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**AGENDA**  
**BUDGET WORK SESSION AND REGULAR MEETING**  
**FREDERICK COUNTY BOARD OF SUPERVISORS**  
**WEDNESDAY, FEBRUARY 24, 2016**  
**6:00 P.M., 7:00 P.M.**  
**BOARD ROOM, COUNTY ADMINISTRATION BUILDING**  
**107 NORTH KENT STREET, WINCHESTER, VIRGINIA**

**6:00 P.M. - Board of Supervisors Budget Work Session**

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

**Invocation**

**Pledge of Allegiance**

**Adoption of Agenda:**

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

**Consent Agenda:**

(Tentative Agenda Items for Consent are Tabs: A, B, F, and G)

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

**Board of Supervisors Comments**

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

1. Regular Meeting, January 27, 2016.
2. Budget Work Session, February 3, 2016.
3. Budget Work Session, February 10, 2016.
4. Regular Meeting, February 10, 2016.

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**County Officials:**

1. Proclamation Re: April 1-7, 2016 as Local Government Education Week.  
(See Attached) ----- B
2. Employee of the Month Award. (See Attached) ----- C
3. Committee Appointments. (See Attached) ----- D
4. Request from Frederick County Schools to Participate in Spring 2016  
Virginia Public School Authority (VPSA) Bond Sale and Schedule Public  
Hearing Date for March 23, 2016. (See Attached) ----- E

**Committee Reports:**

1. Technology Committee. (See Attached) ----- F
2. Joint Finance Committee. (See Attached) ----- G
3. Joint Human Resources and Public Safety Committees.  
(See Attached) ----- H

**Public Hearing:**

1. Outdoor Festival Permit Request of Opequon Presbyterian Church –  
Opequon on the Lawn. Pursuant to the Frederick County Code,  
Chapter 86, Festivals; Section 86-3, Permit Required; Application;  
Issuance or Denial; Fee; for an Outdoor Festival Permit. Festival to be  
Held on Saturday April 9, 2016 from 12:00 Noon - 5:00 P.M., on the  
Grounds of Opequon Presbyterian Church, 217 Church Lane,  
Winchester, Virginia 22602, Property Owned by Opequon Presbyterian  
Church. (See Attached) ----- I
2. Amendment to the 2015-2016 Fiscal Year Budget - Pursuant to Section  
15.2-2507 of the Code of Virginia, 1950, as Amended, the Board  
of Supervisors will Hold a Public Hearing to Amend the Fiscal Year  
2015-2016 Budget to Reflect: General Fund Supplemental Appropriation  
in the Amount of \$7,000,000 and a School Capital Fund Supplemental  
Appropriation in the Amount of 4,000,000. These Funds will be  
Appropriated for Capital. (See Attached) ----- J

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**Planning Commission Business:**

**Public Hearing:**

1. Conditional Use Permit #05-15 for the Winchester Chapter of the Izaak Walton League, which Submitted for an Expansion of a Non-Conforming Use, for the Expansion of an Outdoor Recreation/- Shooting Area. The Property is Located at 2863 Millwood Pike, and is Identified with Property Identification Number 77-A-72 in the Shawnee Magisterial District. **(See Attached)** ----- K

**Board Liaison Reports (If Any)**

**Citizen Comments**

**Board of Supervisors Comments**

**Adjourn**

# CONSENT AGENDA

A



**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**REGULAR MEETING**

**JANUARY 27, 2016**

A regular meeting of the Frederick County Board of Supervisors was held on Wednesday, January 27, 2016 at 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

**CALL TO ORDER**

Chairman DeHaven called the meeting to order.

**INVOCATION**

Supervisor Hess delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Supervisor Fisher led the Pledge of Allegiance.

**ADOPTION OF AGENDA - APPROVED**

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

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**CONSENT AGENDA – APPROVED**

Upon a motion by Supervisor Lofton, seconded by Supervisor Dunn, the Board approved the following items under the consent agenda:

- Approval of Employment Contract for County Attorney – **Tab D**;

- Resolution Declaring a Local Emergency – **Tab E**; and
- Parks and Recreation Commission Report – **Tab F**.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **CITIZEN COMMENTS**

There were no citizen comments.

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

There were no Board of Supervisors' comments.

#### **MINUTES -APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Slaughter, the Board approved the minutes from the January 13, 2016 closed session and regular meeting.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **COUNTY OFFICIALS**

#### **COMMITTEE APPOINTMENTS**

#### **REAPPOINTMENT OF NATALIE GEROMETTA AS GAINESBORO DISTRICT REPRESENTATIVE TO THE PARKS AND RECREATION COMMISSION - APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Fisher, the Board reappointed Natalie Gerometta as the Gainesboro District representative to the Parks and Recreation Commission. This is a four year appointment. Term expires February 13, 2020.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

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

County Administrator Brenda Garton advised this was a request from the Commissioner of the Revenue to authorize the Treasurer to refund a taxpayer the amount of \$7,065.10 for 2011, 2012, 2013, 2014, and the first half of 2015 real estate taxes, based on proper filing of proof of 100% permanent and total disability directly due to military service, as required under the Virginia Code change as a result of the Constitutional amendment that took effect for 2011.

Upon a motion by Supervisor Slaughter, seconded by Supervisor Hess, the Board approved the refund request and supplemental appropriation.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**APPROVAL OF EMPLOYMENT CONTRACT FOR COUNTY ATTORNEY –  
APPROVED UNDER CONSENT AGENDA**

**RESOLUTION DECLARING A LOCAL EMERGENCY – APPROVED UNDER  
CONSENT AGENDA**

**WHEREAS**, the Board of Supervisors of the County of Frederick does hereby find that:

1. Due to severe weather that is forecasted for Frederick County and directly related to pending winter storm with the expectation of wide spread and numerous and perhaps long term power outages due to high winds associated with the winter storm;
2. Due to the severe weather associated with the pending winter storm and the expectation of impaired travel and access;
3. Due to severe weather associated with the pending 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 January 21, 2016. This local emergency declaration remained in effect until January 25, 2016 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 27th day of January 2016.

**COMMITTEE REPORTS**

**PARKS AND RECREATION COMMISSION – APPROVED UNDER CONSENT  
AGENDA**

The Parks and Recreation Commission met on January 12, 2016. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Charles Sandy, Jr., and Blaine Dunn

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Gary Longerbeam as Chairperson, second by Mr. Patrick Anderson, motion carried unanimously (7-0).
2. Election of Vice-Chairperson – Mr. Madagan moved to nominate Mr. Randy Carter as Vice-Chairperson, second by Mr. Kevin Anderson, motion carried unanimously (7-0).
3. Meeting Date, Time, and Place – Tabled until next month's meeting.
4. Youth Sports Partner Agreements – The Youth Sports Partners/Appeals/Public Relations Committee recommended accepting the attached Youth Sports Partners Agreements as submitted, second by Mr. Madagan, motion carried unanimously (7-0).

### **FINANCE COMMITTEE - APPROVED**

A Finance Committee meeting was held in the First Floor Conference Room at 107 North Kent Street on Wednesday, January 20, 2016 at 8:00 a.m. There was an Audit Committee meeting immediately following. Directly after, a Budget Work Session was held. All members were present.

### **FINANCE COMMITTEE**

1. The Finance Director requests a General Fund supplemental appropriation in the amount of \$1,141.72. This amount represents unspent FY15 VJCCCA funds to be returned to the State. See attached letter, p. 3. The committee recommends approval. - **APPROVED**

Upon a motion by Supervisor Slaughter, seconded by Supervisor Lofton, the Board

approved the above request by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

2. The Registrar requests a General Fund supplemental appropriation in the amount of \$1,194.91. This amount represents a reimbursement for expenses related to relocating the Russells precinct polling place for the November 3, 2015 election due to the incomplete construction of the Round Hill Fire Department. No local funds required. See attached information, p. 4 – 5. The committee recommends approval. - **APPROVED**

Upon a motion by Supervisor Slaughter, seconded by Supervisor Wells, the Board approved the above request by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

3. The Sheriff requests a General Fund supplemental appropriation in the amount of \$15,375.18. This amount represents reimbursement for two auto claims. See attached memo, p. 6 – 7. The committee recommends approval. - **APPROVED**

Upon a motion by Supervisor Slaughter, seconded by Supervisor Hess, the Board approved the above request by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **AUDIT COMMITTEE – no action required**

1. Per the request of the committee during the last review of the Finance Committee Charter, Chris Banta from Brown, Edwards & Company, LLP will be present to discuss the internal audit process. The last internal audit is included for information, p. 8 – 21. The committee heard an overview of the audit process from Mr. Banta.

#### **BUDGET WORK SESSION – no action required**

1. Information is provided for discussion on the FY 2017 budget. See attached information, p. 22 – 168. The committee heard an overview from the County Administrator of the information provided.

#### **INFORMATION ONLY**

1. The Finance Director provides a Fund 10 Transfer Report for December 2015. See attached, p. 169.

2. The Finance Director provides an FY 2016 Fund Balance Report ending January 14, 2016. See attached, p. 170.
3. The Finance Director provides financial statements for the month ending December 31, 2015. See attached, p. 171 – 181.

## **PLANNING COMMISSION BUSINESS**

### **PUBLIC HEARING**

**REZONING #12-15 CROSSPOINTE CENTER SUBMITTED BY PENNONI ASSOCIATES, TO REZONE 58.30 +/- ACRES FROM RP (RESIDENTIAL PERFORMANCE) DISTRICT TO B2 (GENERAL BUSINESS) DISTRICT AND 72.47 +/- ACRES FROM B2 (GENERAL BUSINESS) DISTRICT TO RP (RESIDENTIAL PERFORMANCE) DISTRICT WITHIN THE CROSSPOINTE CENTER DEVELOPMENT, REZONING #13-03, AND TO AMEND THE PROFFERS ASSOCIATED WITH REZONING #13-03. THE PROPERTIES ARE LOCATED EAST AND ADJACENT TO I-81 EXIT 310 INTERCHANGE, AND ADJACENT TO TASKER ROAD AND HILLANDALE LANE. THE PROPERTIES ARE IDENTIFIED WITH PROPERTY IDENTIFICATION NUMBERS 75-A-89, 75-A-89A, 75-A-91, 75-A-92, 75-A-95, 75-A-96, AND A PORTION OF 75-A-90 AND 75-A-94 IN THE SHAWNEE MAGISTERIAL DISTRICT. - APPROVED**

Director of Planning and Development Michael Ruddy appeared before the Board regarding this item. He advised this was a proposal to rezone 58.30 acres +/- from RP (Residential Performance) to B2 (General Business) and 72.47 acres +/- from B2 (General Business) to RP (Residential Performance) and to amend the proffers associated with rezoning #13-03. Director Ruddy noted the Board received a revised proffer statement with a revision date of January 27, 2016. The new proffer statement reflected changes to the fire and rescue proffers and provided for start-up money for the homeowners' associations. The new rezoning proposes an increase in commercial development from 960,00 square feet to 1,088,000 square feet. The proposal calls for the construction of 1,578 resident units. Director Ruddy noted this proposal was consistent with the current land use plan in the Comprehensive Plan.

Deputy Planning Director – Transportation John Bishop reviewed the transportation



proffers and plan. He stated most of the commercial development would be built first. He noted that VDOT approved the revised proffers.

Director Ruddy stated the applicant had taken steps to address additional impacts. He noted the proposed commercial revenue would offset the residential units and that 200 units with an age-restricted condition had been removed. He went on to say the new proffer provides for the reservation of an area for local government services versus a dedication of land. He advised that staff was seeking direction from the Board as to whether or not that change was acceptable. He concluded by saying the Planning Commission discussed this proposal and ultimately recommended approval.

Supervisor Lofton asked if the removal of the 200 units dedicated to senior housing would preclude age-restricted.

Director Ruddy responded no.

Supervisor Lofton noted the Sewer and Water Service Area boundary did not follow the property and asked if that would pose a problem.

Director Ruddy responded no.

Supervisor Dunn asked about the contribution to fire and rescue and whether the amounts increased or decreased.

Director Ruddy responded that the amounts were not modified only where the contribution would be designated. The money would now come to the county/board of supervisors.

**John Foote**, Walsh Collucci, appeared before the Board on behalf of the applicant. He advised the new proposal moves the commercial development forward on the property and shifts the residential development to the rear. He noted the traffic movement remains the same. The

applicant will perform a TIA at 370,000 square feet. The proposed proffer changes give the county more flexibility with regard to the fire and rescue proffers. The proffers contain an escalation clause for the cash proffers. He noted the project would take years to develop. He concluded by saying age-restricted housing is an option.

Supervisor Slaughter asked if the commercial square footage and a certain number of houses have to be completed before the developer moves from one phase into another.

Mr. Foote responded no.

Supervisor Slaughter asked if the County would have the tax base of the commercial square footage before the developer moves to another phase.

Mr. Foote responded yes.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion by Supervisor Fisher, seconded by Supervisor Hess, the Board approved rezoning 12-15 with the revised proffers dated January 27, 2016.

**WHEREAS, Rezoning #12-15, of Glaize Developments, Incorporated,** submitted by Pennoni Associates to rezone 58.30+/- acres from RP (Residential Performance) District to B2 (General Business) District and 72.47+/- acres from B2 (General Business) District to RP (Residential Performance) District within the Crosspointe Center Development (Rezoning #13-03), and to amend the proffers associated with Rezoning #13-03, final revision date January 4, 2016 was considered. The properties are located east and adjacent to I-81 Exit 310 Interchange, and adjacent to Tasker Road and Hillandale Lane. The properties are further identified with PIN(s) 75-A-89, 75-A-89A, 75-A-91, 75-A-92, 75-A-95, 75-A-96 and a portion of 75-A-90 and 75-A-94 in the Shawnee Magisterial District.

**WHEREAS,** the Planning Commission held a public hearing on this rezoning on January 6, 2016 and recommended approval; and

**WHEREAS,** the Board of Supervisors held a public hearing on this rezoning on January 27, 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 58.30+/- acres from RP (Residential Performance) District to B2 (General Business) District and 72.47+/- acres from B2 (General Business) District to RP (Residential Performance) District within the Crosspointe Center Development (Rezoning #13-03), and to amend the proffers associated with Rezoning #13-03, final revision date January 4, 2016. 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 27th day of January, 2016 by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **OTHER PLANNING ITEMS**

#### **DISCUSSION – 2016-2017 CAPITAL IMPROVEMENTS PLAN (CIP) – NO ACTION TAKEN**

Director of Planning Michael Ruddy appeared before the Board regarding this item. He advised this was a discussion of the 2016-2017 Capital Improvements Plan (CIP). He noted the Planning Commission reviewed this document and determined that it conforms to the Comprehensive Plan. He went on to say staff was seeking additional comments from the Board and approval to move it forward to public hearing. He noted the 2016-2017 Plan contains 89 projects and this year this was an effort to link the document to the County's budget process. He stated the number of school projects had been reduced from last year. He concluded by saying staff was seeking direction from the Board regarding public hearing.

Chairman DeHaven stated that he thought the format clouded the picture and built

unrealistic expectations. He went on to say that linking it with the budget seemed to make it something more than it was designed to be, which is a planning document. He stated he was opposed to linking it to the budget because it would work against us in a lot of areas.

Vice-Chairman Fisher agreed with Chairman DeHaven's remarks.

The Board took no action on the request.

### **BOARD LIAISON REPORTS**

Supervisor Hess reported that the Northern Shenandoah Valley Regional Commission hired a new Executive Director. He reported that he attended the meeting of the tourism board and was impressed with the energy of the new director and the cooperation of the board members.

### **CITIZEN COMMENTS**

**Shawn Graber**, Back Creek District, addressed the Board regarding the \$18.5 million dollar requested increase in the school budget. He asked the Board to consider the tax payers as they work through the budget process.

### **COUNTY ADMINISTRATOR COMMENTS**

Administrator Garton congratulated Mike Ruddy on his hiring as the new director of planning and development. She also thanked the Frederick County public safety employees for all the work they do and the work they did before, during, and after the blizzard.

### **BOARD OF SUPERVISORS COMMENTS**

Supervisor Hess reported that he attended the Fire Academy graduation. He stated there were 11 graduates and it was an impressive ceremony.

Supervisor Dunn advised that, as part of the budget discussions, he would be looking to see if there were ways to cut down the principal on our debt.

**ADJOURN**

**UPON A MOTION BY VICE-CHAIRMAN FISHER, SECONDED BY SUPERVISOR LOFTON, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (8:15 P.M.)**

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**FEBRUARY 03, 2016**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, February 3, 2016 at 8:00 A.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

**OTHERS PRESENT**

Finance Committee member Bill M. Ewing; Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Rod Williams, County Attorney; Superintendent of Schools Dr. David Sovine; Assistant Superintendent of Administration Dr. Al Orndorff; School Board Member Mike Lake; and Executive Director of Finance for Frederick County Public Schools Lisa Frye.

**CALL TO ORDER**

Chairman DeHaven called the work session to order.

Administrator Garton reviewed the materials that had been distributed to include:

- 10 year history of revenues;
- 5 year history of unassigned fund balance; and
- Position allocation chart.

She advised that staff was seeking guidance regarding capital funding. She recommended using \$7 million from Fund Balance for one time capital expenditures to be split between the schools

and the county on the usual 53%-47% allocation or \$4 million and \$3 million respectively. She advised the Board could choose to fund the capital now or as part of the FY 2017 budget.

Supervisor Dunn stated he was willing to address the school needs now but was not ready to address the county needs at this time.

Supervisor Hess stated if the school's needs were best met by a transfer this year then he was supportive. He noted the more some of these items get postponed them more expensive they will get.

Supervisor Wells suggested moving ahead with the capital requests.

Supervisor Fisher stated he could support using Fund Balance for capital needs if we stop using it for the operating budget.

Supervisor Dunn stated he had some reservations about allocating the funding, but suggested giving the schools the \$5.2 million to address their needs and leave the capital requests for the county until next year.

Supervisor Hess noted some of the capital needs on the county side were capital needs identified in last year's budget.

Supervisor Slaughter stated she was not inclined to fund the full \$5.2 million at this time. She stated she was okay with \$4 million, but felt the remainder should be off-set by cost savings in other areas.

Dr. Sovine expressed his appreciation for the dialogue and support.

Chairman DeHaven polled the Board for a consensus to advertise a public hearing on a budget amendment for the Board's February 24, 2016 meeting. It was noted the Board would take formal action to ratify this consensus at its February 10, 2016 meeting.



Supervisors DeHaven, Fisher, Slaughter, Wells, Hess, and Lofton agreed with advertising the public hearing.

Supervisor Dunn stated he still had some reservations about appropriating the entire \$7 million.

Supervisor Slaughter asked if the Board could fund the school's request with a supplement appropriation and deal with the County's requests as part of the budget process.

Administrator Garton responded yes.

