Frederick County.

G. Monetary Contribution to Offset Impact of Development

The undersigned owners of the above-described property hereby voluntarily proffer that in the event rezoning application # 09-05 is approved, the undersigned will pay to the Treasurer of Frederick County, Virginia \$9,845 for each residential lot that is platted. This monetary contribution is to be paid at the time of the building permit issuance for each residential lot.

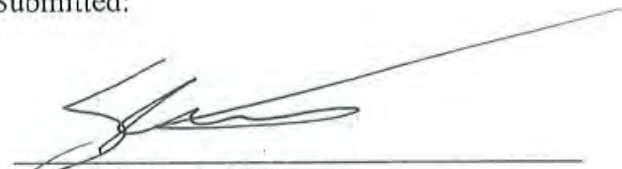
H. Monetary Contribution to Establish Homeowners' Association Fund

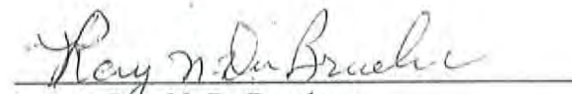
The Applicants hereby proffer to establish a start-up fund for the Freedom Manor Homeowner's Association (FMHOA) in the amount of \$500.00 for each platted lot within the Freedom Manor community, of which the assessment for each platted lot is to be collected at the time of initial transfer of title and to be directed to the FMHOA fund. Language will be incorporated into the FMHOA Deed of Dedication and Restrictive Covenant Document that ensures the availability of these funds prior to the transfer of ownership and maintenance responsibility from the developer to the FMHOA. The start-up funds for the FMHOA shall be made available for the purpose of maintenance of all improvements within the common open space areas, liability insurance, street light assessments, and property management and/or legal fees.

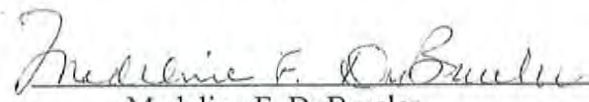
I.) Signatures

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

Respectfully Submitted:

By:  9/2/05
Steve A. DuBrueler Date

By:  9/2/05
Ray N. DuBrueler Date


By:  9/2/05
Madeline F. DuBrueler Date

Commonwealth of Virginia,

City/County of Frederick To Wit:

The foregoing instrument was acknowledged before me this 2 day of September

2005 by Steve DuBrueler, Ray DuBrueler, Madeline DuBrueler


Notary Public

My Commission Expires 9-30-05



 GREENWAY ENGINEERING 151 Waddy Hill Lane Winchester, Virginia 22602 Phone: 540-683-1185 Fax: 540-722-9528	
REVISION	
DATE	
GENERALIZED DEVELOPMENT PLAN EXHIBIT FOR FREEDOM MANOR SHAWNEE MAGISTERIAL DISTRICT - FREDERICK COUNTY, VIRGINIA	
DATE:	4/26/05
SCALE:	1"=400'
DESIGNED BY:	HNW/EAW
JOB NO.	3230
SHEET	1 OF 1

Tax Map ID: 64-((A))-19
Prepared by Sean A. Everhart, PLC
and Return to: 158 Front Royal Pike, Suite 305C
Winchester, Virginia 22602

DECLARATION OF RESTRICTIVE COVENANT

THIS DECLARATION OF RESTRICTIVE COVENANT is made this 26th day of September, 2005, by and among Steve A. DUBRUELER, Ray N. DUBRUELER, and Madeline F. DUBRUELER (hereinafter referred to as "Declarants"), the COUNTY OF FREDERICK, Virginia (hereinafter referred to as "County"), FIRST BANK, a Virginia Banking Corporation (hereinafter referred to as "Bank"), and Stephen G. BUTLER, TRUSTEE (hereinafter referred to as "Trustee").

W I T N E S S E T H :

WHEREAS, Declarants are the fee simple owners of certain real property lying and being situated two miles south of the City of Winchester, in Shawnee Magisterial District, Frederick County, Virginia, containing 2.2021 acres, more or less, and further identified as Tax Parcel No. 64-A-19 (the "Property");

WHEREAS, Declarants desire to impose a restrictive covenant on the Property regarding access to Route 822 (Westwood Drive);

WHEREAS, Bank is the beneficiary of two Notes, each secured partially or wholly by the Property, and evidenced by two deeds of trust recorded as Instrument Numbers 020018297 (modified in Instrument 040024652) and 050005350 among the land records of Frederick County, Virginia, and Trustee being the trustee under aforesaid deeds of trust;

NOW, THEREFORE, Declarants hereby impose on the Property the following restrictive covenant:

At such time the Frederick County Board of Supervisors approves the Freedom Manor Proffer Statement and Generalized Development Plan to allow for an inter-parcel connection that will provide access to the Property: (1) there shall be no entrances from or across the Property from Route 822 (Westwood Drive) and (2) there shall be no access across the Property to Route 822 for the benefit of any other property and no other property shall have access across the Property to Route 822.

This Restrictive Covenant shall run to the benefit of, and be enforceable by, the County.

This Restrictive Covenant shall run with, and be appurtenant to, the Property, and shall be binding upon the Declarants, their heirs, personal representatives, successors, and assigns.

The Bank and Trustee join in the execution of this Declaration of Restrictive Covenant to evidence their consent and approval of the placement of the restrictive covenant on the Property.

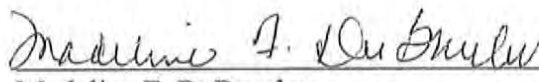
WITNESS THE FOLLOWING SIGNATURE(S) AND SEAL(S):



Steve A. DuBrueler (SEAL)



Ray N. DuBrueler (SEAL)

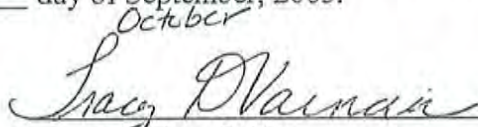


Madeline F. DuBrueler (SEAL)

COMMONWEALTH OF VIRGINIA

COUNTY OF FREDERICK, to wit:

The foregoing Declaration of Restrictive Covenant was acknowledged before me, a Notary Public in the aforementioned jurisdiction, by **Steve A. DuBrueler, Ray N. DuBrueler, and Madeline F. DuBrueler**, this 3rd day of ~~September~~^{October}, 2005.



Notary Public

My Commission Expires: 2/28/09



FIRST BANK, a Virginia Banking Corporation

By: Earl W. Foreman (SEAL)
Earl W. Foreman, Vice President

COMMONWEALTH OF VIRGINIA
COUNTY OF FREDERICK
CITY OF WINCHESTER, to wit:

The foregoing Declaration of Restrictive Covenant was acknowledged before me, a Notary Public in the aforementioned jurisdiction, by Earl W. Foreman, Vice President of First Bank, a Virginia Banking Corporation, this 29 day of September, 2005.

Robin L. Weaning
Notary Public

My Commission Expires: 2/29/08



Stephen G. Butler, Trustee (SEAL)
Stephen G. Butler, Trustee

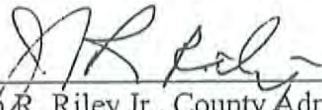
COMMONWEALTH OF VIRGINIA
CITY OF WINCHESTER, to wit:

The foregoing Declaration of Restrictive Covenant was acknowledged before me, a Notary Public in the aforementioned jurisdiction, by **Stephen G. Butler, Trustee**, this 30th day of September, 2005.

Brenda L. Murphy
Notary Public

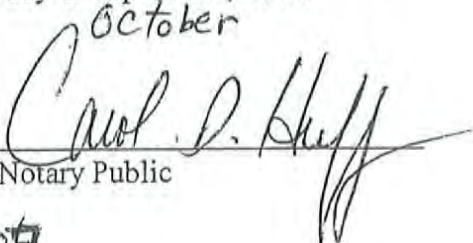
My Commission Expires: 8/31/06

COUNTY OF FREDERICK, VIRGINIA

By:  (SEAL)
John R. Riley Jr., County Administrator

COMMONWEALTH OF VIRGINIA
CITY OF WINCHESTER, to wit:

The foregoing Declaration of Restrictive Covenant was acknowledged before me, a Notary Public in the aforementioned jurisdiction, by **John R. Riley Jr., County Administrator for the County of Frederick, Virginia**, this 4th day of ~~September~~, 2005.


Notary Public

My Commission Expires: June 30, 2009

**REZONING APPLICATION FORM
FREDERICK COUNTY, VIRGINIA**

To be completed by Planning Staff:

Zoning Amendment Number	<u>11-15</u>	Fee Amount Paid	<u>\$ 14,804.15</u>
PC Hearing Date	<u>12-2-15</u>	Date Received	<u>11/6/15</u>
		BOS Hearing Date	<u>11/2/16</u>

The following information shall be provided by the applicant:

All parcel identification numbers, deed book and page numbers may be obtained from the **Office of the Commissioner of Revenue, Real Estate Division, 107 North Kent Street, Winchester.**

1. Applicant:

Name: Pennonni Associates c/o Patrick Sowers Telephone: 540-667-2139
Address: 117 E Piccadilly Street, Suite 200
Winchester, VA 22601

2. Property Owner (if different than above):

Name: Shen-Valley Land Holdings LLC Telephone: 540-667-8300
Address: 1835 Valley Avenue
Winchester, VA 22601

3. Contact person if other than above:

Name: _____ Telephone: _____

4. Property Information:

- a. Property Identification Number(s): 64-A-23, 64-A-20, 64-A-19
- b. Total acreage to be rezoned: 47.5415 Acres
- c. Total acreage of the parcel(s) to be rezoned (if the entirety of the parcel(s) is not being rezoned): Entirety to be rezoned
- d. Current zoning designation(s) and acreage(s) in each designation: RA - 13.8596 Acres
RP - 33.6819 Acres
- e. Proposed zoning designation(s) and acreage(s) in each designation: RP - 47.5415 Acres
- f. Magisterial District(s): Shawnee

5. Checklist: Check the following items that have been included with this application.

Location map	<input checked="" type="checkbox"/>	Agency Comments	<input checked="" type="checkbox"/>
Plat	<input checked="" type="checkbox"/>	Fees	<input checked="" type="checkbox"/>
Deed to property	<input checked="" type="checkbox"/>	Impact Analysis Statement	<input checked="" type="checkbox"/>
Verification of taxes paid	<input checked="" type="checkbox"/>	Proffer Statement	<input checked="" type="checkbox"/>
Plat depicting exact meets and bounds for the proposed zoning district	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Digital copies (pdf's) of all submitted documents, maps and exhibits	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

6. The Code of Virginia allows us to request full disclosure of ownership in relation to rezoning applications.

Please list below all owners or parties in interest of the land to be rezoned:

Shen-Valley Land Holdings LLC c/o First Bank

7. Adjoining Property:

<u>PARCEL ID NUMBER</u>	<u>USE</u>	<u>ZONING</u>
North	Future residential	RP/RA
South	Cemetery	RA
East	SF residential	RP/RA
West	Agriculture	RA
*See attached list for complete adjoining info		

8. Location: The property is located at (give exact location based on nearest road and distance from nearest intersection, using road names and route numbers):

The Property is located east and adjacent to Papermill Road (Route 644) approximately 2,300 feet north/west of

the existing signalized intersection of Front Royal Pike (Route 522) and Papermill Road (Route 644).

9. The following information should be provided according to the type of rezoning proposed:

Number of Units Proposed

Single Family homes: 100 Townhome: 100 Multi-Family: 100
 Non-Residential Lots: _____ Mobile Home: _____ Hotel Rooms: _____

Square Footage of Proposed Uses

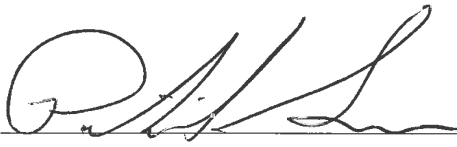
Office: _____ Service Station: _____
 Retail: _____ Manufacturing: _____
 Restaurant: _____ Warehouse: _____
 Commercial: _____ Other: _____

10. Signature:

I (we), the undersigned, do hereby respectfully make application and petition the Frederick County Board of Supervisors to amend the zoning ordinance and to change the zoning map of Frederick County, Virginia. I (we) authorize Frederick County officials to enter the property for site inspection purposes.

I (we) understand that the sign issued when this application is submitted must be placed at the front property line at least seven days prior to the Planning Commission public hearing and the Board of Supervisors public hearing and maintained so as to be visible from the road right-of-way until the hearing.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Applicant(s):  Date: 12-30-15
 _____ Date: _____
 Owner(s): _____ Date: _____
 _____ Date: _____

Adjoining Property Owners
Freedom Manor

Name	Address
Property Identification Number (PIN)	
Name: Shenandoah Memorial Park Inc. Property #: 64-3-A	311 Veterans Hwy, Suite B Levittown, PA 19056
Name: Paul M. Haldeman Jr. Trust c/o First Bank Trust Division Property #: 64-A-24	1835 Valley Ave Winchester, VA 22601
Name: Thomas Breedlove and Mabel Breedlove Property #: 63-A-146	3575 Papermill Rd Winchester, VA 22602
Name: Eugene F. Grove Property #: 63-A-145	320 Victory Rd Winchester, VA 22602
Name: EFG Investments LLC Property #: 63-A-124	340 W Parkins Mill Rd Winchester, VA 22602
Name: Madison II LLC Property #: 64-A-18	558 Benny Beach Rd Front Royal, VA 22630
Name: Property Management and Development LLC Property #: 64D-A-3, 64D-A-4, 64D-A-5	1020 Front Royal Pike Winchester, VA 22602
Name: Darlene Good Gary et als Property #: 64D-A-7, 64D-A-8	1048 Front Royal Pike Winchester, VA 22602
Name: Franklin L. Myers, Sr. Property #: 64D-A-12, 64D-A-14	1071 Front Royal Pike Winchester, VA 22602
Name: Asako Whitacre Property #: 64D-A-10	101 Harris Ln Yorktown, VA 23692
Name: Alan V. Burke, Jr. & Annalie Burke Property #: 64D-2-A-11, 64D-2-A-12, 64D-2-A-15	8996 Old Montgomery Rd Columbia, MD 21045
Name: Eric W. Pratt and Allison Pratt Property #: 64D-2-A-9, 64D-2-A-10	125 Westwood Circle Winchester, VA 22602
Name: Jerry A. Sales & Theresa L. Sales Property #: 64D-2-A-7, 64D-2-A-8, 64-A-21A	117 Westwood Circle Winchester, VA 22602
Name: Wade R. Manuel & Carol L. Manuel Property #: 64D-1-B-A	207 Westwood Dr Winchester, VA 22602
Name: Johnny H. Anderson Property #: 64D-2-A-6	197 Westwood Dr Winchester, VA 22602
Name: Paul D. Brooks and Willene C. Brooks Property #: 64D-2-A-5	187 Westwood Dr Winchester, VA 22602
Name: Barbara L. Midkiff Property #: 64D-2-A-4	179 Westwood Dr Winchester, VA 22602
Name: Raymond H. Mayhew & Jean E. Mayhew Property #: 64D-2-A-3	366 Singhass Rd Winchester, VA 22602
Name: Brenda S. Dodd, Trustee Property #: 64D-2-2	155 Westwood Dr Winchester, VA 22602

Name Property Identification Number (PIN)	Address
Name: Robert M. Largent & Patsy O. Largent Property #: 64D-2-A-1	141 Westwood Dr Winchester, VA 22602
Name: Roxanne L. Madigan Property #: 64D-A-28	131 Westwood Dr Winchester, VA 22602
Name: Joseph W. Edminston Property #: 64D-A-27	1295 Hollow Rd Gore, VA 22637
Name: Red Fox Run Homeowners Association Inc. c/o Debra Potter Property #: 64D-8-1-1A	106 Travis Ct Winchester, VA 22602
Name: Jose D. Hernandez & Estanislao Hernandez Property #: 64-2-D2	102 Orion Ct Winchester, VA 22602
Name: Ann S. Cross, Trustee Property #: 64D-A-30	1170 Front Royal Pike Winchester, VA 22602
Name: Robin Casey Wilisch Property #: 64-A-23A	21 Peyton St Winchester, VA 22601
Name: Property #:	
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Special Limited Power of Attorney
County of Frederick, Virginia
Frederick Planning Website: www.co.frederick.va.us

Department of Planning & Development, County of Frederick, Virginia
107 North Kent Street, Winchester, Virginia 22601
Phone (540) 665-5651 Facsimile (540) 665-6395

Know All Men By These Presents: That I (We)

(Name) Shen-Valley Land Holdings LLC (Phone) 540-667-8300

(Address) 1835 Valley Avenue, Winchester, VA 22601

the owner(s) of all those tracts or parcels of land ("Property") conveyed to me (us), by deed recorded in the Clerk's Office of the Circuit Court of the County of Frederick, Virginia, by

Instrument No. 110009410 on Page _____, and is described as
110009282
 Tax Map 64-A-23, 20, 19

do hereby make, constitute and appoint:

(Name) Pennoni Associates Inc. (Phone) 540-667-2139

(Address) 117 E. Piccadilly Street, Suite 200, Winchester, VA 22601

To act as my true and lawful attorney-in-fact for and in my (our) name, place and stead with full power and authority I (we) would have if acting personally to file planning applications for my (our) above described Property, including:

- Rezoning (including proffers)**
- Conditional Use Permit**
- Master Development Plan (Preliminary and Final)**
- Subdivision**
- Site Plan**
- Variance or Appeal**

My attorney-in-fact shall have the authority to offer proffered conditions and to make amendments to previously approved proffered conditions except as follows:

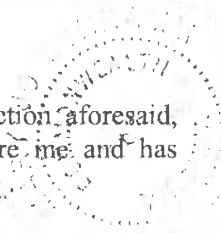
This authorization shall expire one year from the day it is signed, or until it is otherwise rescinded or modified.
 In witness thereof, I (we) have hereto set my (our) hand and seal this 15th day of December, 2014.

Signature(s) _____

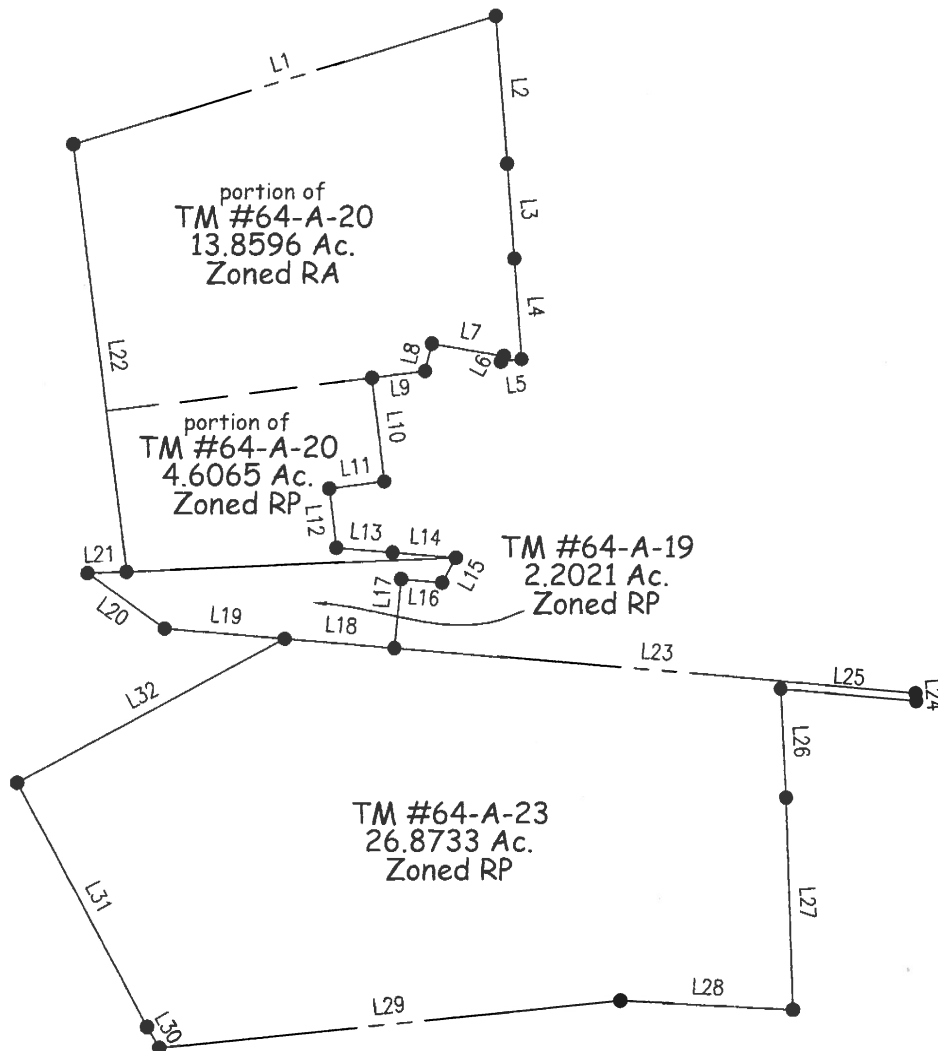
State of Virginia, City/County of Frederick, To-wit:

I, Mary Jo Schramm, a Notary Public in and for the jurisdiction aforesaid, certify that the person(s) who signed to the foregoing instrument personally appeared before me and has acknowledged the same before me in the jurisdiction aforesaid this 15th day of December, 2014.

Mary Jo Schramm #310383 My Commission Expires: 10-31-15
 Notary Public



LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	N 73°06'23" E	951.73'	L17	S 04°50'58" W	150.34'
L2	S 05°00'15" E	320.95'	L18	N 85°05'37" W	238.63'
L3	S 04°57'46" E	205.91'	L19	N 84°57'24" W	260.22'
L4	S 04°48'00" E	217.85'	L20	N 54°27'40" W	206.55'
L5	S 82°57'58" W	45.00'	L21	N 87°53'48" E	84.00'
L6	N 27°35'40" E	13.70'	L22	N 07°42'13" W	933.75'
L7	N 80°13'20" W	158.80'	L23	S 85°05'37" E	1138.98'
L8	S 13°20'39" W	61.02'	L24	S 05°39'03" E	16.96'
L9	S 82°57'58" W	116.02'	L25	N 85°05'37" W	298.53'
L10	S 07°25'02" E	226.40'	L26	S 03°46'37" E	236.38'
L11	S 82°34'46" W	120.00'	L27	S 02°35'01" E	460.08'
L12	S 07°25'04" E	129.51'	L28	N 87°10'38" W	375.98'
L13	S 85°09'02" E	122.80'	L29	S 84°22'02" W	1003.32'
L14	S 85°09'02" E	138.10'	L30	N 31°07'41" W	52.03'
L15	S 28°17'58" W	61.00'	L31	N 28°23'08" W	599.99'
L16	N 85°09'02" W	90.00'	L32	N 61°24'57" E	652.57'



FREEDOM MANOR — REZONING BOUNDARY
 Date: 11-3-2014 Scale: 1"=400'

PENNONI ASSOCIATES INC.
 117 E Piccadilly Street, Suite 200
 Winchester, VA 22601
 (540) 667-2139

FREEDOM MANOR - IMPACT ANALYSIS STATEMENT

Revised November 2015

The following is a summary of the proposed rezoning of Freedom Manor (the “Property”) to the RP (Residential Performance) Zoning District to provide for up to 300 dwelling units on 47.5 acres located east and adjacent to Papermill Road, approximately ½ mile north/west of the intersection of Papermill Road and Route 522.

Proposed Development

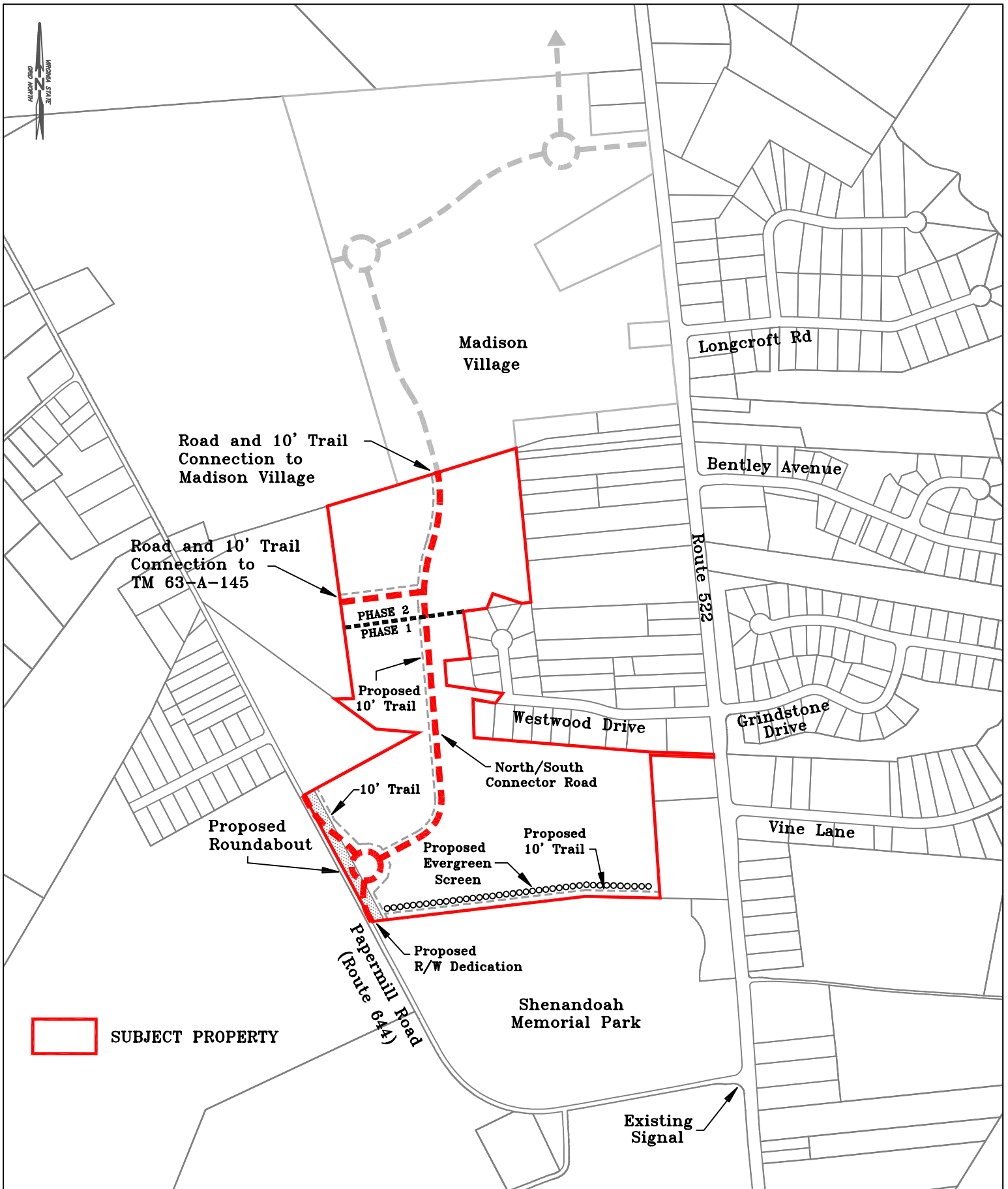
The proposed development plan is depicted on the attached *Exhibit A*. As shown, the project would consist of two phases that would provide for a maximum of 300 total dwelling units served by a north/south connector road extending from a proposed roundabout at the project entrance on Papermill Road through the site and to the northern project limits where it would connect with the transportation network approved for the adjoining Madison Village project. Phase 1, located on the southern portions of the Property, is approximately 33.68 acres in size and would consist of a maximum of 100 single family dwelling units. Phase 2 would be comprised of the remaining 13.66 acres at the northern limits of the Property and consist of a maximum of 200 dwelling units which could be single family attached, apartments, or a combination thereof.

The proposed Proffer Statement also provides an option to utilize Frederick County’s Transfer of Development Rights (TDR) program in order to construct any of the proposed dwelling units. The TDR option could be utilized in lieu of the proposed monetary proffers, as the TDR option mitigates impacts by transferring development rights from elsewhere in the County, but all other proffers including those relating to site use and layout would remain unchanged under the TDR option, thus ensuring a cohesive project.

A location map is attached as *Exhibit B*. As shown, the project is located between Papermill Road and Route 522 near the existing signalized intersection of the two roadways. Adjoining land to the south, zoned RA, is the current Shenandoah Memorial Park. Lands adjoining the site to the east are generally single family detached uses zoned RA and RP. To the north of the site is the recently approved Madison Village project, zoned RP and slated for up to 640 dwelling units as a mixture of apartments and townhomes. Additional RA zoned lands are located west and adjacent to the Property and are planned for high density residential and public park uses by the *Frederick County Comprehensive Plan* (the “Comprehensive Plan”).

Site Location

The project is comprised of three tax map parcels identified as 64-A-19, 20, and 23 and is a mixture of RP and RA zoning currently. The attached *Exhibit C* provides a summary of the existing zoning for the project. As shown, the southernmost 26.87 acres is zoned RP and represents an area that was rezoned to the RP district in 2005 to provide for up to 70 single family dwelling units. The 2005 rezoning application proposed access at both Papermill Road as well as to Route 522 through an adjoining property. This new rezoning application would remove the direct access to Route 522, which would be preferred from an access management perspective, and also expand the area of the project to the north to include an adjoining 20.63 acres. As shown on *Exhibit C*, this



SUBJECT PROPERTY

1"=600'	11/3/14	11/4/15	Revised
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FREEDOM MANOR
Generalized Development Plan
 FREDERICK COUNTY, VIRGINIA

PENNONI ASSOCIATES INC.
 117 E. Picadilly St. Winchester, Virginia 22601
 VOICE: (540) 667-2139 FAX: (540) 665-0493



FREEDOM MANOR

Exhibit B – Location Map

FREDERICK COUNTY, VIRGINIA

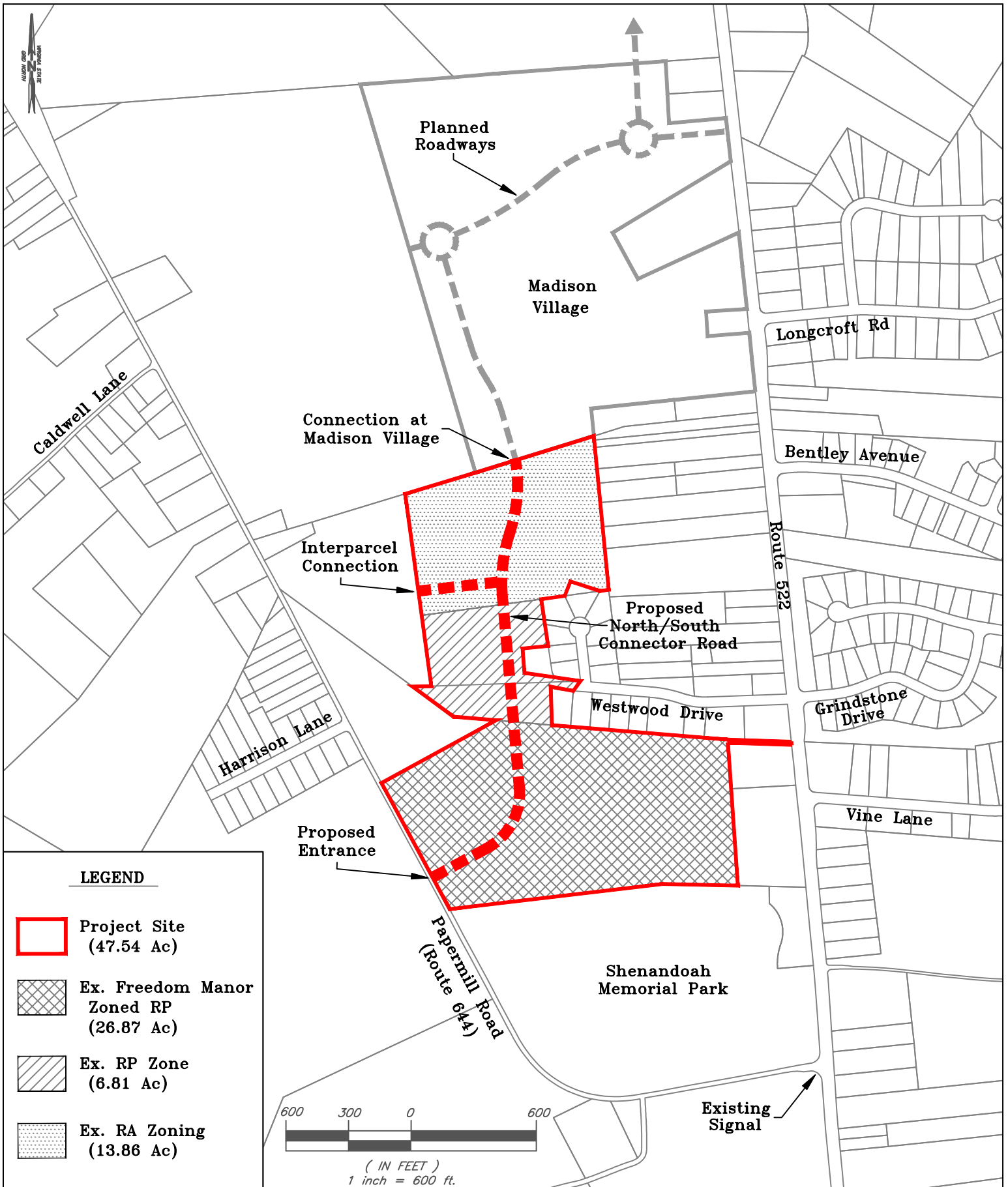
PENNONI ASSOCIATES INC.