Supervisor Fisher suggested the County consider using any excess funds at the end of the year for capital projects similar to what the schools have done.

Administrator Garton reviewed various funding scenarios. She stated that she did not see how she could bring forth a budget without some sort of tax increase if there was to be no use of fund balance funding. She concluded by saying she was seeking guidance from the Board.

Supervisor Dunn noted that in 2003-2004 the real estate tax rate was \$0.73/\$100. He stated he was open to a slight tax increase, but his primary concern was the debt. If the debt were reduced over 5-8 years the county could have an additional \$15 million in revenue. He would like to see the amount of debt reduced and suggested setting aside some funds in fund balance for future building needs.

Supervisor Fisher stated he did not like a tax increase, but noted there were a number of things that had been put off for some time. He stated the Board should look at a modest tax increase because he did not see how we could keep doing what we are doing. He concluded by saying he wished the rate had been kept the same last year versus rolling back to revenue neutral.

Supervisor Wells noted everything was getting more expensive now. He congratulated the prior boards on keep the rates low, but eventually things catch up to you. He concluded by saying we need to look at a modest tax increase.

Supervisor Hess agreed some sort of tax increase was necessary. He went on to say we might have to spend some money today, but we can keep the rates lower for a longer term.

Chairman DeHaven noted we have public safety needs that need to be addressed and he expected to see a tax increase in the budget presentation because we have needs to be addressed.

Supervisor Slaughter stated she was not opposed to taking money out of fund balance until we know where we are going with Fire & Rescue. She hoped the Fire & Rescue discussions would take place.

Supervisor Dunn stated if the Board goes through with a tax increase then he would like to see some sort of debt reduction. He went on to say that he would like to see the County set some standard for vehicles because buying in bulk can help reduce the price. He did not think a salary increase was appropriate this year, but he would like to see the numbers. Supervisor Dunn also suggested the Board look at a salary increase for board members, not this year, but next year.

Administrator Garton asked if the Board would be willing to cancel the February 17, 2016 budget work session due to a scheduling conflict.

Chairman DeHaven recommended rescheduling the work session. He stated this is a tough cycle and we need to be about it.

It was also suggested the Board look at rescheduling the March 2, 2016 work session due to a scheduling conflict for a board member.

There being no further discussion, the work session adjourned at 9:58 a.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**BUDGET WORK SESSION**

**FEBRUARY 10, 2016**

A Budget Work Session of the Frederick County Board of Supervisors and Finance Committee was held on Wednesday, February 10, 2016 at 6:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Vice-Chairman Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

**OTHERS PRESENT**

Finance Committee member Bill M. Ewing; Brenda G. Garton, County Administrator; Kris C. Tierney, Assistant County Administrator; Jay E. Tibbs, Deputy County Administrator; Commissioner of the Revenue Ellen Murphy; Treasurer C. William Orndoff, Jr.; Finance Director Cheryl B. Shiffler; Assistant Finance Director Sharon Kibler; Budget Analyst Jennifer Place; Rod Williams, County Attorney; Mike Ruddy, Planning Director; Assistant Superintendent of Administration Dr. Al Orndorff; School Board Member Dr. John Lamanna; Executive Director of Finance for Frederick County Public Schools Lisa Frye; and Handley Regional Library Director John Huddy.

**CALL TO ORDER**

Chairman DeHaven called the work session to order.

**RESCHEDULE BUDGET WORK SESSION FEBRUARY 17 AND MARCH 2.**

Administrator Garton offered alternative dates to reschedule two upcoming budget work sessions due to scheduling conflicts. She asked board members to contact Deputy County Administrator Jay Tibbs with their preferences.

**REVIEW OF NEW NOTEBOOK TABS AND INFORMATION**

Administrator Garton reviewed comparison charts showing Frederick County's real estate tax rate, median income, per capita capital spending, bonded debt, and County COLA/Merit versus Social Security and Consumer Price Index increases.

### **COUNTY ADMINISTRATOR BUDGET SCENARIOS**

Administrator Garton presented proposed budget scenarios reflecting tax increases of \$0.06, \$0.08, and \$0.10 per \$100. She noted her scenarios removed all capital requests for now because the Board would consider the use of Fund Balance at its February 24, 2016 meeting. She noted if the Board chose not to fund any capital this year using fund balance then she would bring forth a budget showing some use of fund balance funding for capital needs.

Mr. Ewing stated he looked at the numbers and could balance the budget with a \$0.06 tax increase, but if he were a supervisor he would not look at doing anything more than \$0.04.

Supervisor Dunn suggested funding critical needs instead of funding all capital needs. He suggested not doing the automatic 57-43 split between the schools and the county.

Supervisor Wells stated he did not see a reason to go below \$0.06. He went on to say that what he sees is a good start.

Supervisor Fisher stated he had an interest in a number of critical areas with regard to positions and he did not think \$0.04 would touch it.

Supervisor Slaughter stated she liked what Ms. Garton had proposed and that we are kidding ourselves if we think there will be no tax increase. She went on to say if there were any additional money it should go back to public safety.

Supervisor Lofton stated his concerns would be that social security recipients received no increase this year and if anyone has money in a mutual fund or stocks they are earning less than last year.

## **OUTSIDE AGENCY REQUESTS**

Administrator Garton presented the outside agency requests. She noted if the agency has a regional agreement in place that denotes funding then she would recommend funding per the agreement.

Supervisor Lofton stated he would like to review all of the requests.

Mr. Ewing stated he would like to see them separated by those with a memorandum of understanding and those without.

Supervisor Slaughter suggested not including new requests.

Supervisor Wells stated he did not want the agencies to feel like we do not appreciate what they do, but we might not be able to fund them.

Vice-Chairman Fisher stated he would recommend not funding new requests. He went on to say he had a problem funding agencies without having the benefit of the number of county citizens affected or served by the agency.

Supervisor Lofton stated he would like to see the memorandums of understanding that do not contain a funding rate. He recommended no new agency requests and level funding agencies, except those governed by an MOU.

Supervisor Slaughter concurred.

Supervisor Hess stated he would like to see the Board hold the line where they could.

## **SUPERVISOR COMMENTS/QUESTIONS/GUIDANCE**

Supervisor Dunn distributed and reviewed an analysis he completed of the County's total debt and revenues for the past 10 years. He suggested taking some of the budget surplus to pay off debt.

Supervisor Lofton asked for information concerning the \$0.01 tax rate on airplanes and what revenue it would generate.

There being no further discussion, the work session adjourned at 6:55 p.m.

**FREDERICK COUNTY BOARD OF  
SUPERVISORS' MINUTES**

**REGULAR MEETING**

**FEBRUARY 10, 2016**



A regular meeting of the Frederick County Board of Supervisors was held on Wednesday, February 10, 2016 at 7:00 P.M., in the Board of Supervisors' Meeting Room, 107 North Kent Street, Winchester, VA.

**PRESENT**

Chairman Charles S. DeHaven, Jr.; Gene E. Fisher; Blaine P. Dunn; Robert A. Hess; Gary A. Lofton; Judith McCann-Slaughter; and Robert W. Wells.

**CALL TO ORDER**

Chairman DeHaven called the meeting to order.

**INVOCATION**

Pastor Don Den Hartog, Fellowship Bible Church, delivered the invocation.

**PLEDGE OF ALLEGIANCE**

Supervisor Fisher led the Pledge of Allegiance.

**ADOPTION OF AGENDA - APPROVED**

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

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**CONSENT AGENDA – APPROVED**

Upon a motion by Supervisor Hess, seconded by Supervisor Lofton, the Board approved the following items under the consent agenda:

- Minutes – **Tab A**;

- Request to Schedule a Public Hearing on a Proposed Amendment to the 2015-2016 Fiscal Year Budget for the February 24, 2016 Board Meeting – **Tab C**;
- Lake Holiday Sanitary District Advisory Committee – **Tab D**; and
- Transportation Committee Report – **Tab E**.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	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 January 19, 2016 retreat with the Sanitation Authority, January 20, 2016 Budget Work Session, and January 27, 2016 Joint Budget Work Session with the Frederick County School Board were approved under the consent agenda.

#### **COUNTY OFFICIALS**

#### **COMMITTEE APPOINTMENTS**

#### **NOMINATION OF DUDLEY RINKER TO FILL THE UNEXPIRED TERM OF JEREMY MCDONALD AS BACK CREEK DISTRICT REPRESENTATIVE TO THE BOARD OF ZONING APPEALS – APPROVED**

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

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

**REQUEST TO SCHEDULE A PUBLIC HEARING ON A PROPOSED  
AMENDMENT TO THE 2015-2016 FISCAL YEAR BUDGET FOR FEBRUARY  
24, 2016 BOARD MEETING – APPROVED UNDER CONSENT AGENDA**

The Board approved holding a public hearing at its February 24, 2016 meeting on a proposed amendment to the Fiscal Year 2015-2016 budget to reflect a General Fund supplemental appropriation in the amount of \$7,000,000 and a School Capital Fund Supplemental appropriation in the amount of \$4,000,000.

**COMMITTEE REPORTS**

**LAKE HOLIDAY SANITARY DISTRICT ADVISORY COMMITTEE –  
APPROVED UNDER CONSENT AGENDA**

The LHSD Advisory Committee met in the Public Works Department Conference Room located on the 2<sup>nd</sup> Floor of the 107 North Kent Street complex, on Wednesday, January 27, 2016 at 10:00 a.m.

All members were present. Representatives of LHCC were their manager Dave Burleson, the President of the Association, Brenda Badders-Riesgraf, and Vice-President Pat Cooney. Frederick County representatives were Supervisor Hess, Rod Williams, Ed Strawsnyder, and Kris Tierney.

The committee took two actions related to Sanitary District assessments.

1. The committee recommended leaving the FY17 assessments the same as in past years. (Buildable lots \$678 and \$264 for membership lots)
2. The Committee also recommended an assessment of zero on land held in common by LHCC.

The Board should consider these recommendations when officially setting the rates as part of the budget adoption this spring.

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

The Transportation Committee meeting scheduled for January 25, 2016 was delayed due to weather and met on February 1, 2016 at 8:30 a.m.

**Members Present**

Gary Lofton (voting)  
Barry Schnoor (voting)  
Judith McCann-Slaughter (voting)  
Gary Oates (liaison PC)

**Members Absent**

Mark Davis (liaison Middletown)  
Gene Fisher (voting)  
James Racey (voting)  
Lewis Boyer (liaison Stephens City)

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

None

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

**1. Comprehensive Plan Transportation Section Update**

The Committee reviewed the attached updates to the Transportation Section of the comprehensive plan in which staff implemented the previously discussed changes and agreed to forward to the CPPS via consensus.

**2. House Bill 2 Update**

Staff updated the Committee on the status of the County's HB2 applications and noted that Projects 1, 4, and 5 from the list below are currently being recommended funding.

1. Route 11 North at Exit 317
2. Construction of Route 37 from Exit 310 to Route 522
3. Restoration of Route 277 Improvements to the Plan
4. Route 11 South Intersection with Apple Valley Road – Intersection Improvements
5. Fox Drive at Route 522 – Turn Lane Improvements

Staff noted that while our larger projects were not successful given the extreme competition within the state, our strategy of applying for smaller projects in addition to the larger projects was very successful. Frederick County was the only locality in the Staunton district north of Harrisonburg to receive any funding recommendations.

Staff discussed that looking ahead to next year the County will need to develop more small and mid-range project applications in addition to working to strengthen the applications for and strategize difference scenarios on the larger projects.

Finally, it was noted that, due to the fact that significant scoring is gained on Economic Development categories, that the County must coordinate with the EDA on the creation or modification of EDA strategic planning documents that highlight key transportation projects that meet EDA goals.

### **3. Other**

Staff updated the Committee on the status of several of our revenue sharing projects and noted that the notice to proceed on Snowden Bridge Boulevard should be going out later this month.

#### **PUBLIC HEARING**

**PROPOSED CONVEYANCE OF AN EASEMENT TO CLEARBROOK VOLUNTEER FIRE & RESCUE, INC. TO ACCOMMODATE A CONNECTION TO THE FREDERICK SANITATION AUTHORITY SYSTEM, FOR THE BENEFIT OF THE PROPERTY OF CLEARBROOK FIRE & RESCUE, INC., THE EASEMENT CONSTITUTING 13,750 SQUARE FEET, MORE OR LESS, AND BEING LOCATED ON A PORTION OF TAX PARCEL NUMBER 33-A-162B, THE PARCEL BEING A PORTION OF THE PROPERTY USED BY AND REFERRED TO BY FREDERICK COUNTY AS CLEARBROOK PARK, IN THE STONEWALL MAGISTERIAL DISTRICT. - APPROVED**

Parks and Recreation Director Jason Robertson appeared before the Board regarding this item. He advised the Parks and Recreation recommended approval of an easement request for Clearbrook Fire & Rescue. He advised the Commission waived the easement fee with the stipulation that the fee be paid in full should the property be sold within the next 10 years. He concluded by saying the fire company was agreeable to the terms.

Chairman DeHaven convened the public hearing.

There were no public comments.

Chairman DeHaven closed the public hearing.

Upon a motion by Supervisor Slaughter, seconded by Supervisor Hess, the Board approved the conveyance of the easement for the benefit of Clearbrook Volunteer Fire & Rescue, Inc.

The above motion was approved by the following recorded vote:

Charles S. DeHaven, Jr.	Aye
Blaine P. Dunn	Aye
Gene E. Fisher	Aye
Robert A. Hess	Aye
Gary A. Lofton	Aye
Judith McCann-Slaughter	Aye
Robert W. Wells	Aye

#### **BOARD LIAISON REPORTS**

There were no Board liaison reports.

#### **CITIZEN COMMENTS**

There were no citizen comments.

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

Supervisor Lofton stated that he was troubled by the misinformation out in the public regarding Delegate LaRock and Frederick County's request to be a steward of granting tax exemptions. He stated that he would like to get the word out. He went on to say his trouble with the tax exempt decisions was that the state was the one who decided.

Supervisor Dunn encouraged citizens to look at the proposed budget because he would like to hear what they recommend and would like them to give the Board feedback. He stated that he would also like the Board to consider enacting an ordinance mandating citizens clear the snow from around fire hydrants after a snowstorm.

#### **ADJOURN**

**UPON A MOTION BY VICE-CHAIRMAN FISHER, SECONDED BY SUPERVISOR LOFTON, THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS BOARD, THIS MEETING IS HEREBY ADJOURNED. (7:22 P.M.)**

## CONSENT AGENDA

B



## **BOARD OF SUPERVISORS**

### **PROCLAMATION APRIL 1-7, 2016 AS LOCAL GOVERNMENT EDUCATION WEEK**

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

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

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

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

**NOW, THEREFORE, BE IT PROCLAIMED**, by the Board of Supervisors of the County of Frederick, Virginia, that April 1-7, 2016 is hereby designated as Local Government Education Week; and

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

**ADOPTED** this 24<sup>th</sup> day of February, 2016.

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Charles S. DeHaven, Jr., Chairman  
Board of Supervisors  
County of Frederick, Virginia





February 3rd, 2016

The Honorable Charles S. DeHaven, Jr.  
Chairman  
Frederick County Board of Supervisors  
107 N. Kent Street,  
Winchester, VA 22601



Dear Chairman DeHaven,

We are a group of Service Learning students from Millbrook and Sherando High Schools, working with the County Administrator's Office as well as Frederick County Public School System to continue promoting a local government week in Frederick County Public Schools. As part of our project, we are respectfully requesting the Board to proclaim the first week in April as Local Government Week in Frederick County. We have attached a proposed proclamation for your consideration.

If you have any question, concerns, or comments, please do not hesitate to contact our supervisor, Mr. Jay Tibbs, at [jtibbs@fcva.us](mailto:jtibbs@fcva.us). We hope the Board will honor our request.

Sincerely,

Abigail Smith

Airelle Cottrill

Nina Hicks

Bethany Melvin

C



# Employee of the Month Resolution

Awarded to

## Jeff Jerome

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

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

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

**WHEREAS**, Jeff Jerome who serves as a Recreation Technician at Redbud Run Elementary School where he leads the before and after school basicREC program for the Parks and Recreation Department was nominated for Employee of the Month; and,

**WHEREAS**, on December 17, 2015, at the holiday party for the kids attending the program, Jeff was alerted to a participant choking on a piece of food. He responded immediately to the struggling child and performed the Heimlich Maneuver to free the piece of food from the child's airway to avoid a tragic outcome. Jeff responded appropriately and timely to this TRUE emergency and used his training and expertise to solve a traumatic event in a matter of seconds. Jeff showed that the training the Frederick County Parks and Recreation Department puts each staff person through is vitally important.

**NOW, THEREFORE, BE IT RESOLVED**, by the Frederick County Board of Supervisors this 24<sup>th</sup> day of February, 2016, that Jeff Jerome is hereby recognized as the Frederick County Employee of the Month for February 2016; and,

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

**BE IT FURTHER RESOLVED**, that Jeff Jerome is hereby entitled to all of the rights and privileges associated with this award.



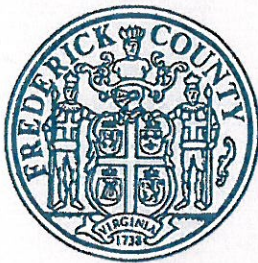
County of Frederick, VA  
Board of Supervisors

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Charles S. DeHaven, Jr., Chairman



D



COUNTY of FREDERICK

**Jay E. Tibbs**  
Deputy County Administrator

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

**MEMORANDUM**

**TO:** Board of Supervisors  
**FROM:** Jay E. Tibbs, Deputy County Administrator *Jay E. Tibbs*  
**DATE:** February 18, 2016  
**RE:** Committee Appointments

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

MPO Technical Advisory Committee (TAC)

Eric R. Lawrence – Former Planning Director

**(The Board will need to fill the seat of Eric Lawrence, former Planning Director.)** *(The county has four seats on the advisory committee. The Technical Advisory Committee is comprised of planners, highway engineers, and other transportation experts. There are fourteen (14) voting members on the Technical Advisory Committee. The Technical Advisory Committee reviews and makes recommendations to the MPO Policy Board on all plans and programs to be adopted, conducts special studies at the request of the MPO Policy Board, and generally provides expert transportation advice to the MPO Policy Board. ) (See Attached Current Roster and Page 5 of the By-Laws with Reference to the Make Up of the Advisory Committee.)*

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

**(See Attached Application of Deborah Rockwell.) (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 comprised 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.)**

**FEBRUARY 2016**

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.