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

Revised

12/30/14

1"=1500'



FREEDOM MANOR

Exhibit C – Existing Zoning

FREDERICK COUNTY, VIRGINIA

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12/30/14
 Revised
 1"=600'

adjoining acreage is a mixture of 6.81 acres of existing RP zoning (without proffers currently) and 13.86 acres of RA zoning.

Site Characteristics

Attached *Exhibit D* depicts the existing site conditions. The Property is currently vacant aside from some fencing and small outbuildings. Two ponds are located on the subject Property. Any wetland areas located on the property are limited to areas associated with the two existing ponds. There are no mapped floodplains on the Property.

As depicted on *Exhibit D*, The site has a high elevation of 745 feet and a low elevation of approximately 720 feet with existing slopes generally in the 2-5 percent range. The majority of the site drains from west to east.

Soils on the site are identified as Blairton silt loams, Clearbrook channery silt loams, and Weikert-Berks channery silt loams. The characteristics of this soil type and any implications for site development are manageable through the site engineering process.

Comprehensive Plan

The Property is located wholly within the Urban Development Area (UDA) and Sewer and Water Service Area (SWSA). Further, the Eastern Frederick County Long Range Land Use Plan (the "Land Use Plan") identifies the southern portions of the site for "Residential" land uses intended for 4 units per acre. The Land Use Plan identifies the intended use of the northern portions of the Property for "High Density Residential" uses at a density of 12-16 units per acre.

The proposed development plan for the Property recognizes the planned land uses included in the Comprehensive Plan. Phase 1 of the project is proposed at a density of approximately 3.0 units per acre, consistent with the "Residential" planned land use identified by the Comprehensive Plan. Phase 2 is proposed at a density of up to 14.4 units per acre, which is consistent with the "High Density Residential" land use as specified by the Comprehensive Plan.

Access and Transportation

Access to the Property would be provided by a single access point on Papermill Road utilizing an off-set roundabout design. The initial traffic study for the project assumed a typical entrance on Papermill Road. However, the relatively narrow existing right of way for Papermill Road precluded the construction of a southbound left turn lane to accommodate traffic heading south on Papermill Road and turning into the site. The Applicant approached the adjoining property owner across Papermill Road to seek additional right of way necessary to construct the turn lane or a typical four way roundabout, which would also accommodate the turn movements. The adjoining property owner respectfully declined offers by the Applicant to purchase right of way for either of those improvements. In order to safely accommodate turning movements at the project entrance, the Applicant has revised the TIA and prepared an associated Roundabout Justification Study, attached as *Appendix A* and *Appendix B*, respectively. These two studies are referred to collectively as the "TIA."



12/30/14
 Revised
 1" = 300'

FREEDOM MANOR
 Exhibit D – Site Characteristics
 FREDERICK COUNTY, VIRGINIA

PENNONI ASSOCIATES INC.
 117 E. Picadilly St. Winchester, Virginia 22601
 VOICE: (540) 667-2139 FAX: (540) 665-0493

A north/south connector road, as shown on the proffered Generalized Development Plan (GDP), would extend from the proposed entrance on Papermill Road to the northern Property limits where it would connect with the planned transportation system for the adjoining Madison Village project. For reference, the GDP includes the transportation program approved as part of the Madison Village rezoning and master development plan. While not included as part of the County's long range transportation plans, this north/south connection between Freedom Manor and Madison Village would improve connectivity in the area and also help to minimize new access points along Route 522.

The TIA identifies the impacts associated with and levels of service (LOS) that can be expected after development of the subject Property. The phased analysis assumes background traffic growth and development of adjoining projects as well to provide for an accurate depiction of the future functionality of the transportation network. At full build-out, the proposed rezoning is expected to generate 2,643 average daily trips.

The TIA assumes two phases. Phase 1 includes development of 100 single family detached units on a single access point at Papermill. Phase 2 adds the development of 200 single family attached or apartment units and assumes a connection through the Madison Village project. Accordingly, the Phase 2 scenario includes vehicle trips through the Madison Village site that would utilize the north/south connector road for access to Papermill Road.

The TIA identifies that the roundabout on Papermill Road will function at an overall LOS B or better under both the 2020 Phase 1 and 2026 Phase 2 scenarios. This improvement is proffered to be completed prior to issuance of occupancy permits for any dwelling units for the project thereby ensuring safe and efficient traffic movements for Papermill Road traffic and vehicles accessing the site.

The TIA recommends lengthening the eastbound Papermill Road right turn pocket at Route 522 and also to revise the signalization at that intersection to provide for a right turn overlap phase to run concurrently with the northbound Route 522 left-turn phase into the signal timing. This would allow for a continuous right turn movement as opposed to a right-on-red situation for vehicles turning from Papermill Road onto southbound Route 522. That suggested improvement would be required as a condition of background traffic, regardless of the development of Freedom Manor.

The TIA identifies acceptable levels of service at full build-out for the intersections within Madison Village and at Route 522 and Justes Drive without the need for any additional improvements.

The proposed proffer statement limits access to Papermill Road to a single entrance as shown on the GDP. The Applicant has proffered the following improvements prior to issuance of a certificate of occupancy for the 150th dwelling unit:

- Extension of the north/south connector road from the roundabout on Papermill Road to the northern property limits (to connect with Madison Village)
- Construction of an interparcel connection to the western Property limits (as shown on the GDP).

In addition, the Applicant has proffered to provide for additional right of way across the Property frontage on Papermill Road to accommodate its share of the ultimate 80 foot right of way for Papermill Road, planned as a major collector. To provide for a multi-modal transportation system, the proposed proffer statement includes the extension of a 10' hiker/biker trail through the site.

Resulting from the 2005 rezoning application process for a portion of the Property, an existing restrictive covenant would preclude the connection of Westwood Drive to the north/south connector road.

Historic Sites and Structures

The Virginia Division of Historic Landmarks identified the Evendale School (file #34-433) within the vicinity of the site. However, that structure has been converted to a private residence. Review of the application by the Historic Resources Advisory Board has been deemed unnecessary.

Stormwater Management

The site currently drains generally from west to east. Development of the Property will be subject to the revised Stormwater Management regulations addressing both stormwater quantity and quality. As opposed to a single large stormwater management facility, the final design of the stormwater management system will likely include the use of several bioremediation filters to provide quality and quantity controls that meet current requirements. Ownership and maintenance of any open space areas, including stormwater facilities, will be the responsibility of the HOA per the proposed proffer statement.

Sewage Conveyance and Water Supply

Using a standard rate of 200 gallons per day/dwelling unit it is projected that the proposed development could produce up to 60,000 gallons per day of sewer flow. An existing 8" sewer line within Westwood Drive, adjacent to the site, would serve as the connection point for sanitary service for the Property directing flows ultimately to the Opequon Wastewater Treatment Plant. A pump station may be required to service the easternmost portions of the site. Alternatively, it may be possible to provide gravity service to the entirety of the Property by extending service to the existing sewer main within Route 522 via an existing "pipe stem" that extends from the Property to Route 522. The final design of the sanitary system would be identified as part of the site engineering process.

Water supply will be provided by way of an existing 8" water main extending from Westwood Drive to the Property. Water usage of the project would be roughly equivalent to its sewer flows of up to 60,000 gallons per day. The water system will be designed to provide adequate pressure for potable water service and fire-fighting services.

Solid Waste

The following table provides a projection of the potential solid waste generation as a part of this project.

Unit Type	Units	Waste Generation	Total Waste (lbs)
Single Family Detached	100	12 lbs/day	1,200
Single Family Attached	200	9 lbs/day	1,800
Total			3,000

The Regional Landfill will be utilized for solid waste disposal. Waste collection by private hauler will be the responsibility of the HOA for Freedom Manor in order to minimize impacts to citizen convenience sites.

Impact on Community Facilities

To mitigate any impacts to community facilities, the Applicant has proffered a monetary contribution consistent with the current Frederick County Impact model. The proffer statement provides the Applicant with the option to develop the Property utilizing the County's TDR Ordinance in lieu of monetary proffers. If the TDR option is not utilized, the proffer statement requires that the monetary contribution would be necessary for any dwelling units constructed on the Property.

Approximately 6.81 acres of the proposed Phase 1 area is currently zoned RP with no associated proffers. Accordingly, this portion of the site could develop under the RP provisions of the zoning ordinance with no proffers for capital facilities or limitations on housing types. To ensure a cohesive development, this area has been included within the proffer statement and GDP thereby limiting development on the existing 6.81 acres of RP zoning to only single family detached uses and also ensuring that the proposed north/south collector road is extended through that portion of the site. The monetary proffers for the 100 single family detached dwellings proposed within the Phase 1 area of the development have been adjusted to reflect the 20 potential dwellings that would result within the existing 6.81 acres of un-proffered RP zoning based on the proposed single family density for the entirety of Phase 1 of approximately 3.0 dwelling units per acre. The resulting per unit monetary proffer for any single family detached dwellings constructed on the Property is \$15,745. The calculation for this value is as follows:

- Phase 1 is proposed with 100 units on 33.6819 Acres for an effective density of 2.969 units/acre.
- 6.8086 acres of existing, un-proffered RP zoning could therefore yield 20.21 units (20 units).
- Removing 20 units from the 100 unit maximum for single family dwellings within Phase 1 results in 80 units.
- Capital impacts for 80 dwelling units at the current County Impact Model is $80 \times \$19,681 = \$1,574,480$ total impact to capital facilities resulting from the rezoning application.
- \$1,574,480 then divided by 100 total units rounds up to \$15,745 per single family dwelling unit.

The specific monetary proffers proposed for the single family detached units proposed within Phase 1 of the project and the single family attached or apartment units proposed within Phase 2 of the project is as follows:

Purpose	Single Family Detached Units	Single Family Attached Units	Apartment Units
Fire and Rescue	\$438	\$406	\$412
General Government	\$1,098	\$1,050	\$1,050
Library	\$354	\$338	\$338
Parks and Recreation	\$1,455	\$1,391	\$1,391
School Construction	\$12,400	\$10,495	\$10,689
TOTAL	\$15,745	\$13,680	\$13,880



www.pennoni.com

**TRAFFIC IMPACT ANALYSIS
FOR
FREEDOM MANOR
FREDERICK COUNTY, VIRGINIA**

PREPARED FOR:

Dave Holliday Construction
420 W Jubal Early Drive
Winchester, VA 22601
Tel: (540) 667-2120

PREPARED BY:

Pennoni
13880 Dulles Corner Lane, Suite 100
Herndon, VA 20171
Tel: (703) 449-6700

October 28, 2014

Revised August 12, 2015

A Traffic Impact Analysis for

Freedom Manor

Located in

Frederick County, Virginia

Prepared for:

Dave Holliday Construction
420 W Jubal Early Drive
Winchester, VA 22601
Tel: (540) 667-2120

Prepared by:

Pennoni

Engineers . Surveyors . Planners . Landscape Architects

Pennoni

13880 Dulles Corner Ln, Ste 100
Herndon, Virginia 20171
T 703.449.6700 • F 703.449.6713



October 28, 2014
Revised August 12, 2015

1. EXECUTIVE SUMMARY

Pennoni Associates Inc. has prepared this report to present the Traffic Impact Analysis (TIA) associated with the proposed development of “Freedom Manor” in Frederick County, VA. As shown in **Figure 1**, the subject 47.5 acre site is located southeast of Winchester, VA, between I-81, Papermill Road (Route 644), and Route 522 (Front Royal Pike). The analysis was based on the requirements of Frederick County and the Virginia Department of Transportation (VDOT). A scoping agreement is included in **Appendix A**.

Patton Harris Rust & Associates (PHR+A) submitted a traffic memo for the subject parcel on July 22, 2004 in support of a rezoning, and was approved for 70 single-family detached residential units in the site’s southern 26.9 acres parcel and two site access locations, via Papermill Road and a secondary access to Route 522. The zoning was approved by the Frederick County Board of Supervisors in September 2005 for an RP (Residential Performance Zoning). The proffers included a regional road contribution as well as language not to include a connection to Westwood Drive (VA Route 822).

As shown in **Figure 2**, this project proposes an expansion of the rezoning area to utilize the site’s northern parcels for an overall site density of 100 single-family detached residential units and a mix of 200 townhomes and apartments. Two site access points are proposed, one on Papermill Road and the other to Route 522 via an interparcel connection to the approved Madison Village development to the north. The general development plan also allows for a third interparcel access to accommodate VDOT guidance for one access for every 100 DU (dwelling units) with an access stub to the west. As discussed with VDOT, a scaled generalized development plan is shown in **Figure 2A** in lieu of a concept plan since the site is only in the rezoning phase.

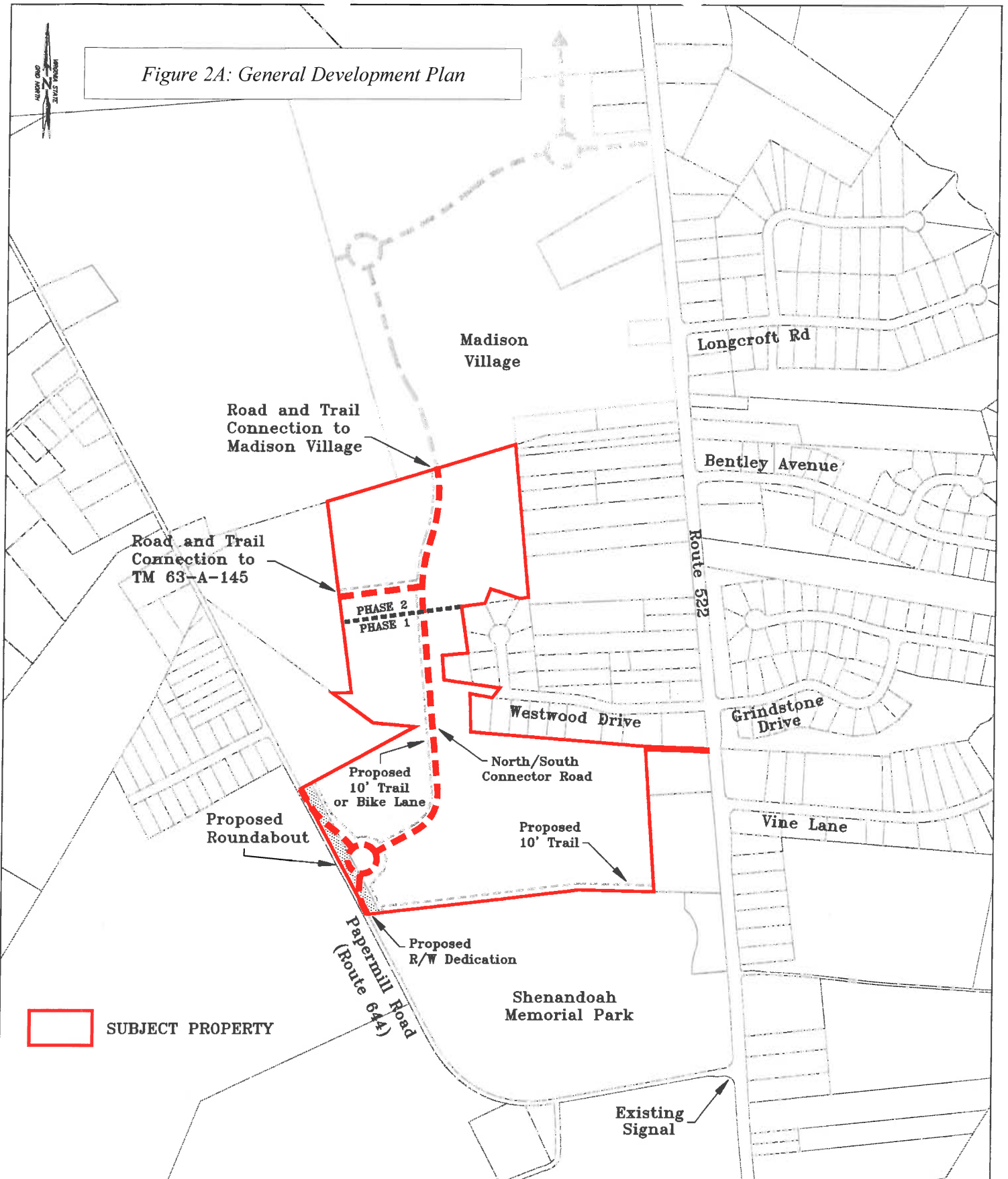
The project is planned to be constructed in two phases. Phase 1 would consist of the 100 single-family detached residential units with access to Papermill Road and Phase 2 would consist of 200 townhomes and apartments. Accordingly, two analysis years, 2020 for Phase 1 and 2026 for Phase 2 were analyzed in this report. The interparcel connection with Madison Village was assumed for 2026 only.

At build-out (2026), the proposed development is expected to generate approximately 2,643 daily trips and 206 and 249 trips during the weekday AM and PM peak hours, respectively.

The proposed development-generated average daily traffic (ADT) does not exceed the 5,000 vehicle threshold for a “Chapter 527” submission. However, Pennoni prepared this report in accordance with “Chapter 527” guidelines contained in §15.2-2222.1 of the Code of Virginia and the Virginia Traffic Impact Analysis Regulations (24 VAC 30-155), for submittal to Frederick County, VA, and VDOT Staunton District planning staff.

Based on VDOT comments, the report is revised from the original analysis in October 2014 to include a roundabout at the Papermill Road site access. A separate roundabout justification is provided to supplement this report.

Figure 2A: General Development Plan



 SUBJECT PROPERTY

FREEDOM MANOR

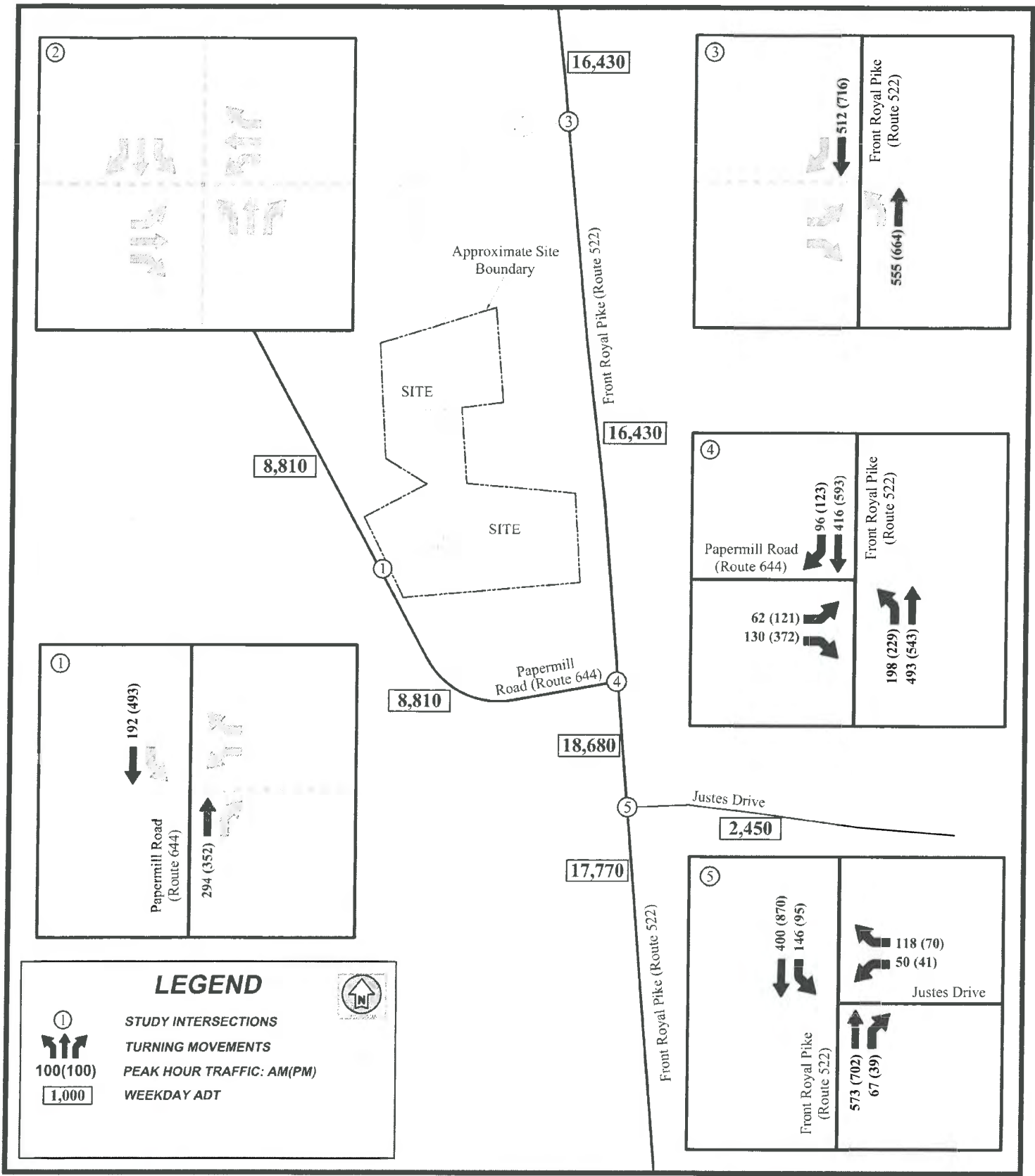
Generalized Development Plan

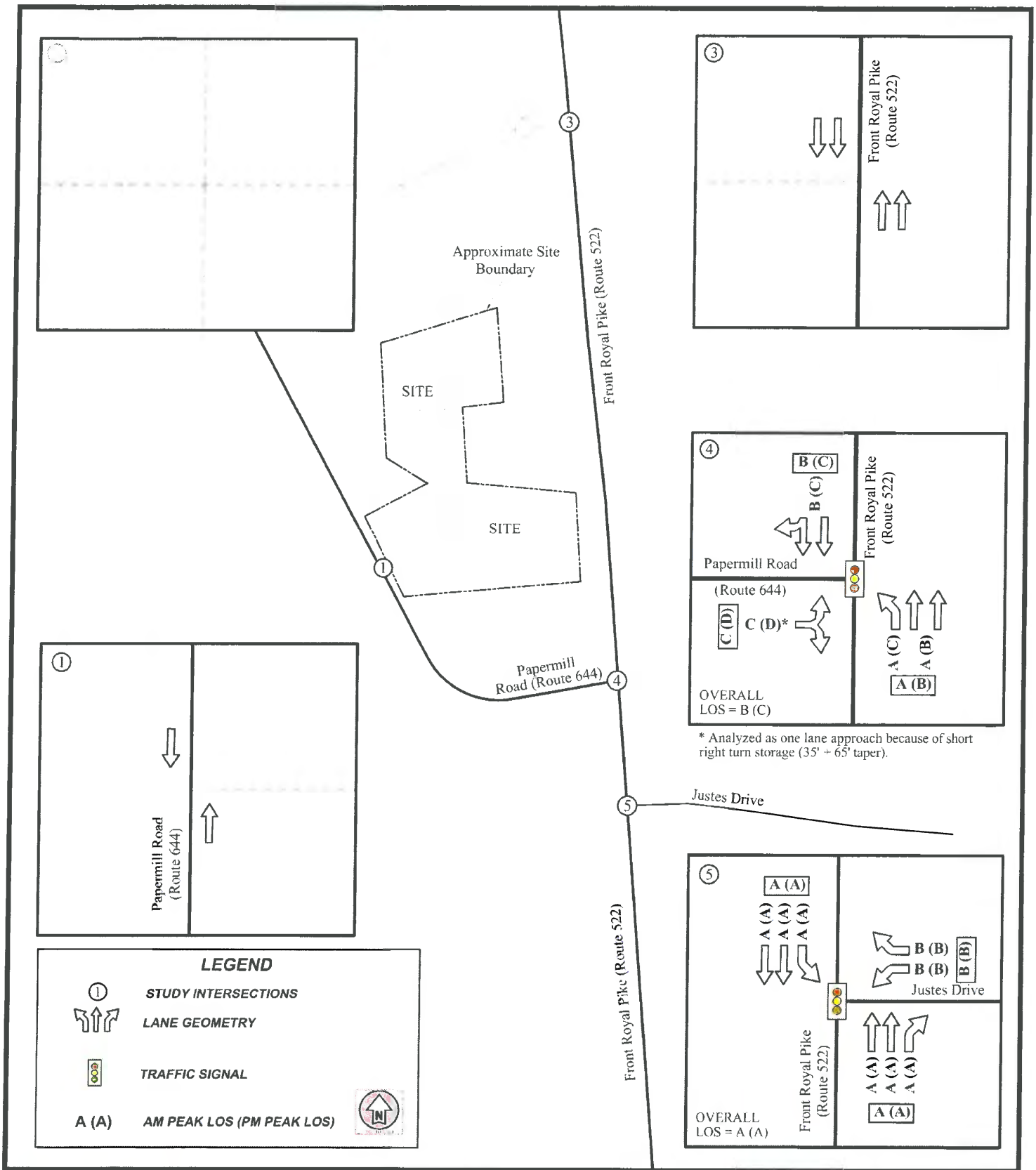
FREDERICK COUNTY, VIRGINIA

PENNONI ASSOCIATES INC.

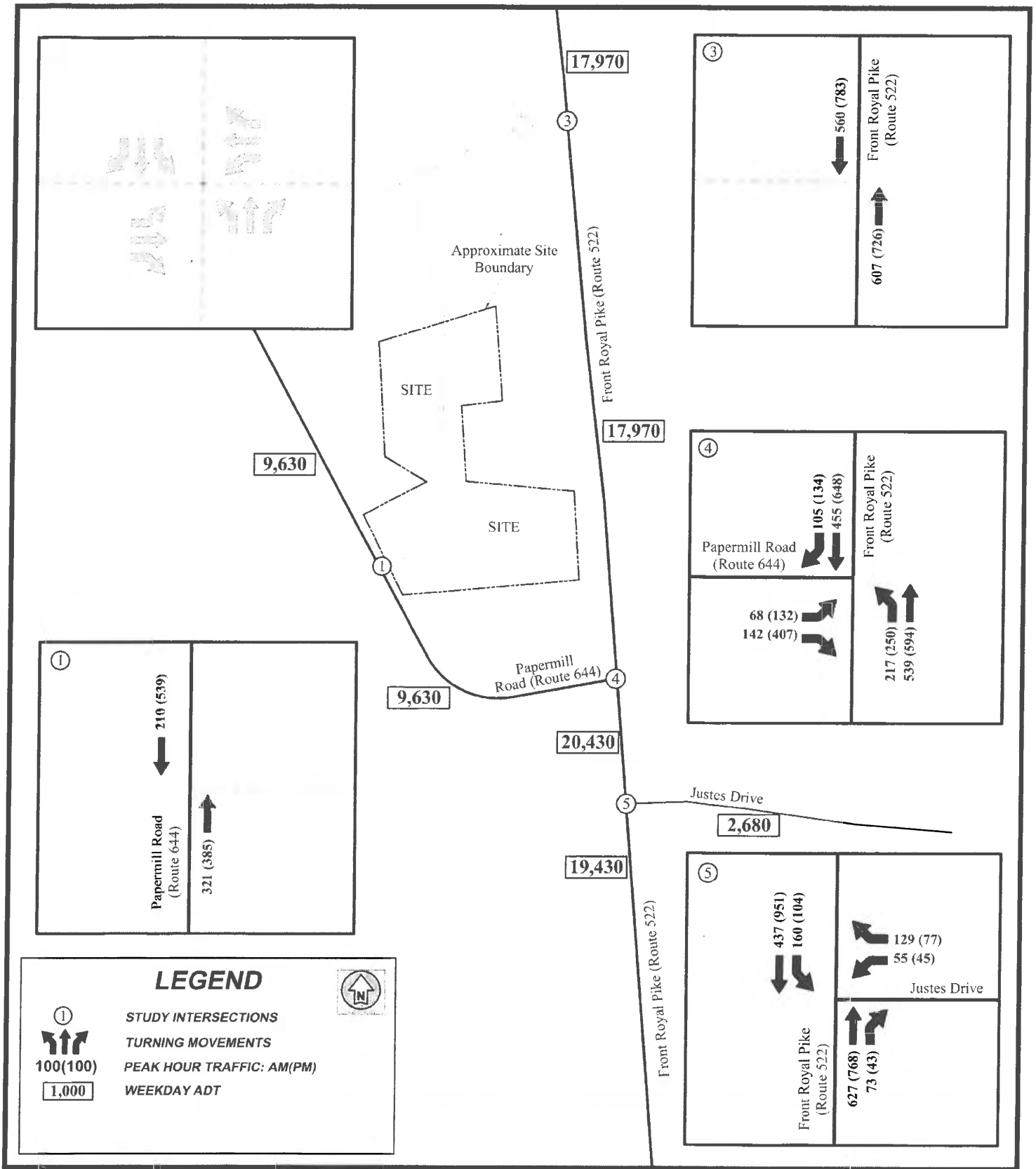
117 E. Picadilly St. Winchester, Virginia 22601
 VOICE: (540) 667-2139 FAX: (540) 665-0493

8/10/15
 Revised
 1
 1"=600'





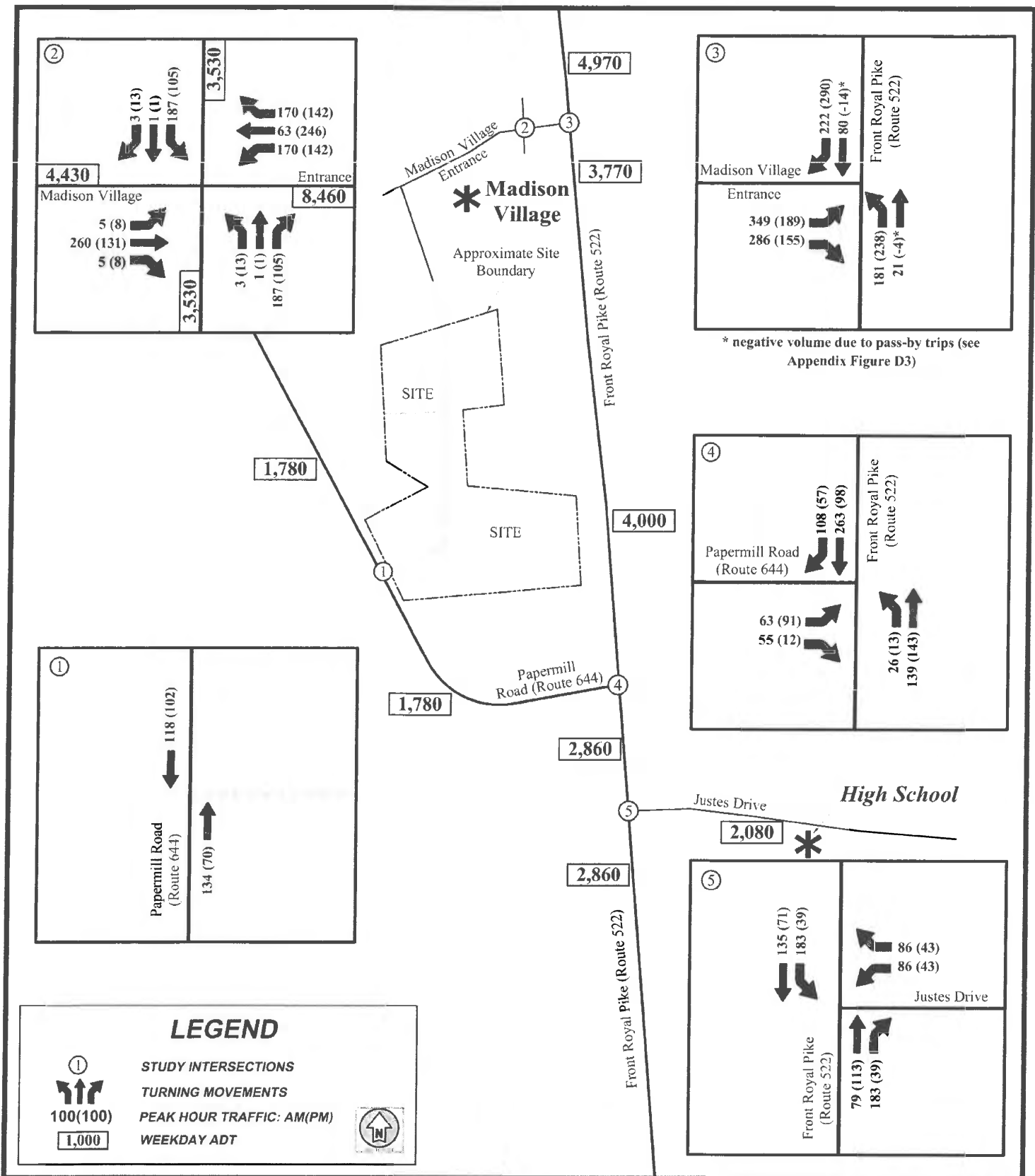
* Analyzed as one lane approach because of short right turn storage (35' + 65' taper).