**APRIL 2016**

Extension Leadership Council

Judy Wolfrey – Member-At-Large  
764 Armel Road  
White Post, VA 22663  
Phone: (540)247-9456  
Term Expires: 04/24/16  
Four year term

**(Extension Agent Mark Sutphin has contacted Ms. Wolfrey and she is willing to be reappointed. See Attached Correspondence from Extension Agent Mark Sutphin.)** *(The Extension Leadership Council is comprised of one citizen member from each district appointed by the Board of Supervisors and three members-at large recommended by the Virginia Tech Extension Service.)*

Historic Resources Advisory Board

Lauren Krempa Murphy – Member-At-Large  
106 Dollie Mae Lane  
Stephens City, VA 22655  
Phone: (540)338-2304  
Term Expires: 04/09/16  
Four year term

*(The Historic Resources Advisory Board is comprised of nine members, one member from each magisterial district and three members at large.)*

Sanitation Authority

Stan Crockett – Frederick County Representative  
139 Panorama Drive  
Winchester, VA 22603  
Phone: (540)533-9581  
Term Expires: 04/15/16  
Four year term

Martha W. Dilg – Frederick County Representative  
5220 Main Street  
Stephens City, VA 22655  
Phone: (540)869-4813

**Memorandum – Board of Supervisors**  
**February 18, 2016**  
**Page 4**

Term Expires: 04/15/16  
Four year term

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

BGG/tjp

Attachments

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**WIN FRED**  
**METROPOLITAN PLANNING ORGANIZATION**  
**WIN-FRED METROPOLITAN PLANNING ORGANIZATION**

**TECHNICAL ADVISORY COMMITTEE**

<b>Chair</b>	Tim Youmans	Winchester
<b>Vice Chair</b>	Eric Lawrence	Frederick County
<b>Secretary/Treasurer</b>	Martha Shickle	NSVRC

**VOTING MEMBERS**

<b>Frederick</b>	Patrick Barker Executive Director Winchester-Frederick Co., EDC 45 E. Boscawen St. Winchester, VA 22601 O: 665-0973 F: 722-0604 Email: pbarker@wininva.com	Eric Lawrence Director, Planning and Development 107 N. Kent St. Winchester, VA 22601 O: 665-5651 F: 665-6395 Email: elawrenc@fcva.us
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John Bishop Deputy Director - Transportation 107 N. Kent St. Winchester, VA 22601 O: 665-5651 F: 665-6395 Email: jbishop@fcva.us	Kris Tierney Assistant County Administrator 107 N. Kent St. Winchester, VA 22601 O: 662-8729 F: 667-0370 Email: ktierney@fcva.us
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<b>Stephens City</b>	Tim Stowe P.O. Box 250 Stephens City, VA 22655 O: 869-3087 F: 869-6166 Email: timstowe@stowecompanies.com
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<b>VDOT</b>	Terry Short District Planning Manager 811 Commerce Ave. Staunton, VA 24401 O: (540) 332-9067 F: (540) 332-2262 Email: terry.shortJR@VDOT.Virginia.gov
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<b>VDRPT</b>	Lisa DuMetz VA Dept. of Rail & Public Transportation - Northern Virginia Office 6363 Walker Lane, Suite 500, Alexandria, VA 22310 O: 571-483-2605 Email: Lisa.DuMetz@drpt.virginia.gov
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**Win. Airport**

Serena "Renny" Manuel  
Executive Director  
491 Airport Rd.  
Winchester, VA 22602  
O: 662-5786 F: 722-9335  
Email: okvmanuel@adelphia.net

**Win. Transit**

Renee Wells  
Winchester Transit Director  
301 E. Cork St.  
Winchester, VA 22601  
O: 667-1815  
renee.wells@winchesterva.gov

**Winchester**

Vacant

Tom Hoy  
Director of Public Works  
301 E. Cork St.  
Winchester, VA 22601  
O: 667-1815  
Email: tom.hoy@winchesterva.gov

Tim Youmans  
Planning Director  
15 N. Cameron St.  
Winchester, VA 22601  
O: 667-1815 F: 722-3618  
Email: timothy.youmans@winchesterva.gov

Perry Eisenach  
Public Services Director  
15 N. Cameron St.  
Winchester, VA 22601  
O: 667-1815 F: 662-3351  
Email: perry.eisenach@winchesterva.gov

**Staff**

Martha Shickle  
Executive Director  
Email: mshickle@nsvregion.org

Karen Taylor  
Sr. Project & Operations Manager  
Email: ktaylor@nsvregion.org

John Madera  
Principal Planner  
jmadera@nsvregion.org

**Contact Information for Staff**

400 Kendrick Lane, Ste. E  
Front Royal, VA 22630  
O: (540) 636-8800 F: (540) 635-4147

Approved: March 26, 2003

Amended: January 17, 2007

**BYLAWS  
OF THE  
WINCHESTER-FREDERICK COUNTY ("WIN-FRED")  
METROPOLITAN PLANNING ORGANIZATION**

**Policy Committee**

**ARTICLE I**

**NAME**

- S     1     The name of this organization shall be known as the **Win-Fred Metropolitan Planning Organization** and shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning Process for the Winchester-Frederick County Urbanized Area between the Commonwealth of Virginia - Secretary of Transportation, hereinafter referred to as the "STATE"; the City of Winchester, acting as a local unit of government, hereinafter referred to as the "CITY"; the County of Frederick, acting as a local unit of government, hereinafter referred to as the "COUNTY"; and the Town of Stephens City, acting as a local unit of government, hereinafter referred to as the "TOWN".

**ARTICLE II**

**PURPOSE AND POWERS**

- S     1     The MPO shall be the policy decision-making body for the Win-Fred Area Transportation Study (hereinafter referred to as the "Study"), for the purpose of carrying out the continuing, cooperative, comprehensive ("3C") transportation planning and programming process as defined in Section 134 of Title 23, United States Code; Sections 3, 4(a), 5 and 8 of the Urban Mass Transportation Act of 1964: (49 U.S.C. Sect. 1602, 1603(a), 1604, and 1607); 23 CFR, Chapter 1, Part 450; 49 CFR, Chapter VI, Part 613; and in accordance with the Constitution and Statutes of the Commonwealth of Virginia.
- S     2     In carrying out its responsibility for the Study, the MPO shall:
- a. Establish policy for the continuing, comprehensive, and cooperative transportation planning process
  - b. Review the transportation plan for the study area on an annual basis

- c. Determine when a reevaluation of the transportation plan for the study area is necessary
- d. Review the results of the reevaluation
- e. Recommend action by other appropriate agencies
- f. Revise the study area, defined by the "cordon boundary," as required, and in conjunction with the STATE
- g. Review and approve the annual planning documents as required by the U.S. Department of Transportation regulations, as amended
- h. Perform other reviews and evaluations that may be required to expedite the process

### **ARTICLE III**

#### **MEMBERSHIP**

- S    1    Voting Membership - The voting membership of the MPO shall be composed of three (3) voting members representing the City of Winchester, three (3) voting members representing Frederick County, and one (1) voting member representing the Town of Stephens City who will be vested with the authority to speak for and act on behalf of the appointing local government on matters concerning area wide transportation planning activities. The Secretary of Transportation, representing the STATE, shall appoint one member to the MPO for the Commonwealth of Virginia.

For the CITY and COUNTY, at least two of their members shall be from their respective elected governing body; the third member can be their respective Chief Administrative Officer. The Town of Stephen City's member shall be from its elected governing body or its Chief Administrative Officer.

- S    2    Nonvoting Membership - The nonvoting membership of the MPO shall be composed of one (1) representative each designated by and representing the Federal Highway Administration, the Federal Transit Administration, and the Virginia Department of Rail & Public Transportation. Other appropriate nonvoting members may be added as agreed upon by a majority vote of Policy Board members.
- S    3    Alternate Members - The CITY, the COUNTY, the TOWN, and the STATE may designate alternate members to serve in the absence of their regular representative(s) by submitting the alternate(s) name(s) to the chairman of the

MPO. An alternate may only vote in the absence of the regular member he or she represents.

- S 4 Attendance - Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Chairman of the MPO shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the MPO.

## ARTICLE IV

### TERMS OF OFFICE AND VOTING

- S 1 Terms of Office - The terms of office of MPO members shall be as follows:
- a. MPO members who are appointed by local governing bodies and are also members of the local governing body shall serve coincident with their elected terms of office or shorter terms as their governing bodies shall determine.
  - b. MPO members who are appointed by the local governing bodies and who are not members of local governing bodies will serve for three (3) years from date of appointment regardless of whether the appointment is necessary due to a resignation of an MPO member.
  - c. The MPO member appointed by the STATE shall serve continuously at the pleasure of the STATE.
  - d. Nonvoting MPO members appointed by the Federal Highway Administration, Federal Transit Administration, and the Virginia Department of Rail and Public Transportation and all other designated nonvoting members shall serve continuously at the pleasure of the appointing body.
- S 2 Voting Rights - Each MPO member with voting rights shall have one (1) equal vote in all matters before the MPO.
- S 3 Proxy Votes - Voting by proxy shall not be permitted.
- S 4 Quorum - A majority of the MPO voting members shall constitute a quorum.
- S 5 Approval Vote - Unless otherwise indicated in the bylaws, all actions of the MPO shall be approved by the majority of voting members present.

## ARTICLE V

### OFFICERS

- S 1 Officers - The officers of the MPO shall include a Chairman and Vice Chairman

who shall be elected from the membership of the MPO. The Executive Director of the Northern Shenandoah Valley Regional Commission, hereinafter referred to as the COMMISSION, shall serve as Secretary-Treasurer.

- S     2     Terms of Office - The Chairman and Vice Chairman shall serve for one year or until their successors are elected and shall be eligible for re-election. The Secretary-Treasurer shall serve continuously, at the pleasure of the MPO.
  
- S     3     Election of Officers - The election of officers shall be held at the MPO's first meeting after July 1<sup>st</sup> of each year and those members elected to office shall assume their duties at the conclusion of the voting.
  
- S     4     Vacancies - If for any reason, an officer position becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the MPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.
  
- S     5     Powers and Duties of the Officers - The powers and duties of the officers of the MPO shall be as follows:
  - a. Chairman - The chairman shall have the recognized and generally accepted powers and duties of the position of chairman; shall preside over all meetings of the MPO; shall be eligible to vote on all matters before the MPO; shall appoint all committees necessary to the MPO, with confirmation by the MPO; shall have the authority to delegate functions to the designated MPO staff; and shall perform other duties as may be assigned by the MPO.
  - b. Vice Chairman - The Vice Chairman shall serve as Chairman in the absence or disability of the Chairman and complete other such duties as assigned by the MPO.
  - c. Secretary-Treasurer - The Secretary-Treasurer shall make all meeting arrangements and prepare and mail meeting notices and agendas to all MPO members, at the direction of the MPO; shall prepare and maintain official minutes of all MPO meetings, with review and approval of the MPO; shall maintain financial records for all MPO funded planning activities and make periodic financial reports to the MPO; and shall maintain permanent records of all MPO activities.
  
- S     6     Line of Succession - At any given meeting when the chairman and vice chairman are absent, the first order of business at the meeting shall be the election of a temporary chairman for that meeting.
  
- S     7     Officer Representation - The Chairman and Vice Chairman of the MPO shall not



be representatives of the same governmental subdivision.

## ARTICLE VI

### STAFF SUPPORT

- S 1 Designated Staff Support - The administrative and professional staff to the MPO shall be provided by the COMMISSION at the level necessary to carry out all tasks specified in the annual Unified Planning Work Program. The STATE shall also provide staff assistance to the MPO. The MPO may request staff assistance from the CITY, COUNTY, and/or TOWN on an as-needed basis.

Staffing decisions for the MPO shall be made by the Secretary-Treasurer, subject to review and approval by the MPO Policy Board.

- S 2 Work Program - The staff will prepare a Unified Planning Work Program (UPWP) for review and approval by the MPO on an annual basis. The UPWP will outline the work activities to be accomplished for the fiscal year and will contain a budget that allocates the Section 112 (PL) and Section 5303 transportation planning funds.
- S 3 Fiscal Year - The fiscal year of the MPO shall be July 1 - June 30.
- S 4 MPO Member Liability - Individual MPO members, acting as members of the MPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the MPO.

## ARTICLE VII

### COMMITTEES

- S 1 Technical Committee - The MPO shall create a Technical Committee to provide technical review, comment, and recommendations to the MPO. The Technical Committee shall be composed of individuals with technical knowledge in transportation matters. The voting membership of the Technical Committee shall be composed of four (4) members each designated by the CITY and the COUNTY; one (1) member designated by the TOWN; and three (3) members designated by the STATE. The Technical Committee will also include one (1) voting representative each representing the Winchester Regional Airport Authority; Winchester Transit; and any other appropriate agency as determined by the MPO. The Federal Highway Administration and the Federal Transit Administration shall have nonvoting representation on the Technical Committee. The MPO Chairman and Vice Chairman shall be ex-officio members of the Technical Committee.

- A. A meeting quorum shall be established by two (2) members of the CITY and two members of the COUNTY, one (1) member of the STATE, and one (1) member of the TOWN being present.
    - B. The TOWN shall be permitted to designate an alternate member for a Technical Advisory Committee meeting.
  - S 2 Citizen's Advisory Committee - The MPO shall create a Citizen's Advisory Committee to provide citizen input, review, comments, and recommendations to the MPO. The Citizen's Advisory Committee shall be composed of individuals representing a diverse background in the Winchester-Frederick County region. The CITY, COUNTY, and TOWN shall appoint citizens to the Citizen's Advisory Committee as follows:
    - a. City of Winchester: 3 citizen appointees
    - b. Frederick County: 3 citizen appointees
    - c. Town of Stephens City: 1 citizen appointee
  - S 3 Special Committees - The MPO may establish standing and special committees that it deems necessary and shall determine the instructions for, and method of appointing members to each committee. Vacancies in committees shall be filled by the Chairman. The Chairman of the MPO shall be an ex-officio member of all committees.

## ARTICLE VIII

### MEETINGS

- S 1 Regular Meetings - The MPO shall establish a regular date and place for its meetings. The chairman may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of any rescheduled meetings.
- S 2 Special Meetings - Special meetings may be called by the Chairman or by the Chairman on petition of more than three (3) MPO voting members.
- S 3 Public Hearings - The MPO shall conduct all public hearings required by law and those deemed to be in the public interest.
- S 4 Meetings Open to Public - All meetings of the MPO shall be open to the public. However, the MPO may hold executive sessions in accordance with the Virginia Freedom of Information Act.
- S 5 Meeting Minutes - The COMMISSION, serving as staff to the MPO, shall assist



the Chairman and Vice Chairman in preparing meeting agendas, conducting meetings, and preparing minutes of each meeting. The minutes shall be presented at the next meeting for review and approval. After approval, the minutes shall be available to the public and shall be made an official record of the MPO.

## **ARTICLE IX**

### **COORDINATION RESPONSIBILITIES**

- S 1 Agency Coordination - The MPO shall be responsible for the coordination of all transportation planning activities conducted by various transportation related agencies that have both a direct and indirect impact on the Study.
- S 2 Intergovernmental Review - All agencies applying for federal and state funds through the Unified Planning Work Program and the Transportation Improvement Program, except when a funding agency directs otherwise, shall submit their applications through the MPO. The MPO shall be responsible for submitting the notice of intent application to the area wide clearinghouse pursuant to the requirements of Office of Management and Budget (OMB) Circular No. A-95.

## **ARTICLE X**

### **PARLIAMENTARY PROCEDURE**

- S 1 Except as provided herein, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

## **ARTICLE XI**

### **AMENDMENTS**

- S 1 Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least thirty (30) days to review the proposed amendments. At a regular meeting of the MPO thereafter, a majority vote of all voting members of the MPO shall be required to adopt any proposed amendment to the bylaws.

## **ARTICLE XII**

### **EFFECTIVE DATE**

- S 1 These bylaws, and any amendments thereto, shall become effective immediately

upon adoption by the MPO.

## Teresa Price

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

Brenda,

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

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

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

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

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

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

Thanks!

**Mark Sutphin**

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

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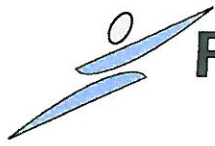
Virginia Cooperative Extension - Frederick County Office | 107 North Kent Street | Winchester, VA 22601  
Phone - 540.665.5699 | Fax - 540.722.8380 | Cell - 540.398.8148 | Email - [mark.sutphin@vt.edu](mailto:mark.sutphin@vt.edu)  
<http://offices.ext.vt.edu/frederick/> | <http://vacoopext.blogspot.com/>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



Virginia Tech • Virginia State University

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

E



# Frederick County Public Schools

... to ensure all students an excellent education

Executive Director of Finance

fryel@fcpsk12.net

**DATE:** February 17, 2015

**TO:** Jay Tibbs, Deputy County Administrator

**FROM:** Lisa K. Frye, Executive Director of Finance

**SUBJECT:** Spring 2016 VPSA Bond Sale

The School Board requests, by way of the attached resolution, participation in the Virginia Public School Authority (VPSA) bond sale program for the portion of the capital projects \$5,188,471 list not funded with the County's unreserved fund balance. The resolution allows for flexibility in the amount up to \$5,190,000 which represents equal increments of \$5,000 as prescribed by VPSA. (Special note: As of the date of this memo, the Board of Supervisors has not taken final action to appropriate, nor identify the funding source, for the full value of the capital projects list, but is scheduled to do so on February 24, 2016. Due to the VPSA deadlines, as well as board meeting schedules, the School Board resolution was written in a manner to accommodate the possibility of VPSA funding for any portion not funded with County reserves.)

To begin the governing body approval process, the Board of Supervisors is requested to take action at their February 24, 2016 meeting to set a public hearing for March 23, 2016, after which an approving resolution for the bond sale can be considered. The approving resolution will be prepared by bond counsel and will be provided in advance of the March 23<sup>rd</sup> agenda packet deadline.

Please do not hesitate to contact me should you have any questions. Thank you.

Attachment (1)

cc: David T. Sovine, Ed.D., Superintendent  
Brenda G. Garton, County Administrator  
Cheryl Shiffler, Frederick County Finance Director  
Bond Counsel

**RESOLUTION REQUESTING THE BOARD OF SUPERVISORS  
TO ISSUE GENERAL OBLIGATION SCHOOL BONDS FOR  
SCHOOL PURPOSES AND CONSENTING TO  
THE ISSUANCE THEREOF**

**WHEREAS**, the Frederick County School Board (the "School Board") has determined that it is advisable to finance certain capital projects for public school purposes, including mechanical, plumbing, and electrical maintenance projects, replacement school buses, and technology equipment, with general obligation bonds of the County of Frederick, Virginia (the "County") in an amount not to exceed \$5,190,000 (the "Bonds") and to sell the Bonds to the Virginia Public School Authority ("VPSA").

**NOW, THEREFORE, BE IT RESOLVED BY THE FREDERICK COUNTY SCHOOL BOARD:**

1. The School Board hereby (i) requests, pursuant to Section 15.2-2640 of the Code of Virginia, 1950, as amended (the "Code"), that the Board of Supervisors of the County cause the County to issue its general obligation school bonds (the "Bonds") in an aggregate principal amount not in excess of \$5,190,000, but with the objective of providing up to \$5,190,000 in net proceeds, to finance capital maintenance and equipment needs, which constitutes capital projects for public school purposes and (ii) consents, pursuant to Section 15.2-2638.B(iii) of the Code and Article VII, Section 10(b) of the Constitution of Virginia, to the issuance of the Bonds.