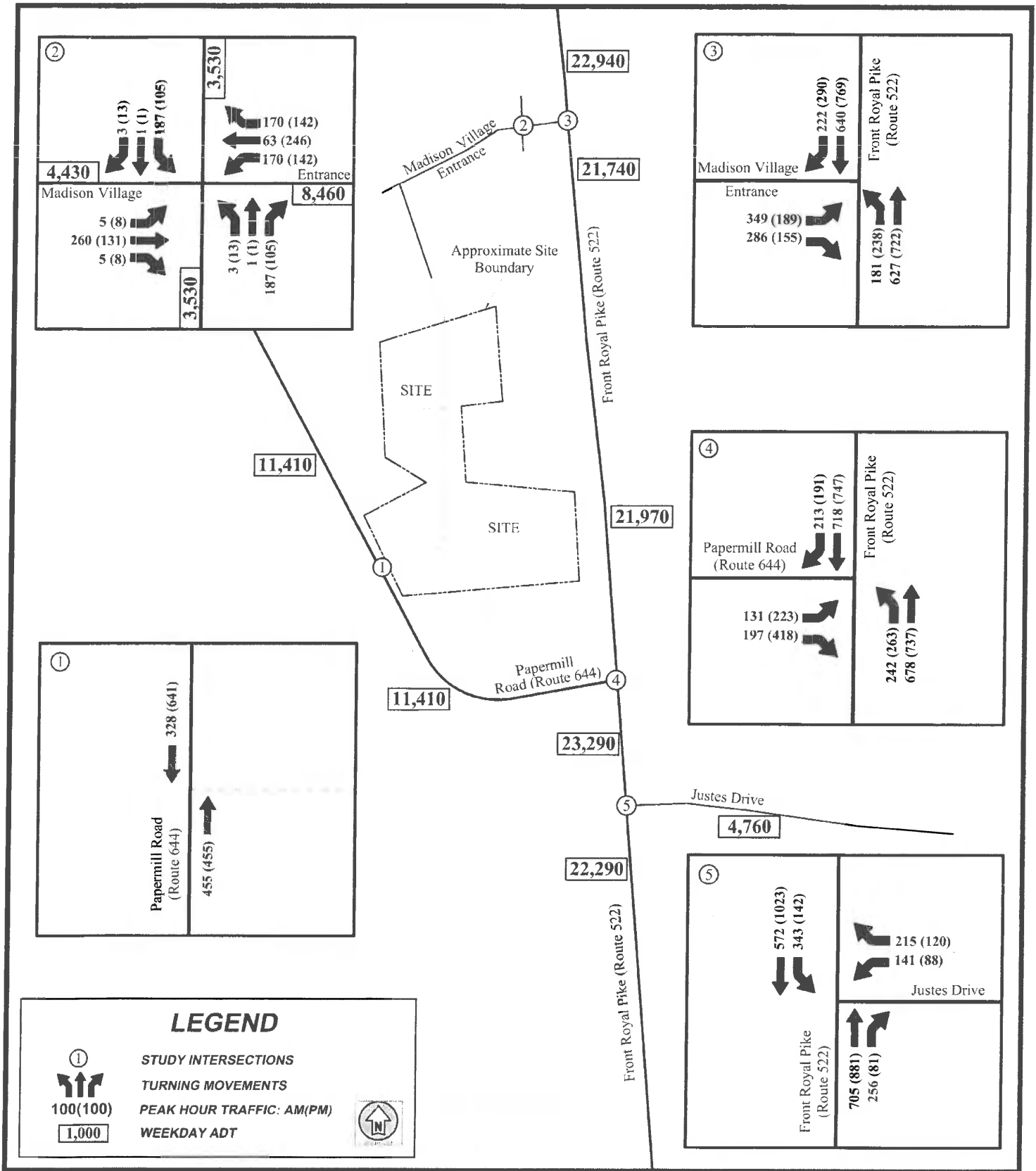


FREEDOM MANOR
 TRAFFIC IMPACT STUDY
 FREDERICK COUNTY, VA

2020 BACKGROUND GROWTH
TRAFFIC VOLUMES

FIGURE 9
 DI10L1404
 August 2015





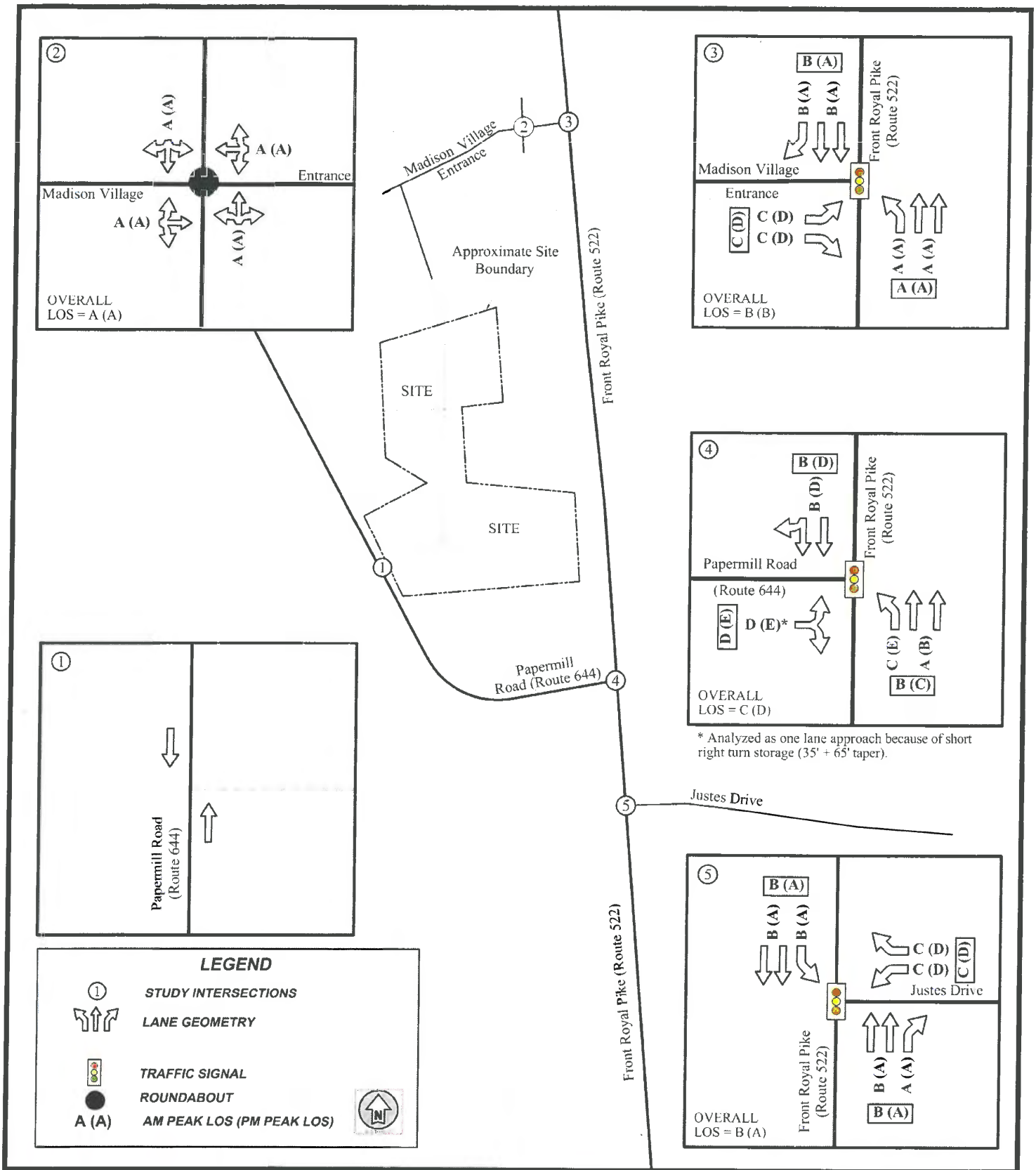
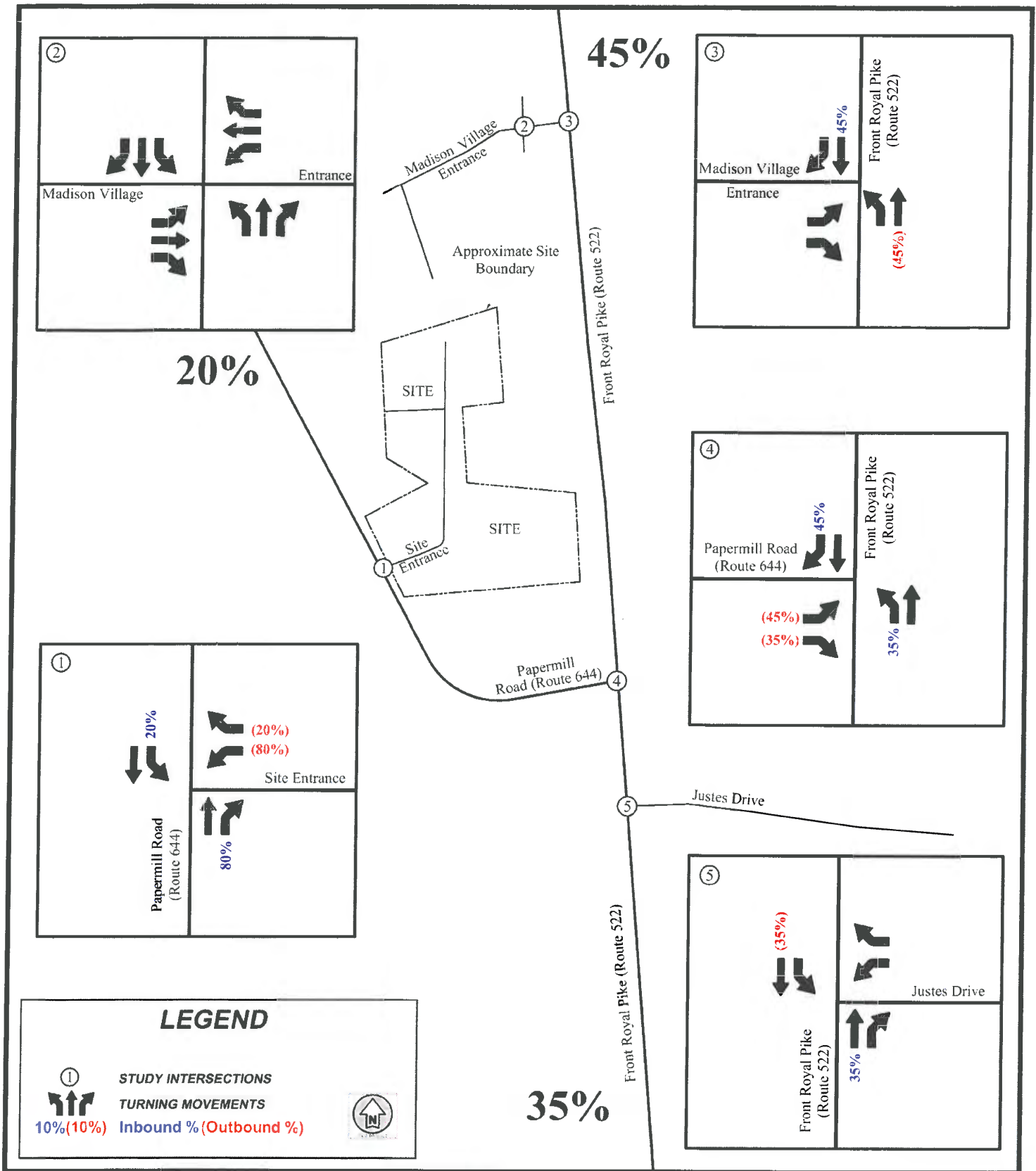
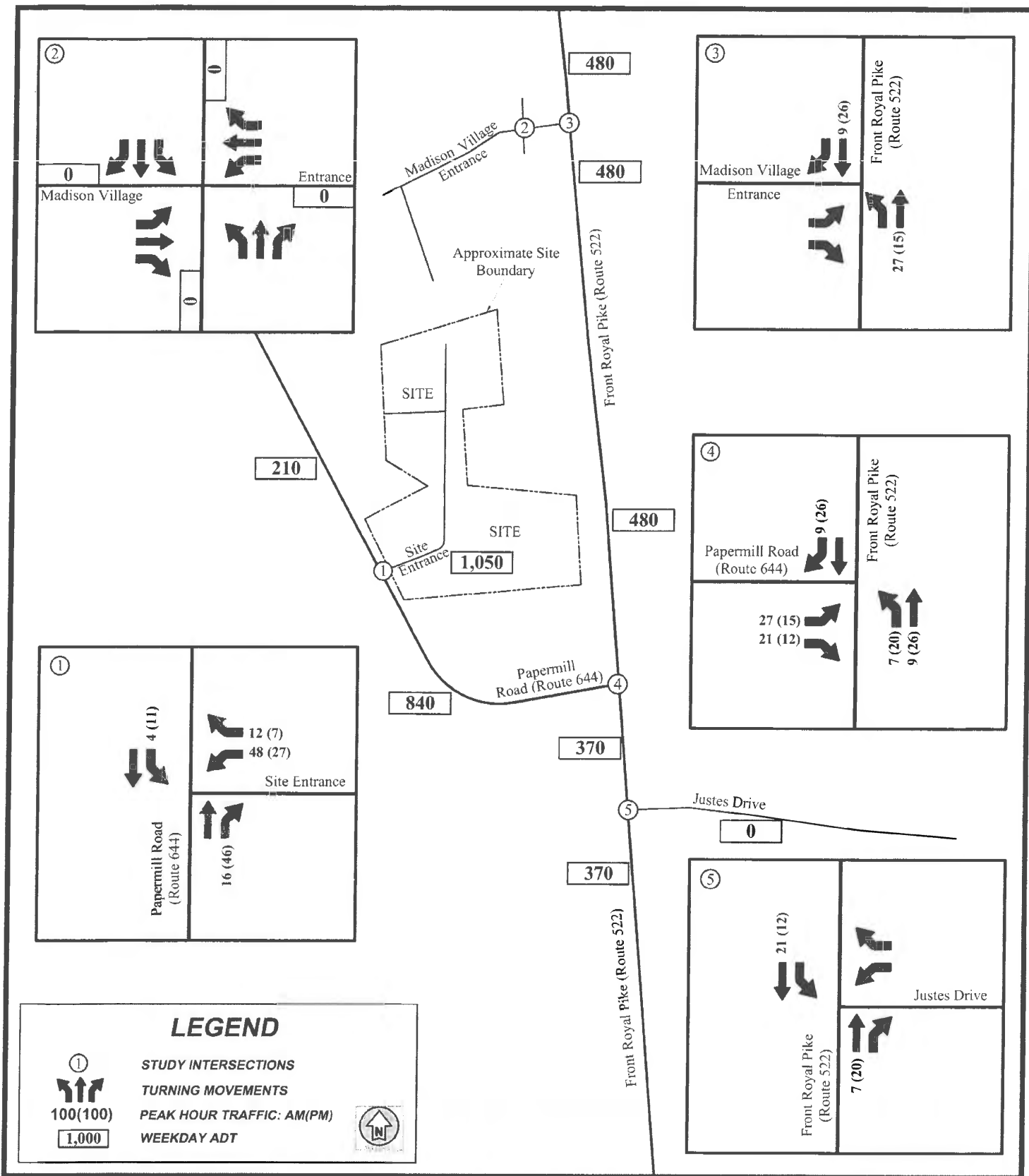
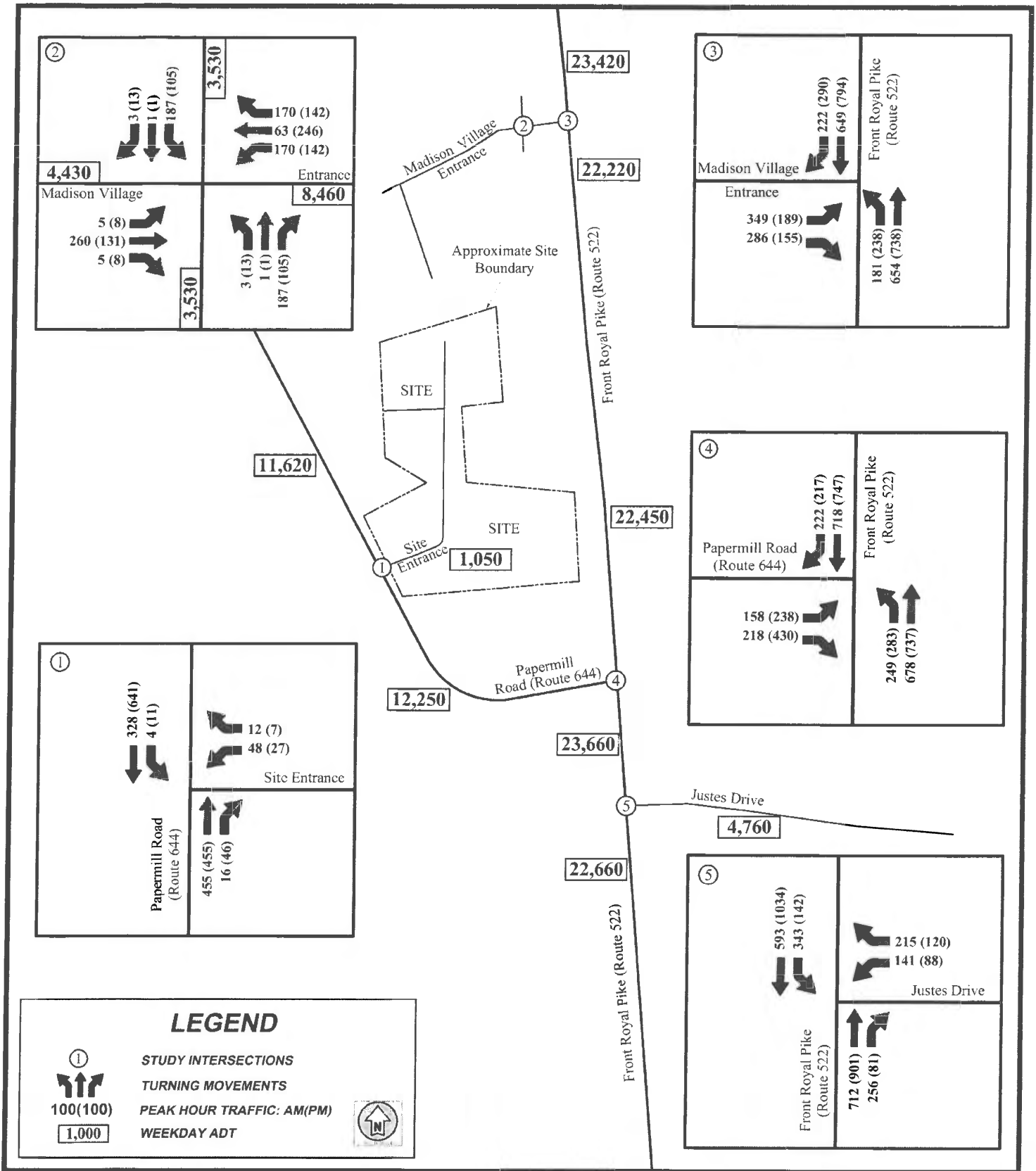


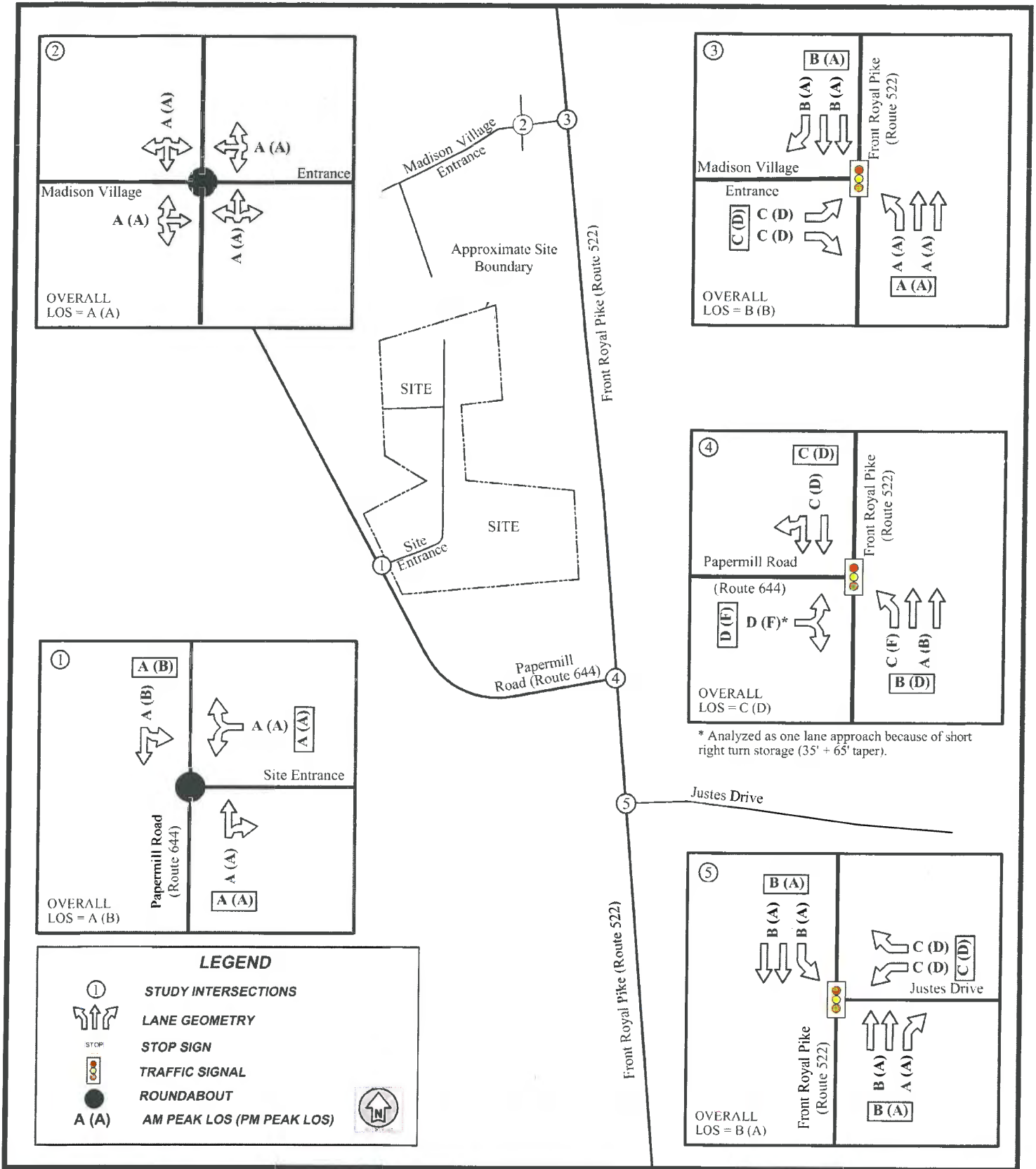
TABLE 6: SITE TRIP GENERATION

ITE Land Use (1)				USE	AM PEAK HOUR			PM PEAK HOUR			DAILY
CODE	CODE	DENSITY	Var.		IN	OUT	TOTAL	IN	OUT	TOTAL	(2-way)
Trip Generation By Right											
210	210.190	70	DU	Single-Fam. Det. (VDOT)	13	40	53	44	26	70	700
Trip Generation options and land use variables											
PHASE 1 (2020)											
210	210.170	100	DU	e SF Res. @ 100 DU (using EQUATION)	20	60	80	57	34	91	1,050
210	210.190	100	DU	Single-Fam. Det. (using AVERAGE RATE)	19	56	75	63	37	100	952
BUILD-OUT (2026)											
230	230.000	200	DU	Townhouse (using AVERAGE RATE)	15	73	88	70	34	104	1,172
230	230.180	40	DU	e TH Res @ 40 DU (using EQUATION)	4	21	25	19	9	28	290
	231.400	160	DU	(3) Townhouse (VDOT Staunton District Rate)	23	78	101	83	47	130	1,303
Total					47	159	206	159	90	249	2,643
Effective Trip Rates (2,3)					AM Peak Hour			PM Peak Hour		Daily	
					(2-way)	% Inbound	(2-way)	% Inbound	Weekday		
	210			Single-Fam. Det. (VDOT)	DU	0.76	29%	1.00	63%	10.00	
	210			SF Res. @ 100 DU	DU	0.80	29%	0.91	63%	10.50	
AVE	210			Single-Fam. Det.	DU	0.75	29%	1.00	63%	9.52	
AVE	230			Townhouse	DU	0.44	17%	0.52	67%	5.86	
	230			TH Res @ 40 DU	DU	0.63	16%	0.70	68%	7.25	
				Townhouse (VDOT Staunton District Rate)	DU	0.63	23%	0.81	64%	8.14	
TRIP RATE SOURCE:											
Trip Generation Manual (9th Edition), Institute of Transportation Engineers; 2012.											
Average trip rates used, unless noted with "e", then equations used at size shown, with data set OK for R2 > .0.75 AND SD > 110% of ave.											
(1) ITE Land Code shown as the first 3 digits. Decimal shown for internal use by Pennoni for lookup table for trip rate variable.											
(2) Effective trip rates calculated by land use:											
For average rates =					(Density) x (ave. trip rate) = 2-way Trips ; x (inbound percentage) for Trips In						
For ITE equations, "e" noted =					(Density) x (trip equation) = 2-way Trips ; x (inbound percentage) for Trips In						
(3) Assumed 80% of townhouses at Staunton District effective Rates for townhouse, condo, or apartment.											