2. Further, the School Board consents to and authorizes an application to the VPSA for the purchase of the Bonds by the VPSA as part of its 2016 Spring Pooled Bond Sale. The Chairman of the School Board, the Superintendent of the schools of Frederick County School Division (the "Schools"), and such other officer or officers of the School Board or the Schools as either may designate (the "Authorized Officers") are hereby authorized to decrease the amount of proceeds requested to the extent the County and such Authorized Officers deem it necessary to issue the Bonds in an amount less than provided in paragraph 1 above.

3. The Authorized Officers are hereby authorized and directed to execute and deliver on behalf of the School Board a Use of Proceeds Certificate and Tax Compliance Agreement (the "Tax Compliance Agreement") setting forth the expected use and investment of the proceeds of the



Bonds and containing such covenants as may be necessary for the bonds issued by VPSA in the Spring of 2016 (the "VPSA Bonds") to show compliance with the provisions of the Internal Revenue Code of 1986, as amended (the "Tax Code"), and the applicable regulations. The School Board covenants on behalf of itself and the Schools under its governance that the School Board and the Schools shall comply with the provisions of the Tax Compliance Agreement and the Tax Code so that the interest on the VPSA Bonds is excludable from gross income under the Tax Code.

4. This resolution shall take effect immediately.

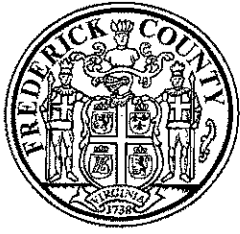
**ADOPTED BY THE FREDERICK COUNTY SCHOOL BOARD THIS 16<sup>TH</sup> DAY  
OF FEBRUARY 16, 2016**

<b>Member</b>	<b>Vote</b>	<b>Member</b>	<b>Vote</b>
John J. Lamanna	_____	Peggy Clark	_____
Michael A. Lake	_____	Frank E. Wright	_____
Seth T. Thatcher	_____	Jay W. Foreman	_____
Kali C. Klubertanz	_____		
Absent: _____		_____ Chairman Frederick County School Board	
		_____ Clerk Frederick County School Board	

## CONSENT AGENDA

F





## COUNTY OF FREDERICK

Information Technologies  
(540) 665-561414

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Patrick Fly, Interim IT Director

**DATE:** February 9, 2016

**RE: Board of Supervisors Information Technology Committee Report**

The Board of Supervisors Information Technology Committee met in the First Floor Conference Room at 8:15am on Tuesday, February 9, 2016. All members were present with the exception of Citizen Representative Lorin Sutton

#### **\*\*\*Items Requiring Board Action\*\*\***

1. None

#### **\*\*\*Items NOT Requiring Board Action\*\*\***

1. Mr. Fly, Interim IT Director, presented the Committee with information regarding the virtualization 5 year refresh update for purposes of replacing end of life enterprise equipment, disaster recovery, expanded storage, development environment, and virtual desktop enterprise.
2. Ms. Nugent presented the Committee with information regarding the FY16-17 PC Refresh.
3. Mr. Fly presented the Committee with the Information Technologies FY16-17 budget requests.
4. Mr. Fly presented the Committee with the Information Technologies responsibilities regarding the Round Hill Fire Station Phone System
5. Mr. Fly presented the Committee with information from FEMA to update the 100 Year Flood Plan

There being no further business, the meeting was adjourned.

#### **Information Technologies Committee**

Gary Lofton, Chairman  
Robert Hess  
Judith McCann-Slaughter  
Quaiser Absar  
Lorin Sutton  
Todd Robertson

By:   
Patrick Fly  
Interim IT Director

# BOS Tech Committee

## *A G E N D A*

**Date: Tuesday  
February 9<sup>th</sup>, 2016**

**Time: 8:15 am**

**Purple Conference Room  
107 N Kent Street**

- Non-actionable Item: Virtualization Refresh Update
- Non-actionable Item: PC Refresh Update
- Non-actionable Item: Budget Request for FY16-17 Update
- Non-actionable Item: New Round Hill Fire Station Phone System Update
- Non-actionable Item: County FEMA Flood Maps Update



## Virtualization Refresh

MAIN SITE												
	Role	Unit Count	Model	Processor	RAM/Memory	Storage	Network	Admin	Support	Server Price	Total Price	
Compute	VM Hosts	8	FC630	2 x E5-2698 2.3ghz - 16C	16 x 16gb 256 GB	SD boot Mirror SD cards	NDC 2 x 10gb PCIe 2 x 10gb SFP+	IDRAC 8 Ent	3 Year Pro 24 x 7 x 4hrs	\$13,879		\$111,032
	Server Chassis	2	FX2 Chassis	n/a	n/a	n/a	2 x 410S SFP+ 4 x 10gb per switch	CMC	3 Year Pro 24 x 7 x 4hrs Installation	\$6,618		\$13,236
SAN Storage	SAN	1	Compellent 4020 with 2 x SC200	Dual Controllers	Dual Cache	72TB RAW 12 x 1.92TB SSD (RI) 24 x 2TB NLSAS	Dual 2 x 10gb SFP+	Storage Cntr Progression Installation Training	3 Year Pro 24 x 7 x 4hrs	\$72,845		\$72,845
	10gb SAN iSCSI Switch	2	N4064F	n/a	n/a	n/a	48 x 10gb SFP+ 2 x QSFP+	Console OMNM	3 Year Pro 24 x 7 x 4hrs	\$8,929		\$17,858
	Cabling						13 SFP+ cables			\$0		\$0
Network	10gb Core LAN Switch	0	n/a	n/a	n/a	n/a	NEED SRP+ 10gb	n/a	n/a	\$0		\$0
	1gb Mngmt Switch	1	N3024	n/a	n/a	n/a	24 x 1gb 2 x 10gb SFP+	n/a	3 Year Pro 24 x 7 x 4hrs	\$1,752		\$1,752
Backup	Backup	1					TBD			\$0		\$0
Software	Windows Server	8	Windows 2012	DataCenter	n/a	n/a	n/a	n/a	n/a	\$4,544		\$36,352
	Windows Server	250	Windows 2012 CALs	n/a	n/a	n/a	TBD	n/a	n/a	\$28		\$7,018
	Vmware Vsphere	16	Vsphere 6 Enterprise	Per Socket	n/a	n/a	n/a	n/a	n/a	\$2,390		\$38,240
	Vmware Vsphere	16	Vsphere 6 Enterprise	Support	n/a	n/a	n/a	n/a	n/a	\$1,819		\$29,104
VDI Software	Vmware Horizon	1	Horizon Standard	100 user pack	n/a	n/a	n/a	n/a	n/a	\$20,050		\$20,050
	Vmware Horizon	1	Horizon Standard	100 User Support	n/a	n/a	n/a	n/a	n/a	\$15,796		\$15,796
	Windows Server	100	RDS CAL 2012	n/a	n/a	n/a	n/a	n/a	n/a	\$97		\$9,728
	Windows VLA	100	Windows Ent	n/a	n/a	n/a	n/a	n/a	n/a	\$234		\$23,386
	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$0		\$0
Total \$396,397												
DR Site												
	Role	Unit Count	Model	Processor	RAM/Memory	Storage	Network	Admin	Support	Server Price	Total Price	
Compute	VM Hosts	3	FC630	2 x E5-2698 2.3ghz - 16C	16 x 16gb 256 GB	SD boot Mirror SD cards	NDC 2 x 10gb PCIe 2 x 10gb SFP+	IDRAC 8 Ent	3 Year Pro 24 x 7 x 4hrs	\$13,879		\$41,637
	Server Chassis	1	FX2 Chassis	n/a	n/a	n/a	2 x 410S SFP+ 4 x 10gb per switch	CMC	3 Year Pro 24 x 7 x 4hrs Installation	\$6,618		\$6,618
SAN Storage	SAN	1	Compellent 4020 with 2 x SC200	Dual Controllers	Dual Cache	60TB RAW 6 x 1.92TB SSD (RI) 24 x 2TB NLSAS	Dual 2 x 10gb SFP+	Storage Cntr Progression Replication Installation	3 Year Pro 24 x 7 x 4hrs	\$52,823		\$52,823
	10gb SAN iSCSI Switch	2	N4032F	n/a	n/a	n/a	24 x 10gb SFP+ 2 x QSFP+	Console OMNM	3 Year Pro 24 x 7 x 4hrs	\$6,129		\$12,258
	Cabling						13 SFP+ cables			\$0		\$0
Network	10gb Core LAN Switch	0	n/a	n/a	n/a	n/a	NEED SRP+ 10gb	n/a	n/a	\$0		\$0
	1gb Mngmt Switch	1	N3024	n/a	n/a	n/a	24 x 1gb 2 x 10gb SFP+	n/a	3 Year Pro 24 x 7 x 4hrs	\$1,752		\$1,752
Backup	Backup	1					TBD			\$0		\$0
Software	Windows Server	3	Windows 2012	DataCenter	n/a	n/a	n/a	n/a	n/a	\$4,544		\$13,632
	Windows Server	0	Windows 2012 CALs	n/a	n/a	n/a	TBD	n/a	n/a	\$28		\$0
	Vmware Vsphere	6	Vsphere 6 Enterprise	Per Socket	n/a	n/a	n/a	n/a	n/a	\$2,575		\$15,450
	Vmware Vsphere	6	Vsphere 6 Enterprise	Support	n/a	n/a	n/a	n/a	n/a	\$1,875		\$11,250
Total \$155,420												

# Virtualization Refresh

MAIN SITE											
	Role	Unit Count	Model	Processor	RAM/Memory	Storage	Network	Admin	Support	Server Price	Total Price
Compute	VM Hosts	8	FC630	2 x E5-2698 2.3ghz - 16C	16 x 16gb 256 GB	SD boot Mirror SD cards	NDC 2 x 10gb PCIe 2 x 10gb SFP+ 2 x 410S SFP+ 4 x 10gb per switch	IDRAC 8 Ent	3 Year Pro 24 x 7 x 4hrs	\$13,879	\$11,032
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	1gb Mngmt Switch	1	N3024	n/a	n/a	n/a	24 x 1gb 2 x 10gb SFP+	n/a	3 Year Pro 24 x 7 x 4hrs	\$1,752	\$1,752
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	Vmware Vsphere	16	Vsphere 6 Enterprise	Per Socket	n/a	n/a	n/a	n/a	n/a	\$2,390	\$38,240
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VDI Software	Vmware Horizon	1	Horizon Standard	100 user pack	n/a	n/a	n/a	n/a	n/a	\$20,050	\$20,050
	Vmware Horizon	1	Horizon Standard	100 User Support	n/a	n/a	n/a	n/a	n/a	\$15,796	\$15,796
	Windows Server	100	RDS CAL 2012	n/a	n/a	n/a	n/a	n/a	n/a	\$97	\$9,728
	Windows VLA	100	Windows Ent	n/a	n/a	n/a	n/a	n/a	n/a	\$234	\$23,386
	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$0
Total											\$396,397
DR Site											
	Role	Unit Count	Model	Processor	RAM/Memory	Storage	Network	Admin	Support	Server Price	Total Price
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	10gb SAN iSCSI Switch	2	N4032F	n/a	n/a	n/a	24 x 10gb SFP+ 2 x QSFP+	Console OMNM	3 Year Pro 24 x 7 x 4hrs	\$6,129	\$12,258
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	1gb Mngmt Switch	1	N3024	n/a	n/a	n/a	24 x 1gb 2 x 10gb SFP+	n/a	3 Year Pro 24 x 7 x 4hrs	\$1,752	\$1,752
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Software	Windows Server	3	Windows 2012	DataCenter	n/a	n/a	n/a	n/a	n/a	\$4,544	\$13,632
	Windows Server	0	Windows 2012 CALs	n/a	n/a	n/a	TBD	n/a	n/a	\$28	\$0
	Vmware Vsphere	6	Vsphere 6 Enterprise	Per Socket	n/a	n/a	n/a	n/a	n/a	\$2,575	\$15,450
	Vmware Vsphere	6	Vsphere 6 Enterprise	Support	n/a	n/a	n/a	n/a	n/a	\$1,875	\$11,250
Total											\$155,420

**Refresh for FY 2015-2016**

Department	PCs	Laptops	GIS PCs	Total # units
Airport	5	1		6
Commissioner of Revenue			1	1
Reassessment				0
EDA	3			3
Treasurer	4			4
Planning	2			2
HR		1		1
Inspections		1		1
Public Works		2		2
Finance	1			1
Administration	3			3
BOS	1			1
IT	8	1	3	12
MIS	1			1
Commonwealth Attorney	6	1		7
LandFill	1	1		2
Dispatch	1			1
Fire and Rescue	1			1
Maintenance		1		1
Sheriff	2	3		5
Totals:	39	12	4	55

All PCs have been distributed to departments as of 1/11/2016

**Purposed Refresh for FY 2016-2017**

Department	PCs	Laptops	GIS PCs	Total # units
Airport	2			2
Commissioner of Revenue	9			9
Reassessment				0
EDA	1	1	1	3
Treasurer	1		1	2
Planning	4			4
HR	1			1
Inspections				0
Public Works	1	1		2
Finance	6			6
Administration	1			1
BOS				0
IT		1		1
MIS			2	2
Parks and Rec	1	1		2
Voter Registration	3			3
Commonwealth Attorney	7			7
LandFill				0
Dispatch	5			5
Fire and Rescue	3			3
Maintenance				0
Sheriff	11		1	12
NRADC	1			1
Totals:	57	4	5	66

**Budget Request FY16-17 Update**

<b>3005-000-000</b>	<b>Maintenance Service Contract Network</b>				
	Phone Service Support/Equipment	40,000.00	45,000.00	(5,000.00)	Maintenance cost increase
	Anti-Virus Micro Trend	1,500.00	5,000.00	(3,500.00)	Budgeted for full enterprise cost as opposed to partial cost as done previously
	GFI	2,000.00	5,460.00	(3,460.00)	Budgeted for full enterprise cost as opposed to partial cost as done previously
	Exchange 2010	2,500.00	5,000.00	(2,500.00)	Budgeted for full enterprise cost as opposed to partial cost as done previously
	Spam-Titan	2,200.00	3,000.00	(800.00)	Maintenance cost increase
	SmartNet	5,200.00	8,500.00	(3,300.00)	Maintenance cost increase
	Appassure	9,174.00	30,000.00	(20,826.00)	Maintenance cost increase due to growing environment
	lprism	3,500.00	8,600.00	(5,100.00)	Budgeted for full enterprise cost as opposed to partial cost as done previously
	Domain Reg frederick.va.us	800.00	1,000.00	(200.00)	Maintenance cost increase
	Dell Servcer Maintenance	4,500.00	8,500.00	(4,000.00)	Maintenance cost increase
	Singlewire Paging System	0.00	7,000.00	(7,000.00)	Had 14-15 Didn't Renew 15-16 do to changes in Software need to Buy 16-17
	Splunk Call Manage Reporting	0.00	18,500.00	(18,500.00)	New Request, Track Down Calls
	Jamf - Ipads	0.00	540.00	(540.00)	Purchased in previous years, first time support renewal
	Bridge Console	0.00	750.00	(750.00)	Purchased in previous years, first time support renewal
	CBT Nugets	0.00	2,400.00	(2,400.00)	was in 3002-000-000 in 15-16
	AD Self Service	0.00	1,794.00	(1,794.00)	Purchased in previous years, first time support renewal
	Backup Exec	3,500.00	4,000.00	(500.00)	Maintenance cost increase
<b>Total:</b>		<b>74,874.00</b>	<b>155,044.00</b>	<b>(80,170.00)</b>	
<b>3005-000-002</b>	<b>Maintenance Service Contracts GIS</b>				
	ESRI Enterprise	50,000.00	50,000.00	0.00	
	Pictometry	34,000.00	34,000.00	0.00	
	Laserfiche	30,000.00	35,000.00	(5,000.00)	Maintenance cost increase
	Cryptzone	1,000.00	1,000.00	0.00	
	Geodocs	3,500.00	3,500.00	0.00	
	Freeance	2,000.00	2,000.00	0.00	
	Bomgar	1,400.00	1,600.00	(200.00)	Maintenance cost increase
	Kace	2,000.00	5,000.00	(3,000.00)	Maintenance cost increase
<b>Total:</b>		<b>123,900.00</b>	<b>132,100.00</b>	<b>(8,200.00)</b>	
<b>8007-000-000</b>	<b>Integrated Technology Equipment</b>				
	Server & Virtual Environment 5 yr refresh	0.00	111,000.00	<b>(111,000.00)</b>	5 Year Server & Virtual environment refresh - 5 yr lease for total of \$555,000
	PC Refresh		73,290.00		5 year PC replacement program this money is distributed to
					appropriate individual dept. line items.
Patrick Fly, Interim IT Director 2/19/2016					



**FEMA**

January 6, 2016

Mr. Charles DeHaven, Jr.  
Chairman- At-Large, Board of Supervisors  
Frederick County  
107 North Kent Street  
Winchester, VA 22601

Community: Frederick County,  
Virginia  
And Incorporated Areas  
CID: 510063

**Re: Flood Risk Study for Frederick County**

Dear Mr. DeHaven:

Recently the Federal Emergency Management Agency (FEMA) held Flood Risk Discovery meetings in your watershed area to determine the extent of floodplain mapping needs within your community. As a result of the information gathered and through close contact with Patrick Fly, Frederick County GIS Manager, it was determined Frederick County was in need of countywide mapping updates. FEMA was able to initiate a flood risk study update for your community with 2015 funding.

The floodplain study, scheduled for completion within the next 12 to 18 months, will result in updates to the Flood Insurance Rate Maps and Flood Insurance Study for Frederick County. This revised study will provide technical floodplain information on all Zone A streams to aid in establishing actuarial flood insurance rates (rates which will reflect flood risk) and will provide a basis for your community's floodplain management program. FEMA appreciates your community's cooperation during the course of this study effort.

We ask that you disseminate information about this study within the community so that interested persons will have the opportunity to bring relevant data to your attention for submittal to our study contractor. This cooperation will enable our study contractor to consider local problems and concerns and to incorporate locally available information where applicable.

If you have any questions, concerns, or comments regarding this letter or the study process, please feel free to contact me at the above address or by telephone at (215) 931-5650.

Sincerely,

Bob Pierson  
Regional Project Monitor  
Risk Analysis Branch, Mitigation Division



Mr. Dehaven  
January 6, 2016  
Page 2

cc: Brenda Graton, County Administrator, Frederick County  
Patrick Fly, GIS Manager, Frederick County

## CONSENT AGENDA

G



## COUNTY of FREDERICK

**Jay E. Tibbs**

Deputy County Administrator

540/665-5666

Fax 540/667-0370

E-mail:

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

**TO:** Board of Supervisors

**FROM:** Jay E. Tibbs, Deputy County Administrator 

**DATE:** February 18, 2016

**RE:** Joint Finance Committee Meeting

The Joint Finance Committee met on Monday, February 8, 2016 at 9:00 A.M., in the Board of Supervisors' Closed Session Room, County Administration Building, 107 North Kent Street, Winchester, Virginia. Present were Charles S. DeHaven, Jr. and Judith McCann-Slaughter, Frederick County representatives; and John Willingham, and Bill Wiley, City of Winchester representatives. Others present: Brenda G. Garton, County Administrator; Jay E. Tibbs, Deputy County Administrator; Kris C. Tierney, Assistant County Administrator; Eden Freeman, City Manager; Roderick B. Williams, County Attorney; Mary Blowe, Finance Director City of Winchester; Cheryl Shiffler, Finance Director, Frederick County; Corey MacKnight, Facilities Director, City of Winchester; Celeste Broadstreet, Financial Services Director, City of Winchester; Tyler Schenck, Program Manager, City of Winchester Lieutenant Mark Webber, Frederick County Sheriff's Office; Les Taylor, Winchester City Sheriff; Al Sibert, Winchester City Sheriff's Office; Justin Kerns, Executive Director of the Winchester-Frederick County Tourism Office; and Josh Janney, *The Winchester Star*.

Ms. Freeman called the meeting to order.

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

### **ELECTION OF CHAIRMAN**

Upon a motion by Mr. DeHaven, seconded by Mr. Wiley, John Willingham was elected chairman of the Joint Finance Committee. The motion passed unanimously.

### **JOINT JUDICIAL CENTER CONSTRUCTION PROJECT UPDATE**

Winchester Facilities Director Corey MacKnight reviewed the progress of the Joint Judicial Center renovation project. He noted that phase I should be completed by mid-March. The

project estimate was originally \$3.7 million, but has since been revised to \$3.4 million. Approximately \$563,000 has been spent to date. He provided a brief overview of the remaining work and advised the entire project should be completed by October 2016.

### **WINCHESTER SHERIFF RENOVATION REQUEST**

Winchester Sheriff Les Taylor stated he would like to construct an “L” shaped wall at the end of the existing counter in his office in order to provide an additional buffer between patrons and employees. He had received one bid for this project.

Ms. Freeman advised this project was outside of the current renovation project. The cost would be approximately \$6,000. She noted maintenance had always been a jointly shared cost between the city and county.

Mr. Wiley suggested considering this as part of the renovations, if there was any extra money left from the project.

Mr. DeHaven stated he would like to leave it flexible but asked that the committee communicate back and forth, as it gets closer, regarding the cost.

### **OUTSIDE AGENCY UPDATE (BUDGET REQUESTS)**

Ms. Shiffler and Ms. Blowe reviewed the requests received by the county and city from the various outside agencies.

Ms. Blowe noted these requests have not yet gone to city council for consideration.

Ms. Freeman provided a brief overview of the process the city uses to handle outside agency requests.

### **TOURISM REQUEST FOR FY 2017**

Justin Kerns, Executive Director of the Winchester-Frederick County Tourism Office, appeared before the committee to review his department’s FY 2017 budget request. He thanked both localities for historically funding tourism and then reviewed the spending numbers associated to tourism and associated taxes paid. He then provided a brief overview of the current tourism budget situation. He stated he was seeking additional funding to increase marketing and the current proposal of an additional \$50,000 per locality would allow him to increase advertising to 25% of the budget.

Ms. Freeman stated the city would work to try to get an increase in the budget to assist with marketing.

Ms. Garton updated the committee on Frederick County’s request before the General Assembly to be added to list of counties who could increase the transient occupancy tax rate up to 5%. If the legislation were to pass then those additional monies above the current 2% rate would be allocated to tourism.

Chairman Willingham asked the county to keep the dialogue open if the legislation passes.

## **AIRPORT AUTHORITY**

Ms. Freeman stated, over the last two fiscal years, the city has seen requests from the Airport to subsidize their budget due to decreased fuel sales. She suggested the Authority review the staffing and structure of the airport to try to address this issue.

Mr. DeHaven expressed his desire to have a continuing discussion on this issue because the way “we” are going is not sustainable.

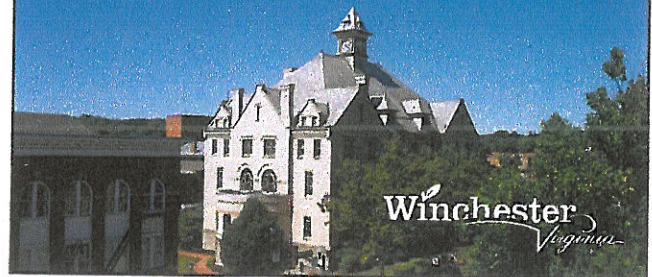
**There being no further business, the meeting was adjourned at 9:48 a.m.**

# Joint Finance Committee Meeting

Week of February 09, 2016

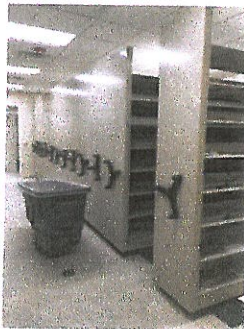


Corey MacKnight  
Facilities Director



## JJC Construction Project Update

- Progress Review
  - Selected contractor – W. Harley Miller from Martinsburg, WV
  - Notice to proceed for construction issued on 07/24/2015
- Current Work (Phase 1)
  - Creation of two new courtrooms
  - Construction of new JD&R office
  - Installation of new rolling file system
  - Renovation of existing restrooms
  - Phase 1's is anticipated to be completed by mid-March



Rolling File System

## JJC Construction Project Update

- Project Budget
  - Total original budget for project – \$3.7M
  - Estimated revised budget – \$3.4M
  - Approximately \$562,000 of funds has been expended to date
  - Expenditures will dramatically increase over the next few months
  - Project is anticipated to be completed at or slightly under budget



New Courtroom



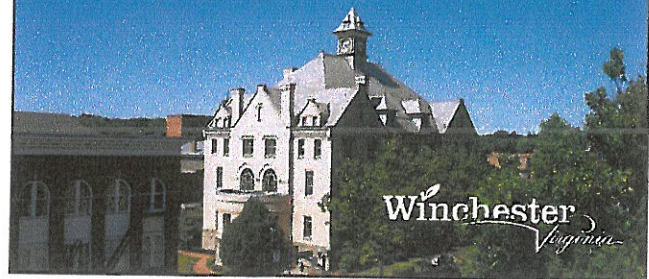
## JJC Construction Project Update

- Remaining Work
  - Courtroom renovations
  - Judges' chambers
  - Frederick County Deputies' workroom
  - Security system upgrade
  - Parking lot resurfacing
- Project is scheduled to be completed by October 2016



New JD&R Office

## Sheriff Les Taylor Winchester Sheriff's Office



## Sheriff's Office Renovation Request

- The Winchester Sheriff's Office is proposing the construction of an L-shaped wall at the end of the pictured counter
- Wall will provide additional buffer between patrons and Sheriff's Office employees
- Expected cost and additional information will be provided

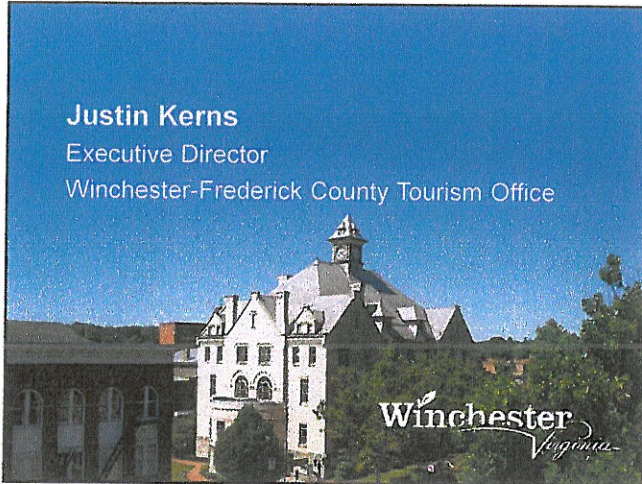


## Outside Agency Requests

## Justin Kerns

Executive Director

Winchester-Frederick County Tourism Office



## FY2017 Tourism Budget Request

- Importance of the tourism industry to Winchester/Frederick County (2014 data)
  - \$235.5 million** in direct tourism spending
  - \$8.8 million** created in local city/county taxes
  - \$7.2 million** created in state taxes
  - \$388** per household annual tax relief (43,466 households pay \$388 less in local & state taxes because of taxes spent by tourists)
  - \$4.62** per household cost to annually to fund tourism

## FY2017 Tourism Budget Request

- Current budget situation
  - Base operating budget, not including any money for marketing: \$240,000.
  - Currently allocate \$40,000 towards marketing (14% of budget), for a total operating budget of \$280,000.
  - Annual budget allocation equals a total of \$201,000, leaving an annual shortfall of \$79,000, or 28% of our budget.
  - Shortfall is resolved by:
    - \$40,000 from our reserve fund, which will be depleted at the end of this fiscal year.
    - \$39,000 from duratrans, gift shop and visitor guide advertising sales.
  - FY 2016 Anticipated Motel Tax Receipts (based on approved budgets):
    - City (6% TOT) = \$930,000
    - County (2% TOT) = \$491,000
  - We receive approximately 10.8% of the City's MotelTax and 20.5% of the County's Motel Tax.

## FY2017 Tourism Budget Request

- Potential short-term budget solution for FY2017
  - Raise the City's and County's contributions by 50% leaving us with a base budget of \$301,000.
  - With this solution, the Winchester-Frederick County CVB would receive approximately 16.7% of the City's Motel Tax and 31.6% of the County's Motel Tax.
- Increase in funds would allow us to:
  - Improve our website and complete a long-overdue rebranding.
  - Create a professional, strategic marketing campaign and implement it across various platforms to attract a broader base of tourists (vs. just Civil War).
  - Incorporate an online hotel booking engine on our website ([aRes](#) is one example). Product could easily pay for itself and even create a small amount of income.
  - Stop forcing our local tourism-related businesses and attractions to advertise with us to be represented, namely in our Official Visitors Guide.
  - Keep our Visitors Center open.



## FY2017 Tourism Budget Request

- Potential long-term solution
  - Tie the Tourism budget directly to a percentage of the motel tax.
    - Typical practice for majority of Virginia tourism departments.
    - Would equally represent City and County.
    - Connect the Tourism Department's budget to the success of the local lodging industry.
    - Guarantee that 100% of tourism promotion activities will be paid for by visiting tourists, not the local population through the general fund.
    - Various surveys and studies can be provided to show the success of this approach

Questions or  
Comments?

## Agency Requests for Funding Summary - Frederick County

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Request	Incr/(Decr) FY2017	% Change
<b>Outside Agencies</b>						
Blue Ridge Legal Services	2,851	-	-	5,547	5,547	100.0%
Boys & Girls Club	-	-	-	-	-	0.0%
Discovery Museum	19,125	-	-	35,382	35,382	100.0%
Discovery Museum - Capital	-	-	-	-	-	0.0%
Fremont Street Nursery	-	-	-	-	-	0.0%
Healthy Families	-	-	-	-	-	0.0%
Literacy Volunteers Winchester Area	-	-	-	-	-	0.0%
Access Independence	11,475	11,000	11,000	12,000	1,000	9.1%
CLEAN, Inc.	10,519	10,000	10,000	15,000	5,000	50.0%
NW Works	25,245	25,000	25,000	26,500	1,500	6.0%
Shenandoah Apple Blossom Festival	3,825	3,800	3,800	5,000	1,200	31.6%
Tourism Program	100,500	100,500	100,500	150,500	50,000	49.8%
Courthouse Museum	25,000	25,000	25,000	25,000	-	0.0%
Our Health, Inc	20,655	20,000	20,000	25,000	5,000	25.0%
Shenandoah Area Agency on Aging	60,930	60,000	60,000	66,000	6,000	10.0%
The Laurel Center	6,503	6,000	6,000	8,000	2,000	33.3%
Winchester Day Nursery	-	-	-	-	-	0.0%
Win-Fred Co Historical Society	-	-	-	-	-	0.0%
Virginia Cooperative Extension	NA	NA	NA	NA	-	0.0%
Youth Development Center	22,950	22,000	24,025	25,000	975	4.1%
<b>Total Outside Agencies</b>	<b>309,578</b>	<b>283,300</b>	<b>285,325</b>	<b>398,929</b>	<b>113,604</b>	<b>39.8%</b>
<b>Other Agencies</b>						
Addiction Action Committee	-	-	60,000	60,000	-	0.0%
NWRDC Regional Jail	4,467,002	4,830,537	5,103,298	5,320,466	217,168	4.3%
NWRDC Regional Jail - Capital	-	-	-	inc. above	-	0.0%
Handley Library	826,050	862,665	862,665	942,357	79,692	9.2%
Handley Library - Capital	-	-	-	-	-	0.0%
Lord Fairfax Community College	56,493	56,000	56,000	78,819	22,819	40.7%
Lord Fairfax EMS Council	16,420	16,000	16,000	17,600	1,600	10.0%
LF Soil and Water Conservation	7,650	7,000	7,000	11,250	4,250	60.7%
Northwestern Community Services	318,263	318,000	318,000	343,440	25,440	8.0%
NSV Regional Commission	43,622	44,085	45,301	45,915	614	1.4%
NW Regional Juvenile Detention Center	395,276	472,371	410,260	384,503	(25,757)	-6.3%
S.P.C.A.	-	-	-	-	-	0.0%
Winchester Health Department	301,959	301,000	301,000	393,867	92,867	30.9%
Winchester Regional Airport	126,996	90,711	62,995	138,599	75,604	120.0%
Winchester Regional Airport - Capital	430,599	69,765	84,982	-	(84,982)	-100.0%
Win-Fred Co EDC	NA	NA	NA	NA	-	0.0%
Win-Fred Metropolitan Planning Org	27,620	12,182	27,500	27,500	-	0.0%
<b>Total Other Agencies</b>	<b>7,017,950</b>	<b>7,080,316</b>	<b>7,355,001</b>	<b>7,764,316</b>	<b>409,315</b>	<b>5.6%</b>
<b>TOTAL AGENCIES</b>	<b>7,327,528</b>	<b>7,363,616</b>	<b>7,640,326</b>	<b>8,163,245</b>	<b>522,919</b>	<b>6.8%</b>

## Agency Requests for Funding Summary - City of Winchester

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Request	Incr/(Decr) FY2017	% Change
<b>Outside Agencies</b>						
Blue Ridge Legal Services	-	-	-	5,138	5,138	100.0%
Boys & Girls Club	10,000	10,000	10,000	20,000	10,000	100.0%
Discovery Museum	10,000	10,000	10,000	30,000	20,000	200.0%
Discovery Museum - Capital	100,000	100,000	100,000	100,000	-	0.0%
Fremont Street Nursery	10,000	10,000	10,000	10,000	-	0.0%
Healthy Families	10,000	10,000	10,000	10,000	-	0.0%
Literacy Volunteers Winchester Area	-	-	-	5,000	5,000	100.0%
Our Health, Inc	20,188	20,188	20,188	25,000	4,812	23.8%
Shenandoah Area Agency on Aging	20,000	20,000	20,000	35,000	15,000	75.0%
The Laurel Center	3,000	53,000	3,000	6,000	3,000	100.0%
Winchester Day Nursery	10,000	10,000	10,000	10,000	-	0.0%
Win-Fred Co Historical Society	79,525	85,750	85,750	90,000	4,250	5.0%
Virginia Cooperative Extension	-	-	-	50,000	50,000	100.0%
Youth Development Center	10,000	10,000	10,000	10,000	-	0.0%
<b>Total Outside Agencies</b>	<b>282,713</b>	<b>338,938</b>	<b>288,938</b>	<b>406,138</b>	<b>117,200</b>	<b>40.6%</b>
<b>Other Agencies</b>						
Addiction Action Committee	-	-	60,000	60,000	-	0.0%
NWRDC Regional Jail	3,549,207	3,821,772	4,154,548	4,539,235	384,687	9.3%
NWRDC Regional Jail - Capital	-	-	-	99,814	99,814	100.0%
Handley Library	390,334	390,334	419,020	419,020	-	0.0%
Handley Library - Capital	-	-	-	-	-	0.0%
Lord Fairfax Community College	37,391	55,216	60,288	63,990	3,702	6.1%
Lord Fairfax EMS Council	8,306	8,306	9,137	9,137	-	0.0%
LF Soil and Water Conservation	-	-	1,000	-	(1,000)	-100.0%
Northwestern Community Services	183,307	183,307	192,472	202,096	9,624	5.0%
NSV Regional Commission	15,177	15,177	15,785	15,975	190	1.2%
NW Regional Juvenile Detention Center	299,751	358,593	391,595	475,462	83,867	21.4%
S.P.C.A.	115,000	115,000	120,000	135,000	15,000	12.5%
Winchester Health Department	266,701	294,570	300,393	303,812	3,419	1.1%
Winchester Regional Airport	18,250	30,099	20,887	45,941	25,054	120.0%
Winchester Regional Airport - Capital	170,568	23,436	9,836	-	(9,836)	-100.0%
Win-Fred Co EDC	72,000	-	-	-	-	0.0%
Win-Fred Metropolitan Planning Org	20,000	15,132	27,500	27,500	-	0.0%
<b>Total Other Agencies</b>	<b>5,145,992</b>	<b>5,310,942</b>	<b>5,782,461</b>	<b>6,396,982</b>	<b>614,521</b>	<b>10.6%</b>
<b>TOTAL AGENCIES</b>	<b>5,428,705</b>	<b>5,649,880</b>	<b>6,071,399</b>	<b>6,803,120</b>	<b>731,721</b>	<b>12.1%</b>

H



To: Board of Supervisors  
From: Jay E. Tibbs, Interim HR Director  
Date: February 19, 2016  
Subject: Human Resources Committee Report

The HR and Public Safety Committees met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, February 12, 2016. HR Committee members present were: Supervisors Robert Hess, Chairman, Robert Wells, Blaine Dunn and citizen members Don Butler, Beth Lewin, and Dorrie Greene. Public Safety Committee members present were: Supervisors Gary Lofton and Blaine Dunn and citizen member Charles Torpy. Others present were: Jay Tibbs, Interim HR Director; Lynsey Orndorff, HR Generalist; Ashley Hicks, HR Specialist; Roderick Williams, County Attorney; Ross Spicer, Commonwealth's Attorney; Andrew Robbins, Deputy Commonwealth's Attorney; Patrick Barker, Executive Director of the Frederick County EDA; Delsie Jobe, Administrative Services Manager, DSS; Tamara Green, Director of Frederick County Department of Social Services; Sharon Kibler, Assistant Director Finance; Jason Robertson, Parks & Recreation Director; Michael Ruddy, Director of Planning & Development; Ed Strawsnyder, Public Works Director; Kevin Alderman, Shawneeland Manager; James Whitley, NRADC Superintendent; Sheriff Lenny Millholland; Major Steve Hawkins, Sheriff's Department; Dennis Linaburg, Fire Chief; Larry Oliver, Deputy Chief of Training and Operations; Jay Bauserman, Deputy Chief, Fire Marshal Division; Melissa Neal, Administrative Assistant with Fire and Rescue; C. William Orndoff, Jr., Treasurer; Angela Whitacre, Deputy Treasurer; Dan Cunningham, President of the Frederick County Fire and Rescue Association; and Judith McCann-Slaughter, Stonewall District Supervisor.