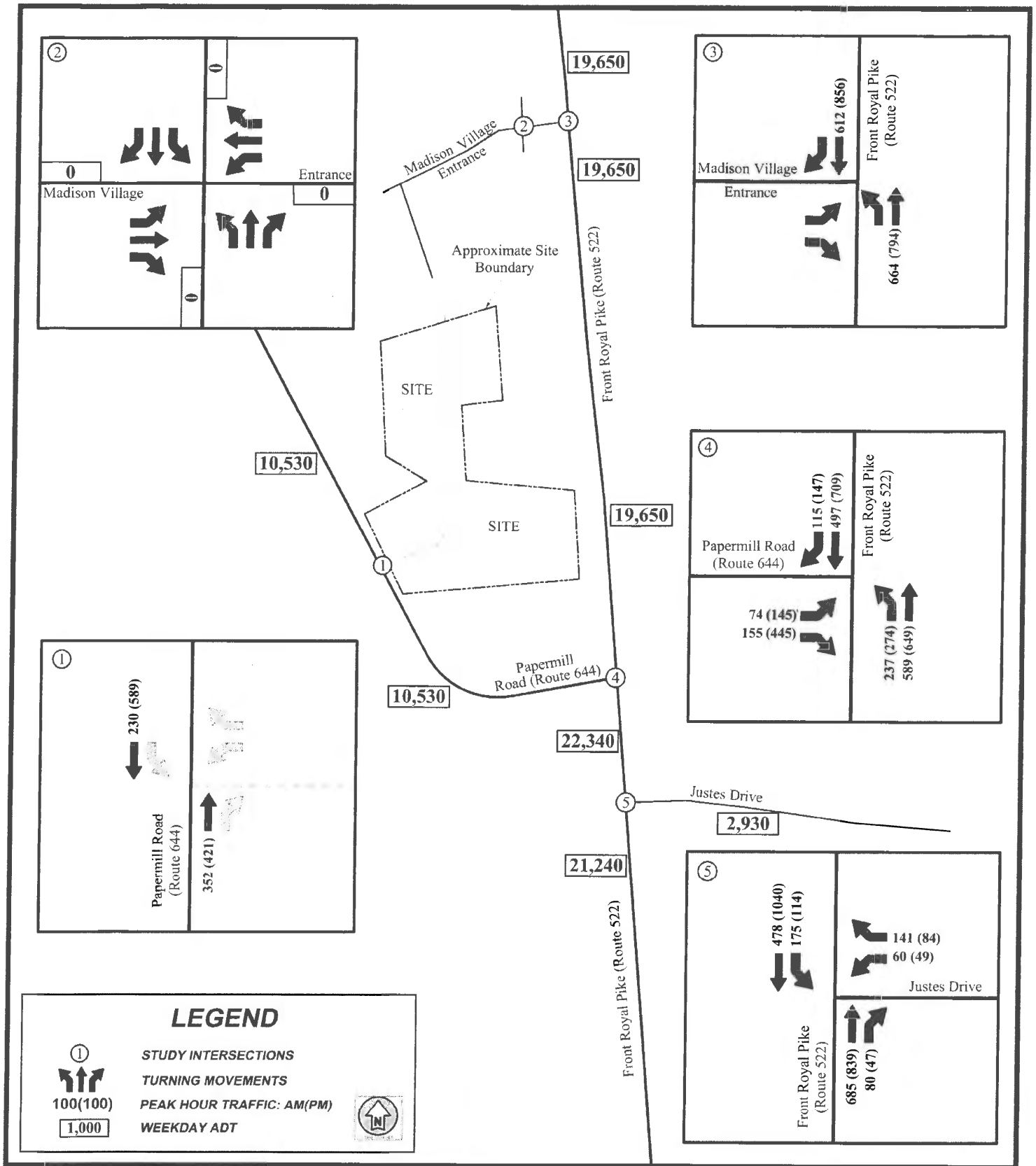


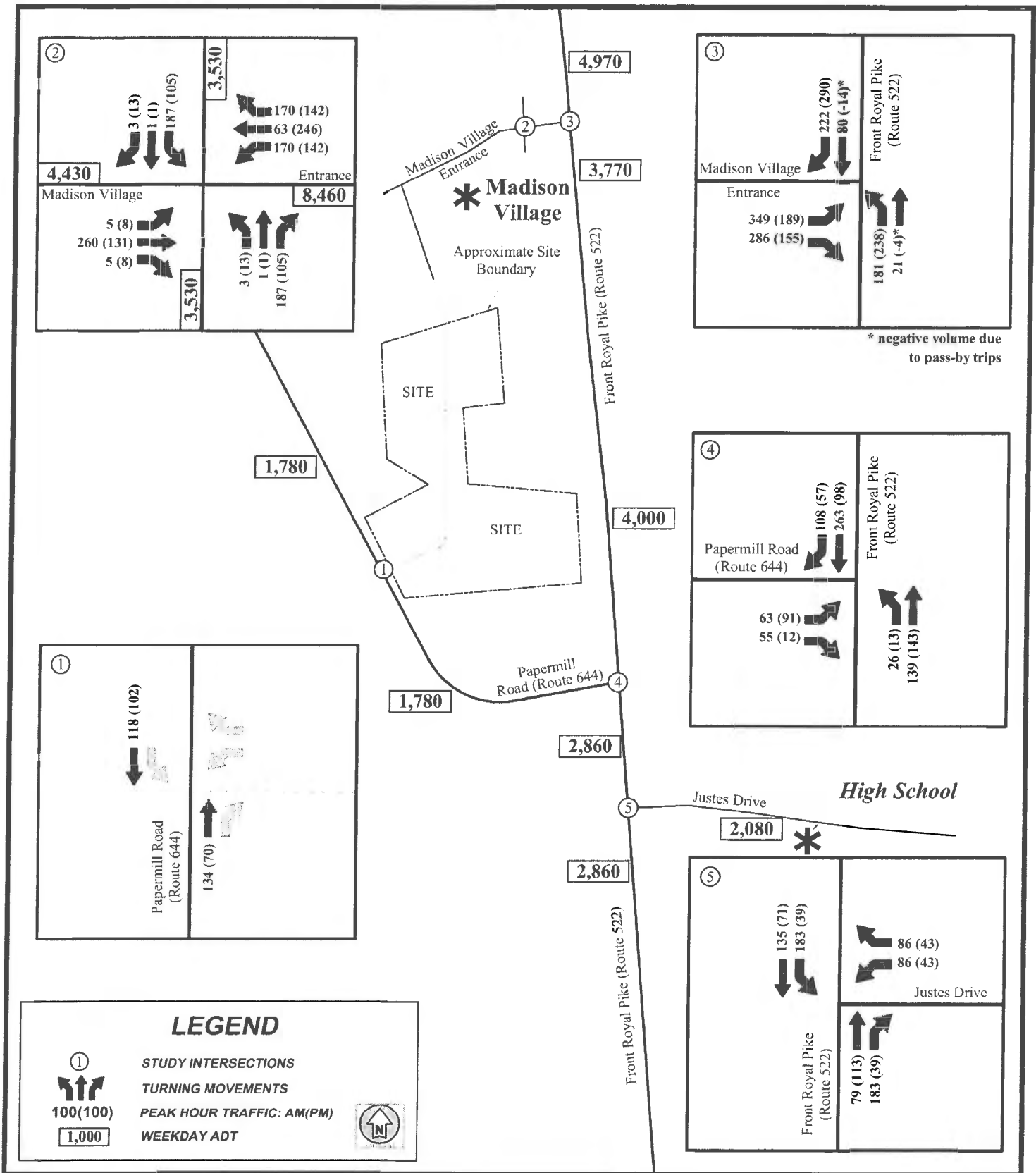


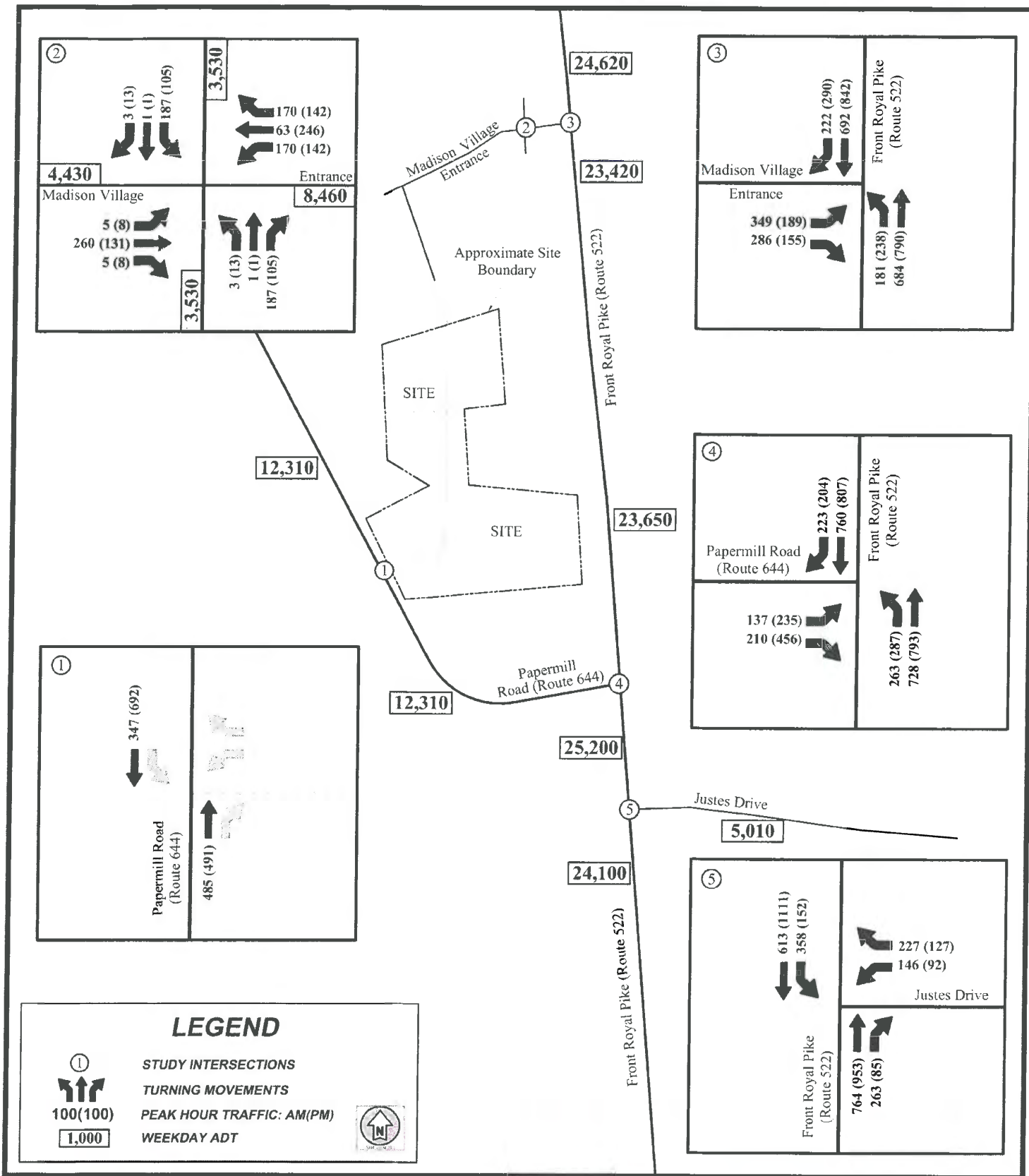
FREEDOM MANOR
 TRAFFIC IMPACT STUDY
 FREDERICK COUNTY, VA

2020 TOTAL
 TRAFFIC CONDITIONS

FIGURE 16
 DH101404
 August 2015



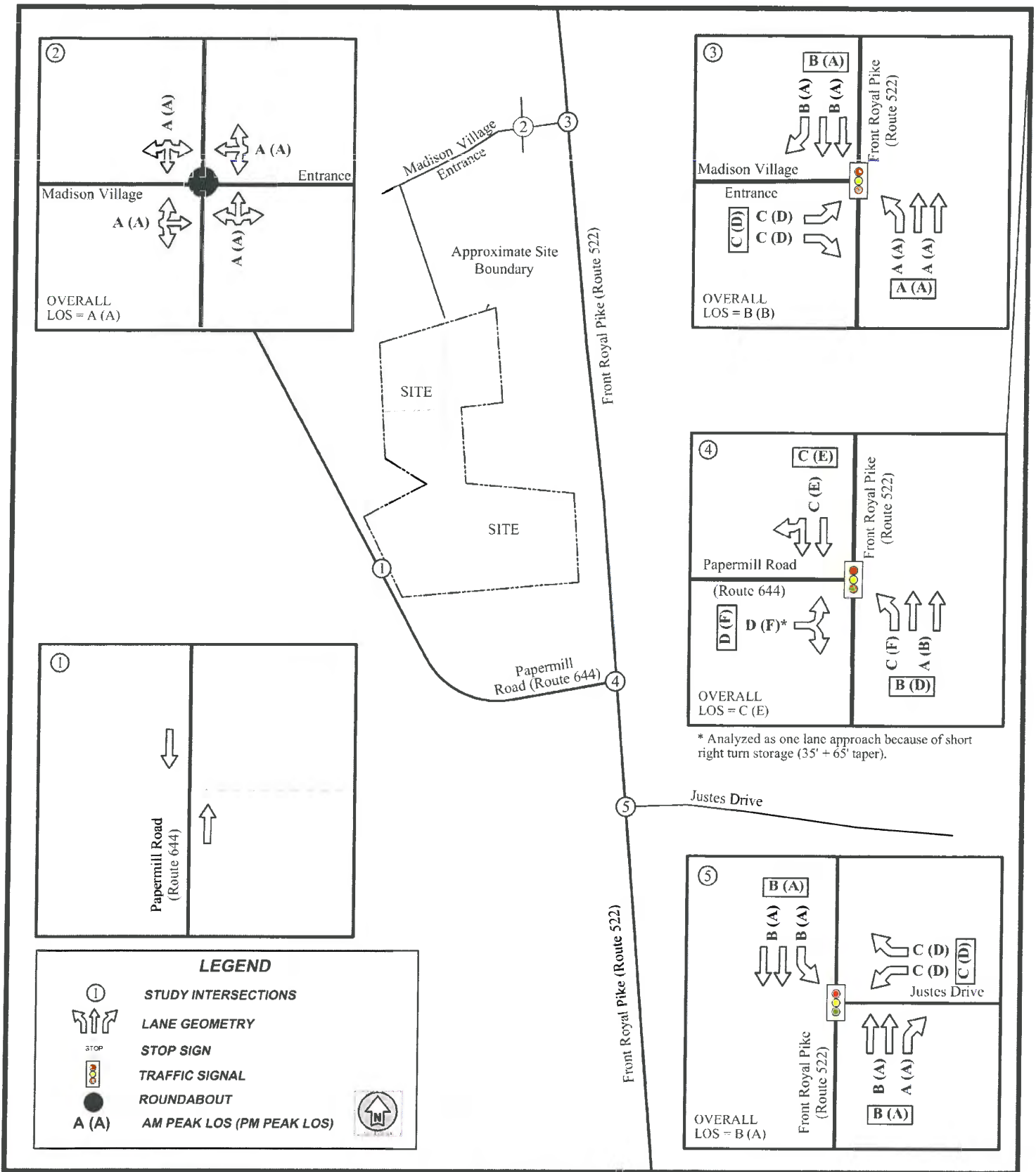


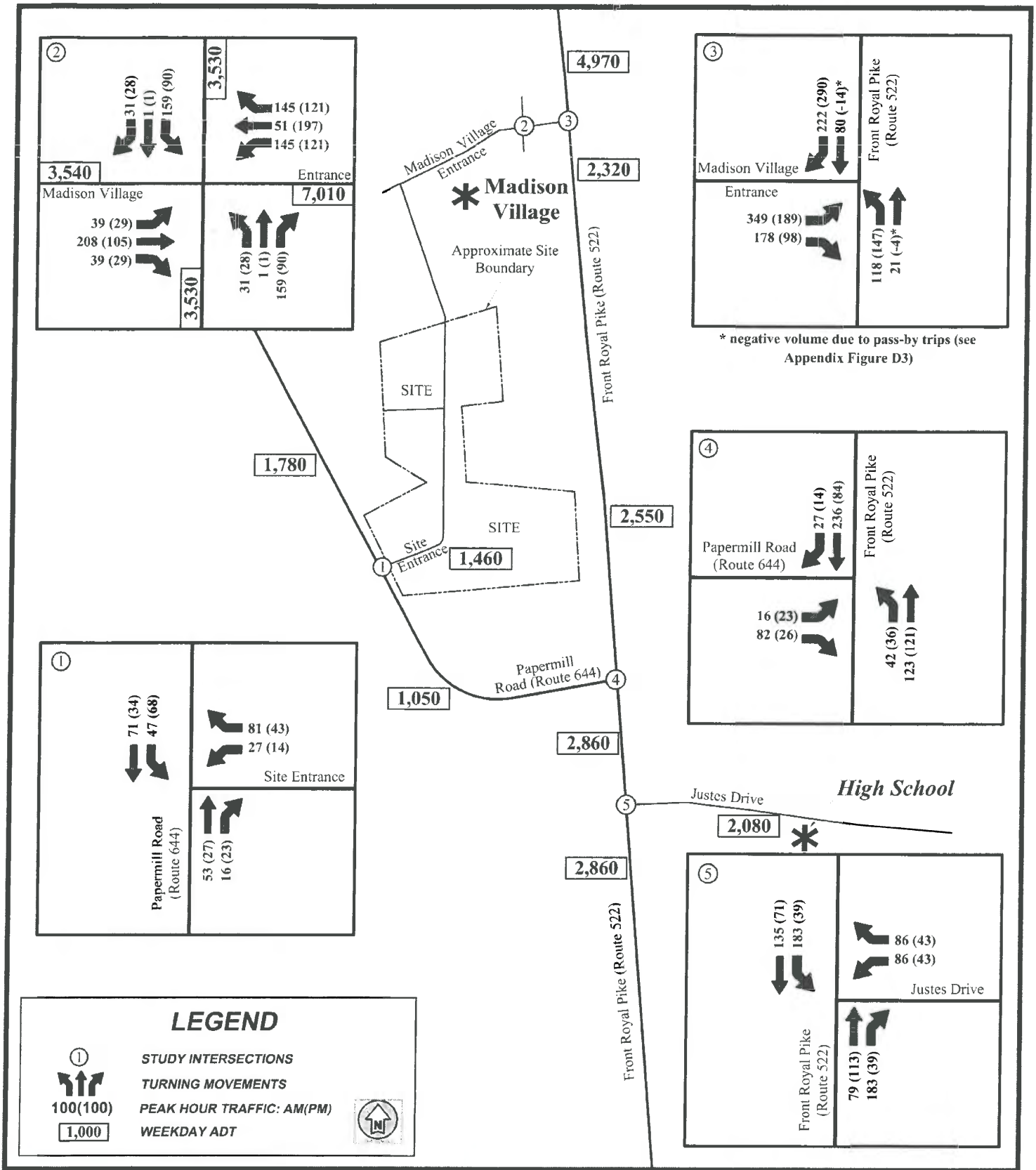


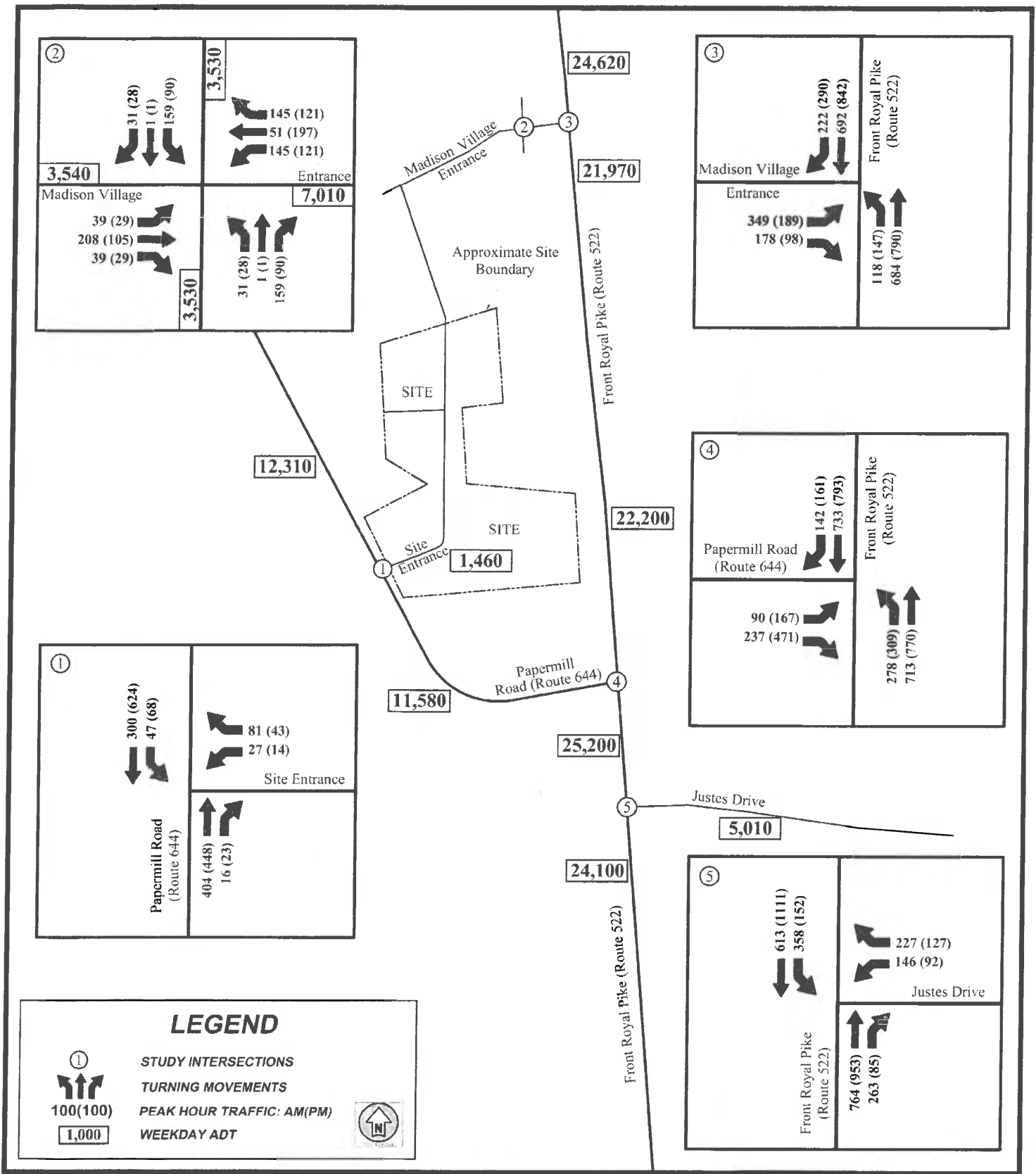
FREEDOM MANOR
 TRAFFIC IMPACT STUDY
 FREDERICK COUNTY, VA

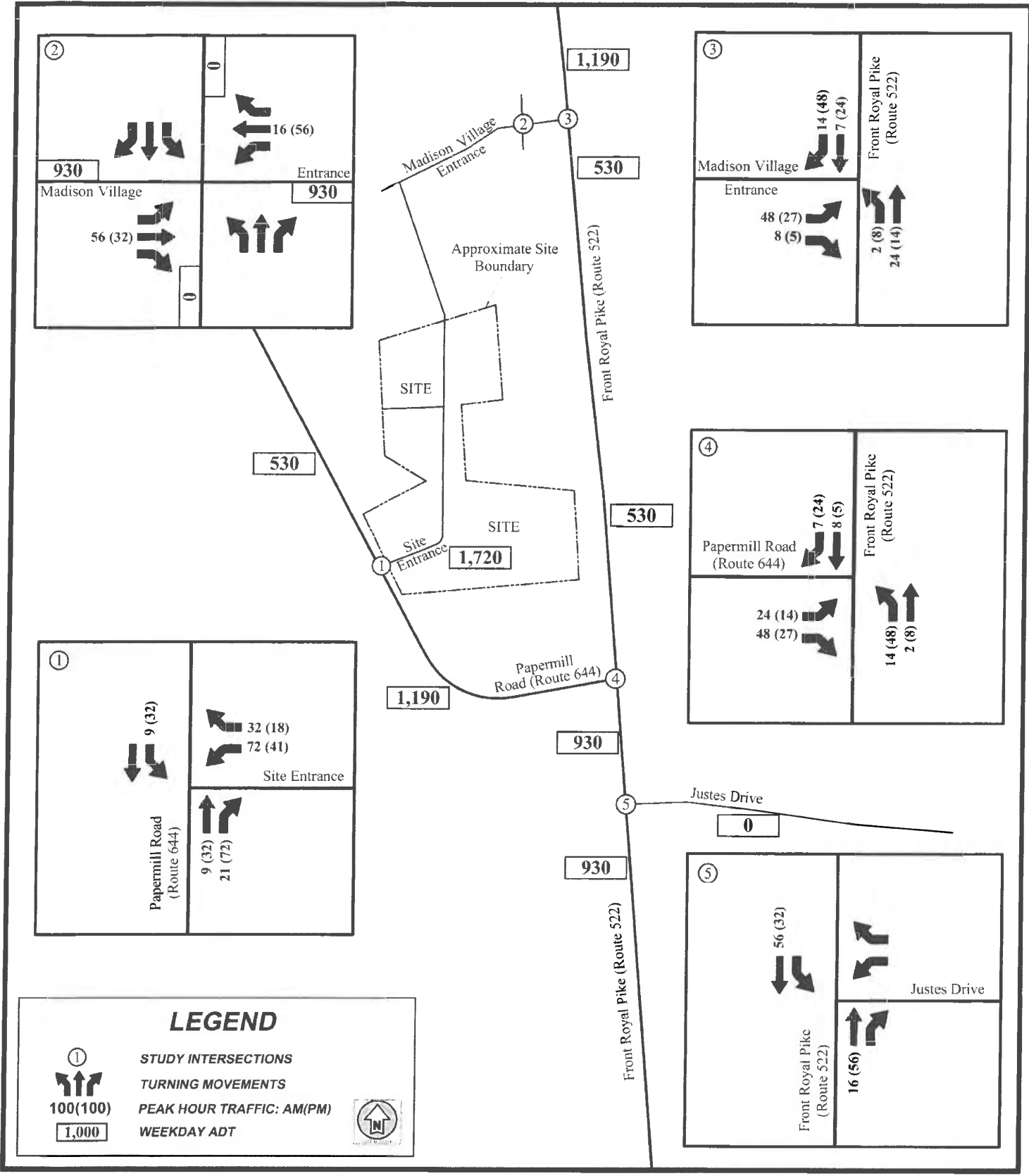
2026 BACKGROUND TRAFFIC VOLUMES

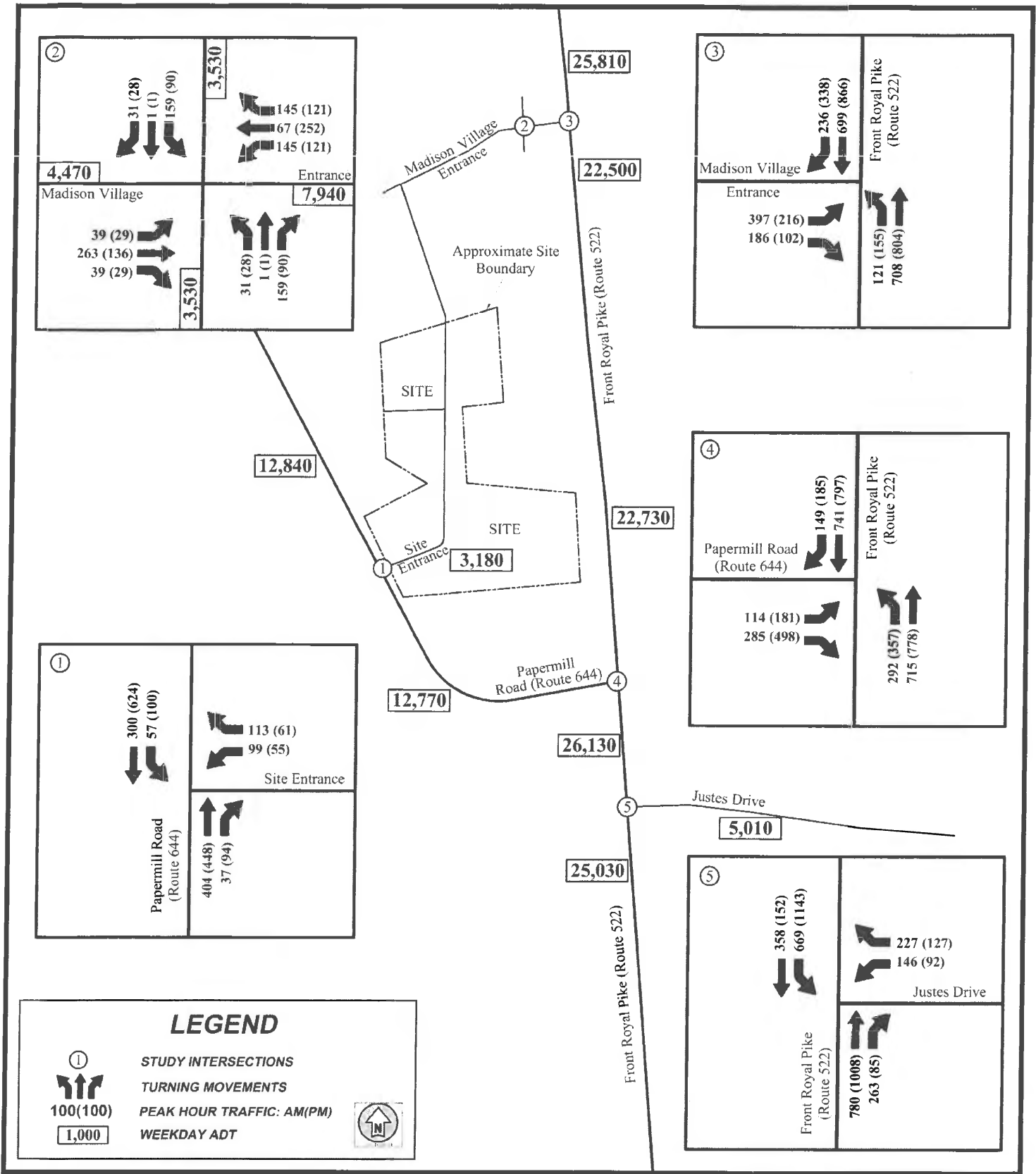
FIGURE 19
 DI1011404
 August 2015

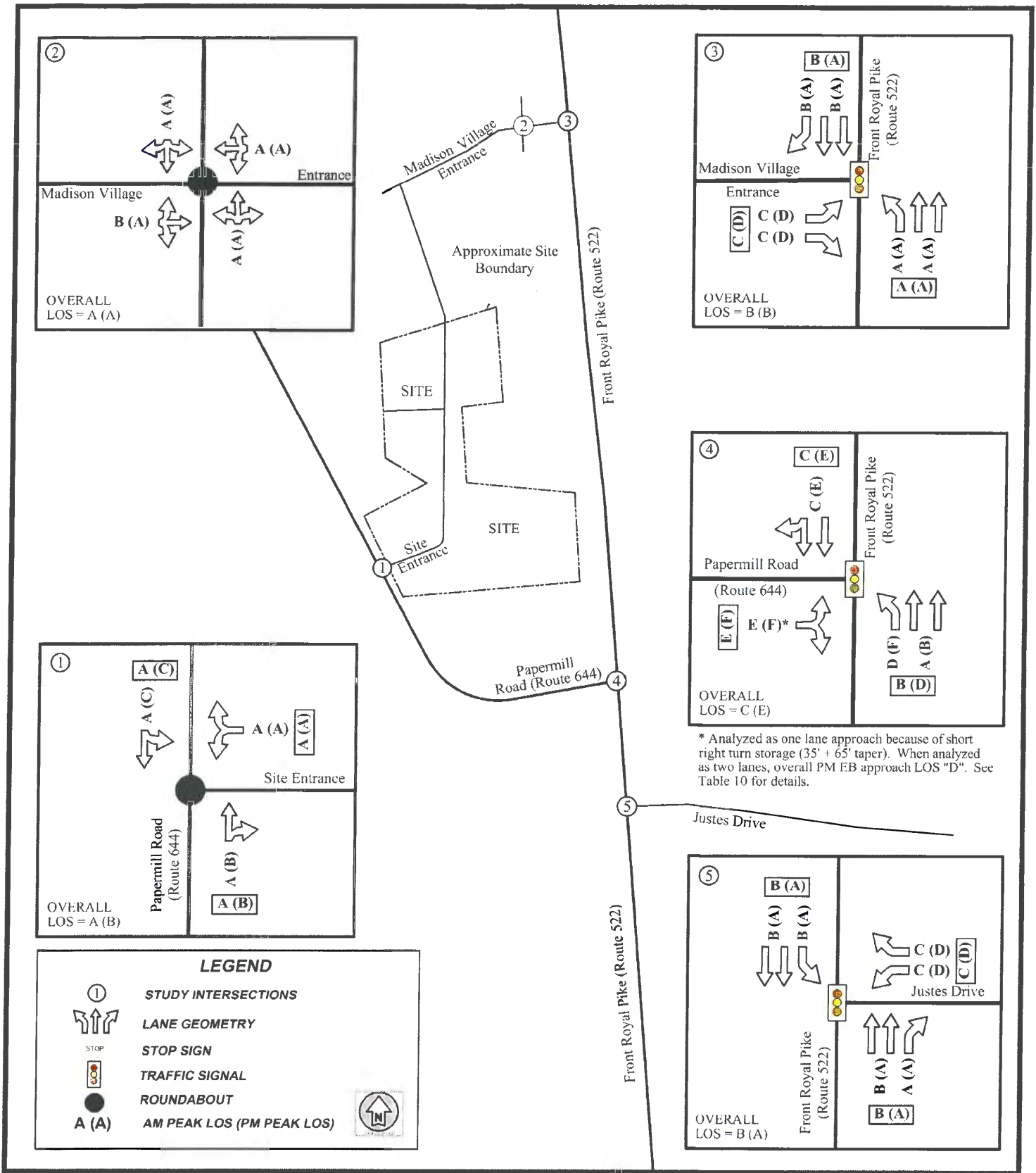












FREEDOM MANOR
 TRAFFIC IMPACT STUDY
 FREDERICK COUNTY, VA

2026 TOTAL TRAFFIC CONDITIONS

FIGURE 26
 D110L1404
 August 2015

P



MEMORANDUM

TO: Frederick County Board of Supervisors

FROM: Candice E. Perkins, AICP, CZA, Senior Planner *CEP*

SUBJECT: **Public Hearing** - Ordinance Amendment
Supplementary Use Regulations – Setback Extensions

DATE: December 30, 2015

In 2011, the RP (Residential Performance) District setbacks and dimensional requirements were revised to introduce setbacks for unroofed decks and structures. With that revision, the allowance for extensions into the setback within the supplementary use regulations was changed to eliminate the RP and R4 (Residential Planned Community) Districts. Since the RP dimensional requirements also apply to the R5 District, the R5 (Residential Recreational Community) District should also have been removed from the supplementary use regulations extension provision (leaving only the RA and MH1 Districts in the supplementary use section).

Staff has prepared a minor revision to remove the R5 from the supplementary use regulation setback extension to ensure that R5 developments (Lake Holliday, Lake Frederick, Shawneeland, and Mountain Falls) all utilize the RP Zoning District deck and stoop setback extension as intended.

The DRRC discussed this amendment at their August 2015 meeting. The DRRC agreed with the proposed changes as drafted and the item was forwarded to the Planning Commission for discussion. The Planning Commission discussed this item on September 9, 2015; the Planning Commission agreed with the changes and sent the item forward for review by the Board of Supervisors. The Board of Supervisors discussed this item on October 28, 2015; the Board of Supervisors agreed with the proposed changes and sent the amendment forward for public hearing. The Planning Commission held a public hearing for this item on December 2, 2015; there were no public comments and the Planning Commission recommended approval.

The attached document shows the existing ordinance with the proposed changes supported by the DRRC and the Planning Commission (with strikethroughs for text eliminated and bold italic for text added). **This proposed amendment is being presented to the Board of Supervisors as a public hearing item. A decision by the Board of Supervisors on this proposed Zoning Ordinance text amendment is sought.** Please contact staff if you have any questions.

- Attachments:**
- 1. Revised ordinance with additions shown in bold underlined italics and deletions in strikethrough.**
 - 2. RP District (single family small lot) dimensional requirements.**
 - 3. Resolution**

Original language

Draft revisions

Article II

SUPPLEMENTARY USE REGULATIONS; PARKING; BUFFERS; AND REGULATIONS FOR SPECIFIC USES

Part 201 – Supplementary Use Regulations

§ 165-201.02 Setback requirements.

F. Extensions into setback yards. The following features may extend into setback yards as described:

- (1) Air conditioners and similar equipment. Air conditioners, heat pumps and similar mechanical equipment that are attached to the primary structure may extend three feet into any side or rear yard area but shall not be closer than five feet to any lot line.
- (2) Architectural and structural features. Cornices, canopies, awnings, eaves, gutters or other similar overhanging features which are least eight feet above the grade may extend three feet into any required yard setback area. Chimneys, sills, headers, belt courses and similar structural features may extend three feet into required yard setback areas.