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

1. Employee of the Month Award.

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee unanimously selected Jeff Jerome, a Recreation Technician with the Frederick County Parks and Recreation Department, as Employee of the Month for February 2016.

2. Request from Old Dominion Alcohol and Safety Action Program to Create Full-time Records Clerk Position.

The Committee considered a request from the Director of the Old Dominion Alcohol and Safety Action Program to create a full-time records clerk position. The creation of this position will help bring the department into audit compliance and will help address non-payment of fees and will increase the department's ability to successfully collect fees not currently being collected.

Upon a motion by Don Butler, seconded by Beth Lewin, the Committee recommended approval of this request. The motion was approved unanimously.

3. Fiscal Year 2016-2017 Requests for New Positions – Presentations by Department Directors

In an effort to involve the HR Committee as part of the budget process, this year the County Administrator recommended that all new position requests submitted as part of the FY2016-2017 budget be brought to the HR Committee for review and a recommendation as to the need for the position(s) and whether or not the position(s) should be created. Because of the significant number of public safety positions being requested as part of the FY2016-2017 budget, the Public Safety Committee was invited to attend this meeting and offer their input and recommendation concerning those public safety requests.

The only action being sought from the committees was a recommendation regarding the creation of any new positions. Funding consideration for any new positions will be dealt with separately as part of the overall budget process.

After listening to the presentations from the various department directors, the Committees approved the creation of 51 of the 52 requested positions. The attached position allocation chart shows the current number of funded positions for each department. The chart also contains columns reflecting the number of new positions being requested by the various departments and the Committees' recommendations. The Committee is seeking Board approval of the position allocation chart and with the newly recommended positions.

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

**NONE**

There being no further business, the meeting was adjourned.

The next HR Committee meeting is scheduled for Friday, March 11, 2016.

Respectfully submitted,

**Human Resources Committee**

Robert A. Hess, Chairman  
Robert W. Wells  
Blaine P. Dunn  
Don Butler  
Beth Lewin  
Dorrie Greene

**Public Safety Committee**

Gary A. Lofton  
Blaine P. Dunn  
Charles Torpy

BY:



---

Jay E. Tibbs  
Interim Director of Human Resources



## County of Frederick Employee of the Month Nomination Form

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

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

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

Employee Name : Jeff Jerome

Department: Parks & Recreation

Nomination Submitted By: Chis Konyar

Department: Parks & Recreation

Nominator's Signature: Christopher A. Konyar

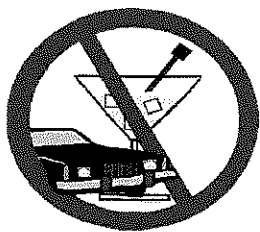
Digitally signed by Christopher A. Konyar  
DN: cn=Christopher A. Konyar, ou=FCPRD, ou=Frederick County, c=US  
Date: 2016.01.05 15:01:23 -05'00'

Date: 01/05/2016

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

Jeff Jerome is a Recreation Technician serving at the Redbud Run Elementary School location leading the before and after school basicREC program. On December 17 at the holiday party for the kids that attend the program Jeff was alerted to a participant choking on a piece of food. Jeff responded immediately to the struggling child and performed the Heimlich Maneuver to free the piece of food from the child's airway to avoid a tragic outcome. Jeff responded appropriately and timely to this TRUE emergency and used his training and expertise to solve a traumatic event in a matter of seconds. Frederick County Parks and Recreation takes pride in our staff training and Jeff showed that the training FCPRD puts each staff person through is vitally important. The parent of the child involved reached out to the department to show his gratitude for Jeff being well trained and acting quickly and appropriately to help his child avoid a traumatic afternoon. Due to the nature of the event, the manner at which Jeff handled this stressful situation, and the positive outcome FCPRD would like to nominate Jeff for Employee of the Month.

HR Section: Received: \_\_\_\_\_ Emailed to HR Committee: \_\_\_\_\_



## Old Dominion Alcohol Safety Action Program

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860 Smithfield Avenue, Winchester, VA 22601  
540-665-5633 Fax: 540-678-0730

December 23 2015

Dear Superintendent Whitley,

I am respectfully requesting that Ms. Foreman's position as administrative assistant go from part time to full time. Old Dominion ASAP has a need for a records clerk to help with filing and keeping the case files up to date and audit compliant. Currently, accountability for records is very difficult to verify as there is no clear flow of information or one person control of that flow. I am proposing that Ms. Foreman become that person by being in control of the case files and having a formal records room that people have to sign in and out their records. I am also proposing that she help with the filing to a certain extent if the case manager's get backed up. I am positive this will clear up all of the concerns The Commission raised regarding our deficiencies.

Extending her hours will also allow ASAP to utilize her to help clear up our non-payments and increase our ability to successfully collect fees we are not currently collecting. This will have the potential to increase our revenue and continue to pay for her position.

I have studied the FY 2016 budget and have found several areas that we could take from to pay for this increase. I spoke with HR and they told me that her salary including fringe needs to be budgeted at \$45,600.00. I found that we have \$35,042.00 to spare because of not hiring the ASAP director for so long. In addition we have extras in some of our fringe benefits line items from not having a fourth case manager. Other areas include maintenance, advertising, films, and equipment. In addition we would only be paying for half a year's salary and fringes as we will not have this position until February at the earliest.

I am happy to meet with you to go over the budget in detail so you can see why and how we have the money to do this.

Thank you for your time.

Sincerely,

Andrea Cosans, Director  
Old Dominion Court Services

Department	Funded	Unfunded	Current Allocation	Requested New Positions	HR Recommended	Recommended Funded By Board
Clerk's Office	9					
Totals	9		9			
Comm of the Revenue	21					
Totals	21		21			
Commonwealth's Attorney's Office	12			1		
Victim Witness	2					
Totals	14	0	14	1	1	
County Administrator's Office	8					
Totals	8		8			
County Attorney's Office	2			1		
Totals	2		2	1	1	
Department of Social Services	66			1		
Totals	66		66	1	1	
Economic Development	3			1		
Totals	3		3	1	1	
Extension Office	2					
Totals	2		2			
Finance Department	7					
Totals	7		7			
Fire & Rescue Department	96			23		
Totals	96		96	23	23	



HR Department	5			1		
Totals	5		5	1	1	
IT Department	14					
Totals	14		14			
Juvenile Probation Office	2		2			
Totals	2		2			
Maintenance	9					
Totals	9		9			
NRADC	201			3		
NRADC/DCS	12					
Totals	213		213	3	3	
Parks & Recreation Department	40			1		
Totals	40		40	1	0	
Planning & Development	11			1		
Totals	11		11	1	1	
Public Safety Communications	16					
Totals	16		16			
Public Works						
Administration	4					
Animal Shelter	7					
Inspections	14					

Landfill	27					
Recycling	2					
Shawneeland	6			1		
Totals	60	0	60	1	1	
Registrar's Office	2					
Totals	2		2			
Sheriff's Office	134			18		
Totals	134		134	18	18	
Treasurer's Office	11					
Totals	11		11			
Winchester Regional Airport	11					
Totals	11		11			
Grand Total	756	0	756	52	51	

# Fiscal Year 2016-2017 Requests for New Positions – Presentations by Department Directors.

- 1. County Attorney**
- 2. Commonwealth's Attorney**
- 3. Economic Development Authority**
- 4. Department of Social Services**
- 5. Human Resources**
- 6. Parks & Recreation**
- 7. Planning & Development**
- 8. Shawneeland**
- 9. Northwestern Regional Adult Detention Center**
- 10.Sheriff**
- 11.Fire & Rescue**



COUNTY OF FREDERICK

**Roderick B. Williams**  
County Attorney

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

**MEMORANDUM**

TO: Paula A. Nofsinger, Human Resources Director

CC: Jay E. Tibbs, Deputy County Administrator

FROM: Roderick B. Williams  
County Attorney

DATE: November 12, 2015

RE: Request for approval of Assistant County Attorney position

Pursuant to the County Administrator's budget directive for FY17, I am submitting this position request. The County Attorney's Office requests approval of an Assistant County Attorney position at salary range 10 (\$65,800-\$105,400), effective October 1, 2016. Attached at the end of this memorandum is a proposed job description for the position. The Office anticipates that it would fill the position at the low end of that range, with a first, second, or third year attorney. Therefore, the cost for the position, including benefits, for the partial period in FY17 would be approximately \$66,868 and the cost for the position, including benefits, for a full fiscal year, FY18, would be approximately \$89,157.<sup>1</sup> The increasing legal needs of the County, occasioned by continuing population growth and renewed economic growth, warrant the creation of the requested position. This memorandum substantiates the circumstances leading to this request and provides comparative data establishing the proposed salary for the requested position.

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<sup>1</sup> In addition to the indicated amounts, the Office would also anticipate budgeting approximately \$1,500 annually for other costs for the new attorney (items such as bar dues, continuing legal education requirements, and general office expenses).

Separately, the Office budget currently includes an appropriation of \$6,000 for a part-time intern position. If the requested position is approved, the Office would eliminate the intern position and request transfer of the funds to the requested position. Including FICA costs for the intern position, this would reduce the net annual cost of the requested new position by \$6,459.

## Background

Frederick County established its County Attorney's Office in 2008, in response to the increasing legal services needs of the County government. At the time of the Office's establishment, the Office received a staff allocation of one attorney (the County Attorney) and one legal secretary. Immediately following the Office's establishment, the County faced the depths of a significant economic downturn. This limited the growth of the County's legal services needs at the time.

## Current and Anticipated Circumstances

Over the most recent years, the County has continued to experience population growth and has again begun to experience economic growth and, with such growth, the County's demand for legal services has likewise grown.<sup>2</sup> That demand is now to the point that the Office would be best positioned to meet the County's needs with the addition of a full-time Assistant County Attorney.

Most recently, during summer 2015, the Office had a law student intern. The intern performed many functions that would, essentially, be suitable for a junior level Assistant County Attorney. Ample work was available to occupy the intern during the intern's stay in the County Attorney's Office. In addition, the Office currently has a part-time intern who is assisting with various legal functions.

The Office identifies the following increasing needs that either currently are not sufficiently met or in the near future will not be sufficiently met:

- Contracts (especially relative to purchasing) – Conducting reviews of contracts for legal compliance/appropriateness of terms. Current turnaround time on these matters is less than ideal.
- County Code and legislative activities – Conducting ongoing updates/review of County Code for changing needs and requirements. Some requests for Code drafting remain pending for a number of months. Also, relative to preparing for, monitoring of, and responding to proposed General Assembly legislation, the County does not have specifically dedicated in-house resources for this.
- Freedom of Information Act – Assisting the Public Information Officer and providing ongoing training for County staff.
- Human resources matters – Advising department on claims, grievances, and policies. Current needs have increased, on account of the increasing size of the County workforce.

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<sup>2</sup> The County's population has grown 10.8% from July 1, 2007 to July 1, 2014, according to estimates by University of Virginia Weldon Cooper Center for Public Service.

- Land development proposals (primarily rezonings) – Conducting reviews for legal compliance/appropriateness of terms.
  - By way of comparison, in FY14, the Office conducted two such reviews and then remained involved in the associated process. In FY15, this number increased to nine. For FY16 to date, the Office has already either completed or has pending at least seven reviews.
  - Increasingly, with respect to rezoning reviews, the expectation is that reviews of complex proffer statements and revenue sharing agreements will take place in just a few days. This expectation cannot practically be satisfied in the context of current staffing and competing demands for legal services.
- Litigation defense – At present, the Office has only limited resources to handle defense of any major litigation matters (if not covered by insurance) and would likely need to rely more so on costly outside counsel to do so.
- Regulatory enforcement actions – The scope of various regulatory matters, in particular stormwater management and other environmental requirements, is evolving and has the potential to require increased legal services.
- Department of Social Services overflow work (conflicts cases, adoptions, guardianships, APS cases, fraud collections) – DSS has indicated that it is facing increasing needs, not all of which can necessarily be handled by current outside counsel within current budget constraints.
- Tax collection actions (especially real estate tax sales) – The Office already handles a significant amount of this work for the Treasurer’s Office, but the Treasurer’s Office has indicated growing needs.
- Violation case prosecutions – The County Attorney is responsible for prosecution of all non-traffic County Code violations. These matters include not just staff-involved matters, such as zoning and building code violations, but also matters such as prosecution of many animal law violations (dog at large cases, in particular). These cases can be time-consuming, but the vast majority of them are suitable for handling by a junior level attorney.

#### Comparison to Other Virginia Localities

In addition to considering the Office in the context of the increasing needs identified above, the Office is understaffed compared to the relative staffing of the county attorney’s offices in peer group Virginia counties. Accompanying this memorandum as Table 1 is the comparison data for peer group Virginia counties. The peer group consists of the other five counties in the top 19 by population whose county attorney’s offices do not perform the primary work for their DSS or school division (these areas of work can cause significant variables in office demands). As additional information, accompanying this memorandum as Table 2 is the

comparison data for the five largest counties whose county attorney's offices perform the primary work for their DSS, but not their schools.<sup>3</sup>

In summary, the Table 1 data shows that, in terms of locality population per FTE attorney in the peer group county attorney's offices, the average ratio is a population of 49,770 per attorney. Frederick County currently has a population of 82,059 per attorney and, as proposed, would have a population of 41,030 per attorney. The requested staffing would leave Frederick County appropriately comparable to the other localities in terms of office efficiency.

Likewise, in terms of office budget per capita for the peer group county attorney's offices, the average amount is \$6.58 per capita. Frederick County spent \$2.92 per capita for the comparison year (FY15) and, as proposed, would spend \$4.03 per capita. By this metric, the requested staffing would leave Frederick County ahead of the other localities in terms of office efficiency.

### Classification and Salary

The Office has obtained readily available salary data for Assistant County Attorneys and Assistant Commonwealth's Attorneys in certain other Virginia counties with existing Assistant County Attorney positions. Table 3 shows this data, as well as a proposed classification of the requested position. As indicated, the request is for a junior level attorney and, accordingly, the data obtained is for the most junior level attorney positions in the respective counties. The comparison data generally indicates that the salary levels are the same or substantially similar for Assistant County Attorneys and Assistant Commonwealth's Attorneys. Accordingly, the proposed classification and salary for the requested Assistant County Attorney position is for the position to be at the same level as the County currently classifies and pays for an Assistant Commonwealth's Attorney position. Specifically, the salary range would be \$65,800 to \$105,400. The Office's expectation would be to hire at the low end of this range, a first, second, or third year attorney.

### Summary

Evolving circumstances, namely the County's growing demand for legal services, indicate the need for establishing and filling an Assistant County Attorney position. Comparable localities are already covering their legal needs through staffing of their county attorney's offices with multiple attorneys and, even once Frederick County takes this step, the County will still be enjoying great efficiencies in its County Attorney's Office relative to the comparable localities.

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<sup>3</sup> The 19 largest counties in Virginia, in order, are: Fairfax, Prince William, Loudoun, Chesterfield, Henrico, Arlington, Stafford, Spotsylvania, Albemarle, Hanover, Montgomery, Roanoke, Frederick, Rockingham, Bedford, Augusta, James City, Fauquier, and York. The 20<sup>th</sup> largest county is Pittsylvania, which, owing to significant cost of living and economic differences, is not included. Of the other eight counties not included in Table 1 or Table 2, Fairfax, Prince William, Loudoun were not included due to size and other differences and Henrico, Arlington, Albemarle, Hanover, and York were not included because their county attorney's offices handle either the primary DSS and/or schools work for their counties.

**TABLE 1**  
**COUNTY ATTORNEY OFFICE COMPARISONS – NO DSS/SCHOOLS FUNCTIONS**  
**County Population per Attorney and Office Budget per Capita**

<b>County</b>	<b>Population (7/1/14 est.)</b>	<b>FTE attorneys in the office (FY 2015)</b>	<b>Population/ FTE attorney</b>	<b>Office budget (FY 2015)</b>	<b>Office budget per capita</b>
Stafford	138,230	4	34,558	\$1,070,580	\$7.74
Spotsylvania	126,337	5	25,267	\$803,151	\$6.36
Montgomery	97,405	1	97,405	\$261,454	\$2.68
Augusta	74,740	1	74,740	\$453,635	\$6.07
Fauquier	67,512	4	16,878	\$676,960	\$10.03
<i>Frederick (existing)</i>	82,059	1	82,059	\$239,668	\$2.92
<i>Frederick (proposed full year cost)</i>	82,059	2	41,030	\$330,325	\$4.03
<b>Averages (non-weighted, excluding Frederick)</b>	-	-	<b>49,770</b>	-	<b>\$6.58</b>

Note regarding Montgomery County – Montgomery County may not necessarily be a comparator, due to the presence of Virginia Tech and two large towns (responsible for land use/planning) within its borders.

Note regarding Augusta County – Augusta County’s budget documents included \$250,000 in outside services for FY15 for its county attorney’s office, but proposed reducing this to \$100,000 for FY16. The amount shown in the table includes the \$250,000 figure. With the reduction to \$100,000, the per capita amount shown in the table would be \$4.06.

**TABLE 2**  
**COUNTY ATTORNEY OFFICE COMPARISONS – OFFICES WITH DSS FUNCTIONS**  
**County Population per Attorney and Office Budget per Capita**

<b>County</b>	<b>Population (7/1/14 est.)</b>	<b>FTE attorneys in the office (FY 2015)</b>	<b>Population/ FTE attorney</b>	<b>Office budget (FY 2015)</b>	<b>Office budget per capita</b>
Chesterfield	330,043	8	41,255	\$1,592,100	\$4.82
Roanoke	93,569	4	23,392	\$514,346	\$5.50
Rockingham	78,953	3	26,318	\$462,948	\$5.86
Bedford	77,213	2	38,607	\$260,342	\$3.37
James City	71,140	3	23,713	\$440,932	\$6.20
<b>Averages</b>	-	-	<b>30,657</b>	-	<b>\$5.15</b>



Data sources for Tables 1 and 2:

Population – University of Virginia Weldon Cooper Center for Public Service.

FTE attorneys in the office – Locality websites or, if information not available there, Local Government

Attorneys of Virginia, Inc. directory.

Office budget – Locality websites.

Information on whether a county attorney's office performs its county's primary DSS and/or schools work was obtained by direct contact with the respective office.

**TABLE 3 – CLASSIFICATION AND SALARY**  
**Assistant County Attorney and Assistant Commonwealth's Attorney Positions**  
**– Selected Counties**

	<b>Assistant County Attorney</b>			<b>Assistant Commonwealth's Attorney</b>		
<b>County</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Frederick	65,800	85,600	105,400	65,800	85,600	105,400
Albemarle	72,958	96,024	119,090	63,380	83,417	103,455
Fauquier	60,294	78,351	96,428	60,294	78,351	96,428
Hanover	60,730	81,985	103,240	60,730	81,985	103,240
James City	72,568	none stated	115,016	data unavailable	data unavailable	data unavailable
Pr. William	58,988	none stated	100,172	data unavailable	data unavailable	data unavailable
Spotsylvania	75,047	97,561	120,075	75,047	97,561	120,075
Stafford	80,683	104,915	125,112	80,683	104,915	125,112
<i>Mean</i>	<i>68,753</i>	<i>91,767</i>	<i>111,305</i>	<i>68,027</i>	<i>89,246</i>	<i>109,662</i>
<i>Median</i>	<i>72,568</i>	<i>96,024</i>	<i>115,016</i>	<i>63,380</i>	<i>83,417</i>	<i>103,455</i>

Note: Where a locality has multiple levels of the Assistant position (e.g., Assistant I, Assistant II, etc.), the data for the lowest ranking Assistant position is given.

Data source: Locality websites.

For localities with full data available, the localities generally use the same pay scales for attorney positions in the County Attorney's Office and in the Commonwealth's Attorney's Office.

The Frederick County salary rates (proposed Assistant County Attorney and current Assistant Commonwealth's Attorney) are generally consistent with the other localities, although somewhat lower and, as well, the gap widens somewhat at the midpoint and maximum levels, especially when looking at median values for Assistant County Attorney positions.

<b>County of Frederick, Virginia</b>			
<b>Position Details</b>			
Position Title: Assistant County Attorney		Date Position Created:	
Department: County Attorney		Reports To: County Attorney	
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By: Roderick B. Williams	
Range: 10	Grade:	Salary: \$65,800-\$105,400	
G/L Line Item:			
<b>Job Description</b>			
<b>Job Purpose:</b> To provide representation of the County in legal matters, including in litigation matters by and against the County.			
<b>Essential Functions</b>			
<ul style="list-style-type: none"> <li>• Rendering general advice on the County's legal matters;</li> <li>• Preparation of proposed ordinances;</li> <li>• Representation of the County in litigation matters, including misdemeanor proceedings involving County Code violations and tax collection matters;</li> <li>• Review of various land use actions (rezoning, use permit, subdivision, etc.) proposed by or requested of the County, and rendering advice on same;</li> <li>• Preparation and/or review of various contracts to which the County is a party, and rendering advice on same;</li> <li>• Monitoring and rendering of advice regarding legislation proposed and/or enacted by Congress and the Virginia General Assembly;</li> <li>• Attendance at meetings of County boards, commissions, and agencies as necessary and rendering of legal advice to such bodies as necessary; and</li> <li>• Performance of such related tasks as may involve the County's legal affairs.</li> </ul>			
<b>Job Requirements:</b>			
<b>Education:</b> Graduation from an ABA-accredited law school.			
<b>Experience:</b> 0-3 years practice in Virginia, with ability to gain admission to practice before the Virginia Supreme Court and the U.S. District Court for the Western District of Virginia within 6 months of employment.			
<b>Knowledge/Skills:</b> Knowledge and understanding of Virginia local government law; knowledge and understanding of Virginia state and federal court procedures and practice; ability to analyze factual and legal scenarios to develop proposed responses and/or solutions to particular situations; ability to respond collegially and professionally to County officials, County staff, and citizens.			
<b>Working Conditions:</b>			
<b>Physical Demands:</b> Ability to perform general office activities, which may include activities such as light lifting (10 pounds), subject to reasonable accommodations for bona fide disabilities.			

<b>Supervisory Responsibilities:</b>	
<b>Number of Employees Supervised:</b> 0	<b>Number of Subordinate Supervisors Reporting to Job:</b> 0
<b>Approvals:</b>	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

## **Position Justification Statement**

The Commonwealth's Attorney's Office is requesting an additional Assistant Commonwealth's Attorney ("ACA") position. As justification for this request, the Commonwealth's Attorney notes that the office has not added an attorney position since November of 2012. Subsequent to this addition, the caseload of the office has increased substantially. For example, 2,359 felony and misdemeanor cases were commenced in the Frederick County Circuit Court in 2014. These numbers exceed those associated with the responsibilities of the City of Winchester's Commonwealth's Attorney's Office (which commenced 1,790) by roughly 30%; yet that office has the same number of prosecutors as the County.

The increased local caseload has been recognized by the General Assembly, which found it necessary to add two Circuit Court judgeships to the 26<sup>th</sup> Judicial Circuit. The General District Court has also added judgeships, requiring the Commonwealth to appear virtually every day to cover cases in these courts. These added court days create substantial strain on the ability of the existing attorneys to prepare adequately and cover hearings.

Another gauge of the increased caseload of the office is reflected in the expanded staffs of the Frederick County Sheriff's Office, Frederick County Fire and Rescue, and the Northwest Regional Adult Detention Center. The Board has approved the funding of numerous additional positions for each of these organizations for FY2016 (Sheriff's Office = 7 positions; Fire & Rescue = 10 positions; Jail = 6 positions). The Commonwealth's Attorney's Office is in the same pipeline of work served by these three organizations, such that the justifiable expansion of the staffs of these organizations speak to a similar need in the Office of the Commonwealth's Attorney.

Also telling are the Staffing Standards compiled by the Compensation Board, the state entity that, among other things, is responsible for assessing staffing needs in Commonwealth's Attorney's Offices around the state. The Compensation Board categorizes Commonwealth's Attorney's Offices into four categories, "small," "mid," "large," and "super." Frederick County is one of forty-eight offices categorized as "mid" in the state. According to the Compensation Board's statistics, Frederick County is tied with Tazwell as the most understaffed office in the state. Its figures suggest that the Frederick County Commonwealth's Attorney's Office is in need of four additional prosecutors. Given that there are presently six attorneys in the office, including the Commonwealth's Attorney, the Compensation Board statistics suggest that the office is presently working at 166% of its capacity. Unfortunately, the General Assembly refuses to allocate adequate pass-through funding to the Compensation Board. As a result of underfunding from Richmond, the localities around the state typically are required to make up the shortfall to ensure that their citizenry are appropriately served by their local prosecutor's office.

In response to the aforementioned staffing inequities across the state, the Compensation Board has seen fit to reallocate a few previously funded (but vacant) positions from offices it considered "sufficiently staffed" to others that are more in need. Frederick County has been fortunate to receive one of these new positions. The Compensation Board has provided our

office funding for a new Assistant Commonwealth's Attorney position in the amount of \$53,967.00 annually. Notably, the Commonwealth's Attorney's Office has as a line item in its budget of \$30,000.00 for a part-time prosecutor (022010-1003-000-002). The Office has never filled this position because of an inability to find qualified attorneys willing to work for such a salary. We therefore propose to take \$16,033.00 from this part-time line item and use it to supplement the new Compensation Board funded position. That will allow us to offer a new full-time attorney a competitive starting salary of \$70,000. Using this formula, the net cost to Frederick County for a new full-time Assistant Commonwealth's Attorney will be no more than the cost of the standard benefits package for regular full-time Frederick County employees. With respect to the remaining balance of our budget line item 022010-1003-000-002, please see our specific budget request related to salary increases for existing employees.

As always, the Commonwealth's Attorney's Office appreciates the consideration of the Board as to this request.

DATE December 9, 2015

TO: Jay Tibbs, Interim HR Director  
Frederick County

FROM: Patrick Barker, CEcD  
Executive Director

RE: FY 2017 EDA Budget | FTE Request

The Economic Development Authority's (EDA) FY17 budget and investment proposal to Frederick County does include the request for an additional full-time staff person. Enhanced talent engagement and advanced data driven economic development are core functions of this proposed position.

Today, workforce is a key factor in nearly every business location decision. As a result, economic development organizations, like the Frederick County Economic Development Authority, not only need to showcase their communities to companies, C-level executives and site selectors, they now also need to effectively market their regions to skilled professionals, especially within the key industries they are targeting for business retention, expansion and relocation. Talent development has long been a focus of the EDA with the Career Pathway Program. This initiative's success, combined with the regional study "The Changing Manufacturing Workforce in the Shenandoah Valley: A Look at Regional Issues Related to Worker Upskilling and an Aging Workforce" and the importance of the millennial workforce, requires an enhanced effort.

In addition, an overwhelming majority of location decisions for expansions and location now start with analytic and web research. Understanding the analytical competitive advantages of Frederick County is paramount. For example, what occupational advantages for manufacturers does Frederick County provide compared to its competition and what are Frederick County's targeted businesses. This effort requires consistent staff time which is difficult with the current staff and workload. This position would also permit other EDA staff to focus on their core activities and thus achieve even higher results.

Finally, I believe this position will contribute significantly to securing additional business expansions and new locations. As a result, Frederick County will continue its reign as one of the successful economies in Virginia and generate additional local revenue.

DATE: February 12, 2016

TO: HR Committee  
Frederick County

FROM: Patrick Barker, CEcD  
Executive Director

RE: FY 2017 EDA Budget FTE Request | Additional Justification

This memo serves additional justification for funding the EDA's Research Manager position.

#### Position Background

The EDA research manager would be responsible for collecting, cataloging, maintaining, and presenting a wide range of information from secondary sources that is critical to the work of the EDA. The funding would come from conversion of monies from the current vacant part time business development associate, re-purposing of some existing operating funds and some requested new monies. A previously created job description is included.

#### Summary of EDA FTE Main Duties

Patrick Barker, CEcD, Executive Director <ul style="list-style-type: none"> <li>• Performs strategic planning</li> <li>• Handles reactive &amp; proactive client management</li> <li>• Manages project negotiation (new &amp; existing)</li> <li>• Conducts advanced data analysis</li> </ul>	Wendy May, Marketing Manager <ul style="list-style-type: none"> <li>• Manages web presence and all publications</li> <li>• Creates direct marketing materials</li> <li>• Handles all press releases and social media</li> </ul>
Sally Michaels, Existing Business Coordinator <ul style="list-style-type: none"> <li>• Manages existing business call team</li> <li>• Leads Career Pathways Program</li> <li>• Maintains relationships with County companies as the EDAs business liaison.</li> </ul>	Donna McIlwee, Administrative Assistant <ul style="list-style-type: none"> <li>• Processes financial records</li> <li>• Handles special projects, as requested</li> <li>• Supports staff, as needed</li> </ul>

### Initial Projects for Research Manager Position

#### Targeted Business Study update

- This project will involve detailed review of economic and workforce data to update realistic business targets for Frederick County, VA. Results would drive proactive marketing efforts as well as strategic initiatives to enhance efforts to make Frederick County more competitive for some business targets.

#### Workforce Comparison

- This study will review Frederick County's labor draw area to identify the competitive advantages of its workforce.

#### Local Business Cost Competitiveness Study

- This analysis will review Frederick County's business cost position among its traditional competition.

#### Proactive Marketing Research

- This analysis will identify specific companies which align with business targets.

#### Career Pathways Program Support

- Position will provide analytic support for EDA Career Pathways Program. This support will enable the Existing Business Coordinator to enhance programing elements.

#### Marketing Materials Support

- Position will provide support to maintaining data and information on web and other publications. This support will enable the Marketing Manager to focus on developing more creative materials, like case studies on existing employers for marketing purposes and enhancing the EDA social media status.





### EDA Staffing Comparison

The following table provides some understanding how the Frederick County economic development staffing compares to comparable localities. Staffing at regional economic development agencies are also shown to create an equitable comparison.

Locality	Employment	Population	EDO Staff (FTE & PTE)	Regional EDO
Frederick County	28,625	82,059	4	No
Portsmouth City	43,778	96,802	3	Yes 14 staff, 11 localities
Roanoke County	37,461	93,569	5	Yes 7 staff, 7 localities
Suffolk City	28,228	89,586	5	Yes 14 staff, 11 localities
Rockingham County	30,071	78,953	2	Yes 3 staff, 12 localities
Lynchburg City	51,628	77,874	3	Yes 4 staff, 5 localities
Augusta County	25,954	74,642	2	Yes 3 staff, 12 localities

Frederick County currently holds no formal affiliation to a regional economic development entity. At the desire of the Shenandoah Valley Partnership last year, the Frederick County EDA, along with the City of Winchester, discussed the activities of this membership based regional economic development marketing agency based in Harrisonburg. After discussion with the EDA Chair, Frederick County EDA maintains an openness for regional cooperation on economic development. A formal structure is likely premature given:

- The County EDA came into existence in July 2014 in part so Frederick County could have their own economic development voice.
- The County EDA provides many of the same services as the Shenandoah Valley Partnership, like business retention, business attraction and workforce development.
- Membership in the Shenandoah Valley Partnership would cost at least \$100,000 annually.
- VEDP research reveals site selectors and corporate decision makers connect Frederick County/Winchester with Northern Virginia and not with the Shenandoah Valley Partnership's geographic coverage area.





Tamara Green  
Director

**FREDERICK COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

**107 N. KENT STREET, THIRD FLOOR  
WINCHESTER, VA 22601**

**(540) 665-5688**

**(540) 535-2146 FAX**

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**MEMO**

To: Human Resources  
From: Tamara Green, Director  
Date: November 30, 2015  
Subject: Budget

The Department of Social Services has two personnel requests to address the growing demands of Foster Care/Adult Protective Services.

The first request is to upgrade the position of Family Services Specialist II to a Family Services Specialist IV. The upgrade adds Federal/State \$1,819 + Local \$4,453 = \$6,272 total.

The second request is adding a new Adult Services Position. The additional position adds Federal/State \$28,866 + Local \$52,662 = \$81,528

Total Request is an additional \$87, 800 (\$30,685 Federal/State + \$57,115 Local)

This request would increase our local budget by \$32,801 from our current local amount.

Please see the attached documentation that provides information and data to justify the request.

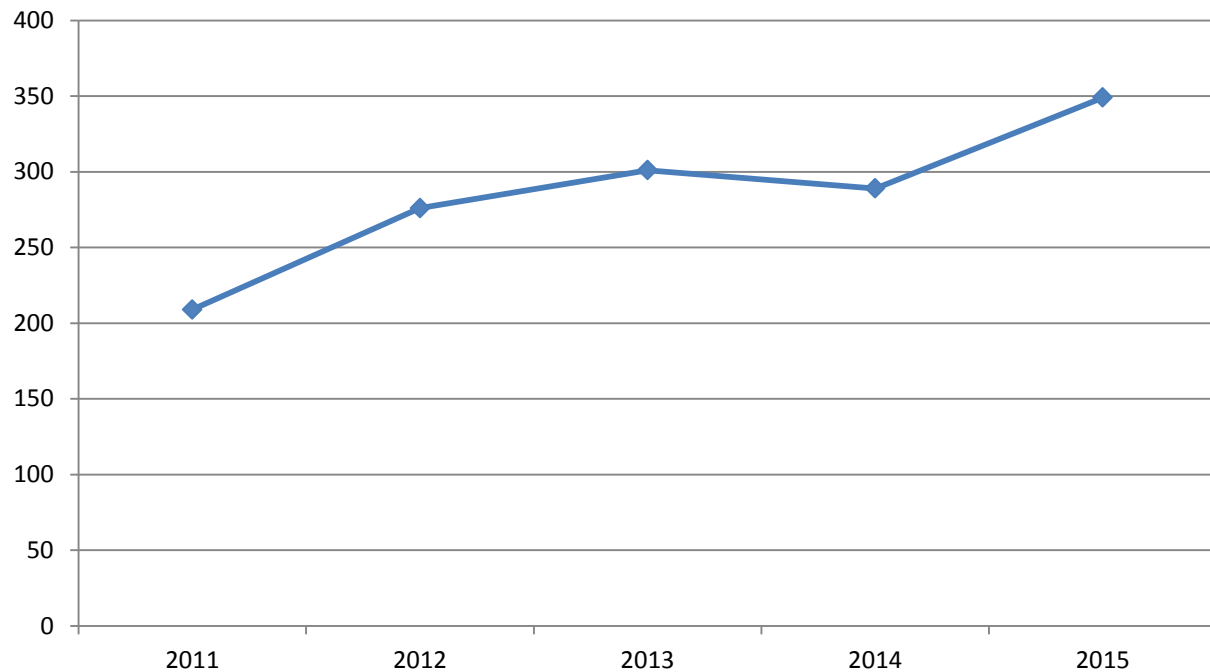
My sincere appreciation for your time and consideration.

A handwritten signature in blue ink, appearing to read "Tamara L. Green", is written over a light blue rectangular background.

Tamara L. Green  
Director

Over the past several years, APS workers have seen an increase in their caseloads due to increases in the number of adult abuse, neglect, or exploitation reports received by the Department. Between SFY 2011 and SFY 2015, the number of APS reports received increased by 70 percent (Figure 1).

Figure 1: APS Reports Received by State Fiscal Year (2011 – 2015)



In addition to the increase the in the number of APS reports received, the APS unit has experienced a 50 percent increase in the number of clients receiving on-going adult protective services case management each month (SFY 2011 = 46 clients per month, SFY 2015 = 72 clients per month). Furthermore, the APS unit currently monitors 213 adult service cases each month. Adult service cases include adult service case management, monitoring guardianship reports, conducting screenings for nursing home placement, assisted living facility placement or EDCD waiver services.