- (3) Porches and related features. In the RA **and** MH1, ~~and R5~~ Zoning Districts, balconies, porches, stoops, decks, bay windows, steps and stairways which comprise less than 1/3 of the length of the wall of the primary structure may extend three feet into a required setback yard. In no case shall such features be closer than five feet to a lot line.

§ 165-402.09

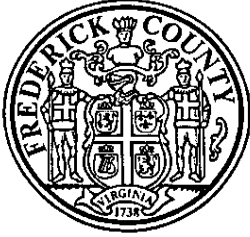
ZONING

§ 165-402.09

E. Height	
E1 Principal building (max)	35 feet
E2 Accessory building (max)	20 feet
F. Supplemental Regulations	
F1 A maintenance easement of 10 feet in width must be obtained on the lot adjacent to the zero lot line side.	
F2 The opposite side yard must be maintained clear of any obstructions other than a three-foot eaves encroachment, swimming pools, normal landscaping, removable patio covers extending no more than five feet or garden walls or fences. In no case shall any encroachment other than a fence be placed within the required maintenance easement.	
F3 The zero lot line side must not be adjacent to a road right-of-way.	

- F. **Single-family small lot.** This dwelling type consists of a single-family detached or attached residence on an individual lot. No more than two units may be attached together. Dimensional requirements shall be as follows:

A. Lot Dimensions		
A1 Minimum lot area	3,750 square feet	
B. Building Setbacks		
B1 From public or private road right-of-way	25 feet	
B2 The front setback may be reduced to 15 feet, provided that the residential unit utilizes a rear alley for access and there are no driveways on the private or public road fronting the residential unit.		
B3 Side	Detached option: 5 feet	Attached option: 10 feet
B4 Rear	15 feet	
B5 Minimum building spacing	Attached option: 20 feet	
C. Setbacks for unroofed decks, stoops, landings and similar features		
C1 Front from private/public road	15 feet	Rear alley option: 10 feet
C2 Side (end unit)	5 feet	
C3 Rear	10 feet	
C4 Rear (from open space)	5 feet	
D. Minimum Parking		
D1 Required off-street parking	2 per unit	
E. Height		
E1 Principal building (max)	35 feet	
E2 Accessory building (max)	20 feet	
F. Supplemental regulations		



ORDINANCE AMENDMENT

Action:

PLANNING COMMISSION: December 2, 2015 Recommended Approval

BOARD OF SUPERVISORS: January 13, 2016 APPROVED DENIED

**AN ORDINANCE AMENDING
THE FREDERICK COUNTY CODE
CHAPTER 165 ZONING**

**PART 201 – SUPPLEMENTARY USE REGULATIONS
ARTICLE II – SUPPLEMENTARY USE REGULATIONS; PARKING;
BUFFERS; AND REGULATIONS FOR SPECIFIC USES
§165-201.02 – SETBACK REQUIREMENTS**

WHEREAS, an ordinance to amend Chapter 165, Zoning to remove the R5 (Residential Recreational Community) Zoning District from the supplementary use regulations extension provision was considered; and

WHEREAS, The Planning Commission held a public hearing on this ordinance on December 2, 2015; and

WHEREAS, The Board of Supervisors held a public hearing on this ordinance on January 13, 2016; and

WHEREAS, the Frederick County Board of Supervisors finds that the adoption of this ordinance to be in the best interest of the public health, safety, welfare, and in good zoning practice; and

NOW, THEREFORE, BE IT ORDAINED by the Frederick County Board of Supervisors that **Chapter 165 Zoning, is amended to modify Part 201 – Supplementary Use Regulations; Article II – Supplementary Use Regulations; Parking; Buffers; and Regulations For Specific Uses; §165-201.02 – Setback Requirements; to remove the R5 (Residential Recreational Community) Zoning District from the supplementary use regulations extension provision.**

This amendment shall be in effect on the day of adoption.

Passed this 13th day of January, 2016 by the following recorded vote:

This resolution was approved by the following recorded vote:

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Robert W. Wells	_____
Gene E. Fisher	_____	Judith McCann-Slaughter	_____
Blaine P. Dunn	_____		

A COPY ATTEST

Brenda G. Garton
Frederick County Administrator