During that same time period, the number of CPS reports received has averaged 950 per year; however, the number of children receiving on-going child protective services, and the number of children entering foster care, has increased significantly. These increases have primarily been attributed to parental substance use (Figure 2 & Figure 3)

Figure 2: Children receiving On-going Child Protective Services by Year

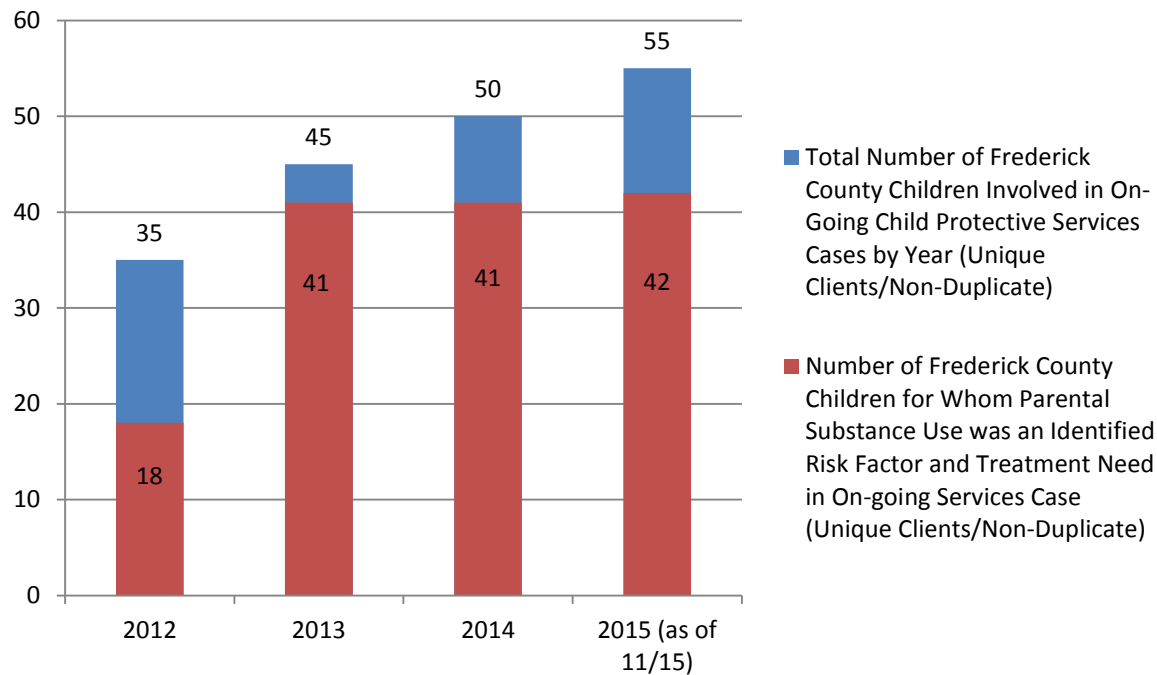
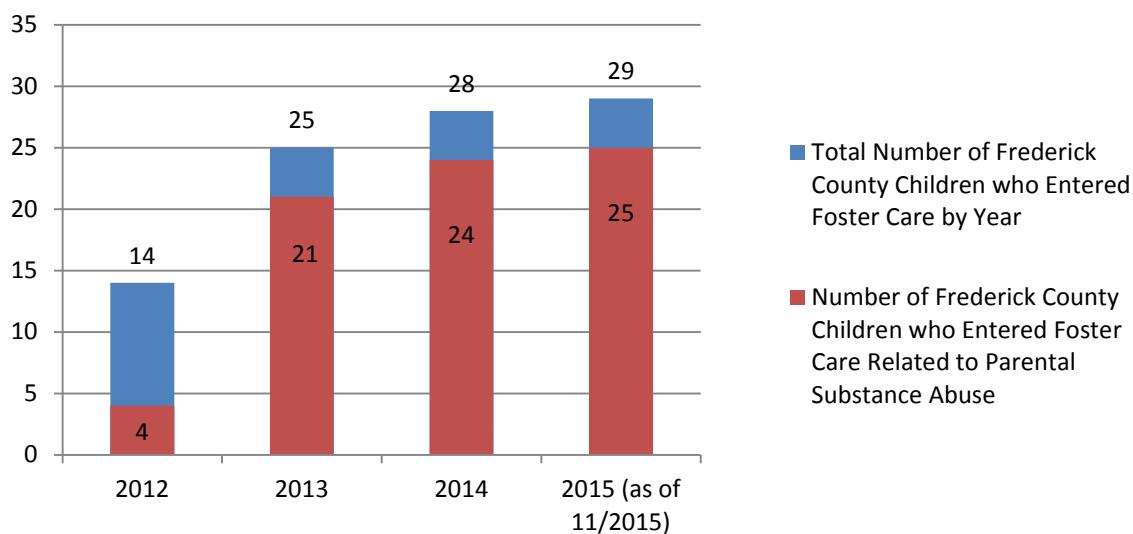


Figure 3: Children Entering Foster Care by Year



Currently, the Frederick County Department of Social Services has one Family Services Supervisor overseeing both of these program areas. The span of control for this Family Services Supervisor is currently 14 staff members. This includes supervision of five child protective services workers, three on-going child protective services workers, five adult protective services workers, and one intake worker. The supervision of programs involving vulnerable children and adults must allow for a manageable supervisor-supervisee ratio in order to work one-on-one in a meaningful and planful way with frontline protective services staff, while still maintaining a professional, accountable relationship in the community (Jacquet et al. 2007; Juby & Scannapieco 2007; Robison 2006; Weaver, et al. 2007). The current supervision ratio of 1:14 far

exceeds best practice standards in child welfare and does not allow the supervisor to have adequate knowledge about the supervisees' caseloads. The Child Welfare League of America has recommended a supervision ratio of 1:5 for child protective services supervision. The Council on Accreditation (COA), a non-profit, independent human services accrediting organization, has established a supervisor-supervisee ratio for human services related employment that is not to exceed 1:8.

Jacquet, S., Clark, S., Morazes, J., Withers, R. (2007). The role of supervision in the retention of public child welfare workers. *Journal of Public Child Welfare*, 1(3), 27-54.

Juby, C., Scannapieco, M. (2007). Characteristics of workload management in public child welfare agencies. *Administration in Social Work*, 31(3), 95-109.

Robison, S. (2006). *Toward a High Quality Child Welfare Workforce: Six Doable Steps*. Cornerstones for Kids, Retrieved from:  
[http://www.cornerstones4kids.org/images/six\\_doable\\_steps\\_406.pdf](http://www.cornerstones4kids.org/images/six_doable_steps_406.pdf)

Weaver, D., Chang, J., Clark, S., Rhee, S. (2007). Keeping public child welfare workers on the job. *Administration in Social Work*, 31(2), 5-25.

In addition, over the past three years our foster care roster has increased from 11 children in foster care to 55. This increase is directly related to Parental Substance Abuse in our community. In 2015, 33 new children have entered foster care and 25 of those who entered were related to Parental Substance Abuse. This increase in caseload has shifted how we manage not only cases but staff as well.

Currently, the Frederick County Department of Social Services has four Family Services Specialist II positions that manage foster care, adoption, and family services cases. Our most tenured employee has been handling responsibilities upward of a Family Services Specialist IV position for quite some time. These extra duties/responsibilities include oversight and management of the adoption program, case management of the most complex cases, acting in the absence of the supervisor, management of all adoption subsidies, and providing limited supervision to other staff.



To: Human Resources Committee  
From: Jay E. Tibbs, Interim HR Director  
Date: November 23, 2015  
Subject: Request for New Positions

As part of the HR Department's budget submission, I am proposing the creation of a Human Resources Specialist position and the conversion of the current part-time Human Resources Assistant position to a full-time position.

The first requested position would be a second Human Resources Specialist whose primary function would be training and development. Employee training and development is very important not only for meeting legal requirements (e.g. health and safety, sexual harassment, etc.), but also to enhance productivity and teach best practices. A job description is attached for your review.

The second request is to convert the current part-time HR Assistant position to a full-time position. This position currently works approximately 25 hours per week. If permitted to make this position full-time the primary responsibilities would include: serving as the department's receptionist covering the front desk from 8:30 a.m. until 5:00 p.m., providing employee assistance in regards to compensation, policies, and benefits questions, and management, oversight, and improvement of the department's transactional and automated processes. Approximately 50% of the HR Generalist's and 60% of the Benefits Administrator's current responsibilities are purely transactional based tasks. A full time HR Assistant could absorb many of these general responsibilities thereby enabling the HR Generalist and Benefits Administrator to perform position appropriate tasks by providing more strategic oversight and input into the department's annual goals and objectives and enabling them to take on more exempt level projects. A job description is attached for your review.

By way of background, in July of 1997 after maintaining a vacant position for 16 months, the department hired its fourth full time position supporting approximately 356 employees. The department continued with 4 full time staff members until July of 2010 when an employee retired and it was decided not to replace the position due to the continuing economic downturn in the economy. (Today, the HR Department serves approximately 700 full-time and 150 part-time employees with a staff of three full-time employees and one part-time employee.) In an effort to recognize the financial savings for the County by leaving the position vacant the department began to automate a number of its processes where appropriate and possible, to include:

- Implementation of an electronic timekeeping system to track part-time employees;
- Digitization of full-time and part-time employee files thereby allowing department directors to view their respective employees' files without the assistance of HR staff;
- Paperless (electronic) performance review process; and
- Electronic open enrollment process.

The department is also in the process of purchasing an applicant tracking software system that will allow it to manage all employment applications electronically versus the current manual system and will also enable it to reach

a broader talent pool when attempting to fill vacant positions. This system will greatly enhance the effectiveness of the Human Resources Specialist whose primary responsibility is recruitment with a focus on public safety positions.

Like other departments that actively support/staff a Board of Supervisors' committee (e.g. Finance, Planning, and Public Works) the HR department, in addition to managing the day to day organizational needs, staffs and is actively involved with the Board of Supervisors' HR Committee. This committee meets monthly with the goal of enhancing employee policies and programs and engaging our department directors via educational presentations about the respective departments.

The department has absorbed the additional responsibilities the Employees' Activities Committee and the United Way Committee. This new committee is now known as the Fun Committee, which has become much more engaged and active than in prior years. The Fun Committee is responsible for the annual Christmas Party, the Employee Recognition Lunches, the annual Chili Cook Off and numerous other events throughout the year that support our employees and/or our community.

In 2013, the HR Department established a Wellness Program that has been recognized with the Gold Achievement medal from the American Heart Association's Employer Fit Friendly Program. As part of the Wellness program, an employee Wellness Committee was created to recommend wellness future wellness programs and initiatives to county leadership. The HR staff chairs and staffs this committee.

Along with the department's current responsibilities, there are a number of forthcoming benefits compliance initiatives that must be addressed to include tracking and reporting relative to the federal Affordable Care Act. There are also increased Virginia Retirement System benefits administration as VRS has increased the number of offered retirement plans from one to three, with the last being a hybrid plan which poses some unique administrative challenges.

The department's accomplishments over the last five years, with current staff, are to be commended. However, in spite of those accomplishments, there remain a number of areas and initiatives that could greatly benefit the organization, but we are unable to even attempt with limited staffing. Priorities include: staff training and development, strategic planning with the new county administrator, organization wide succession planning and talent management, review of benefits delivery model, and review of total compensation strategy.

I appreciate your consideration of this request to create a new HR Specialist position and the conversion of the existing part-time HR Assistant to a full-time position. Should you have any questions, please feel free to contact me.

<b>County of Frederick, Virginia</b>			
<b>Position Details</b>			
Position Title: HR Specialist (Training & Development)		Date Position Created: 07/01/2016	
Department: HR Department		Reports To: HR Director	
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 11/23/2015	Prepared By: HR Generalist	
Range: 4	<input type="checkbox"/> Essential <input checked="" type="checkbox"/> Non-Essential	Salary: \$32,300	
G/L Line Item:			
<b>Job Description</b>			
<p><b>Job Purpose:</b> Administers, organizes and conducts company training programs for clerical, supervisory, technical and mid-management personnel. This position will be responsible for analyzing training needs, developing curriculum and delivering courses; will evaluate the trainee for effectiveness of training; responsible for development of reporting measurement of training needs and results.</p>			
<b>Essential Functions</b>			
<ul style="list-style-type: none"> <li>• Researches, plans, organizes and conducts training programs, seminars and conferences for clerical, supervisory, technical and lower-level management personnel;</li> <li>• Writes material for new training programs; reviews, evaluates and modifies existing and proposed programs; recommends appropriate changes;</li> <li>• Assists with preparing and administering various training programs;</li> <li>• Administers and evaluates training program qualification tests and determines eligibility of prospective attendees;</li> <li>• Prepares and distributes training aids such as instructional material, handouts, evaluation forms and visual aids; sets up audiovisual equipment and makes presentations when necessary;</li> <li>• Contacts attendees and department representatives about training programs offered.</li> </ul>			
<b>Job Requirements:</b>			
<p><b>Education:</b> Four year degree from recognized college or university, preferably with a sociology, human relations, or similar concentration. A combination of education and experience equivalent to graduation from a four year college or university degree may be substituted for the education preference.</p>			
<p><b>Experience:</b> Training &amp; Development experience, preferably in a Public organization.</p>			
<p><b>Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• Communication Proficiency;</li> <li>• Learning Orientation;</li> <li>• Thoroughness;</li> <li>• Time Management.</li> </ul>			
<b>Working Conditions:</b>			
<p><b>Physical Demands:</b> Typical office position, sitting at desk, standing, conducting training sessions</p>			
<b>Supervisory Responsibilities:</b>			
Number of Employees Supervised:		Number of Subordinate Supervisors Reporting to Job:	



#### Program Coordinator Justification:

The Program Coordinator position is being sought in the Fiscal 2017 budget. The Program Coordinator position was requested in Fiscal 2016 and not filled. The proposed Program Coordinator position is a Range 4 position to assist Program Supervisors with the delivery of several programs. Several new programs have been added during the last two years in anticipation of this position being filled. The Program Coordinator will be supporting the implementation of several recreation programs including aquatics, Winter Wonderland, July 4, high school summer athletic leagues, youth basketball, Special Olympics, and the Battlefield ½ Marathon. Failing to fill this position will result in the loss of several planned programs and their corresponding revenues and expenses.

## County of Frederick, Virginia

### Position Details

Position Title: Program Coordinator		Date Position Created:
Department: Parks and Recreation		Reports To: Superintendent of Recreation
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 11/4/2013	Prepared By: Melissa Banks
Range: 4	Grade:	Salary: \$37,200

G/L Line Item: 7104-1001-000-030

### Job Description

**Job Purpose:** Plans and supervises county-wide specialized recreation programs and activities; does related work as required. Conducts responsible, professional work in the organization and implementation of county-wide recreation programs within a division. The Program Coordinator will supervise the work of part-time professional staff, volunteer helpers and activity participants. The incumbent may be required to direct recreation activities of a highly specialized nature.

### Essential Functions

- Reports directly to the Superintendent of Recreation in the Recreation Division;
- Assists with the development, planning, implementation, and evaluation of recreation based programs;
- Assists with developing a comprehensive recreation program, including site procurement, recruitment, and preparation of promotional information and securing of community support;
- Compiles figures to prepare budget recommendations for activities in assigned division;
- Prepares and maintains administrative records and reports of revenues, expenditures, activities, work schedule, program attendance, supplies and other recreational information;
- Interacts with the Marketing Coordinator to prepare plan for promoting assigned activities through newsletters, program brochures, posters and other promotional materials for programs;
- Recruits, selects, trains, and supervises part-time, seasonal, and volunteer staff to fulfill program needs;
- Serves as professional/technical liaison with various agency and interagency staff members, as well as community organizations and committees;
- Assists with the basicREC program as needed including monitoring timesheets, substituting on site, and other tasks as defined;

### Job Requirements:

**Education:** Any combination of education and/or experience equivalent to graduation from an accredited college with a degree in recreation or a related field or relevant experience.

**Experience:** Possession of, or ability to acquire, current CPR and Community First Aid certification.

#### Knowledge/Skills:

Thorough knowledge of the principles and practices of professional recreation work; good knowledge of one or more phases of community recreation activities; ability to schedule and coordinate a recreation program on a County-wide basis; ability to provide working leadership to a group of recreation personnel; knowledge of methods and principles involved in age appropriate recreational activities for both youth and adult; ability to act independently and make decisions; possession of good oral and written communication skills; ability to establish effective working relationships with other governmental agencies, co-workers, and program participants.

**Working Conditions:**

**Physical Demands:** Walking, talking, stooping, kneeling, bending, reaching and gripping. May be required on occasion to move up to 30 lbs.

**Supervisory Responsibilities:**

**Number of Employees Supervised: 8**

**Number of Subordinate Supervisors Reporting to Job: 0**

**Approvals:**

Department Director:

Date:

HR Director:

Date:

Finance Director:

Date:

County Administrator:

Date:

Board of Supervisors Approval:

Date:



## MEMORANDUM

**TO:** Human Resources Department

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

**SUBJECT:** FY 2016-2017 Planning Department New Position Request

**DATE:** November 17, 2015

The Department of Planning and Development requests the creation and funding of a previously vacated Planner position. This position was vacated during the economic slowdown over past decade, but the improved economy has increased staff workload and warrants the re-hiring of an additional Planner. The new Planner position request seeks to fund the position with a salary of \$45,200 plus fringe benefits. This request for the new position has been prepared following the guidelines identified in the October 29, 2015, FY 2017 Budget Directive memorandum from Brenda G. Garton, County Administrator.

Title	Range	Salary Minimum	Fringe Benefits	Total Annual Cost
Planner	7	\$45,200	\$18,683	\$63,883

### Justification

The county continues to realize an increase in development review applications, specifically residential subdivision design plans. This increase in development review applications is a positive sign for our local economy. But the increase in development review also results in additional demands for staff time dedicated to plan review. With all signs indicating that the economy is moving in a positive direction, the Planning Department requests consideration of funding a vacant Planner position to assist with the increased development review workload. Failure to fund the position will result in longer plan review times, delaying the development review process.

The Planning Department staff manages a number of development review areas that result not only in a well planned community, but also in developers contributing to minimize impacts. Through the planning and tools implemented by the department, the County has received cash proffer payments in FY15 exceeding \$1,112,929, and these proffer contributions are projected to exceed \$1,904,669 in FY16. Reflective of the positive signs in the housing industry, the figures should continue to exceed \$1,000,000 in FY17. Additionally, the Planning Department staff aggressively pursues various state transportation funding programs. Revenue stream from VDOT revenue sharing program applications topped \$4,600,000 in FY15; this investment is matched by private development dollars. It is anticipated that in FY 16 the county will be awarded \$10,750,000 in revenue sharing, rail access, and economic development access funding. The requested Planner position will contribute to the Planning Department's success in securing funding to mitigate impacts and advance transportation improvements.

#### Position Specifics

The Planner position will contribute to the county's planning program by:

- Reviewing master development plan, subdivision plans, and site plan proposals;
- Conducting independent research on planning issues and planning projects;
- Providing staff support to the Board of Supervisors and the Planning Commission;
- Attending and participating in meetings of the Planning Commission and various groups and organizations;
- Assisting the general public and other professionals and government officials with inquiries and issues concerning planning processes, development procedures, and County ordinances; and,
- Assisting other members of the Planning Staff with other tasks identified in the department's work program

I truly believe that the county should recognize the additional workload associated with the improved economy and the associated increase in development review fees, and support the full funding of a Planner position at a salary of \$45,200 plus benefits.

Thank you for your consideration.

Attached: Planner Position Details form

<b>County of Frederick, Virginia</b>		
<b>Position Details</b>		
Position Title: Planner		Date Position Created:
Department: Planning & Development		Reports To: Director of Planning & Dev.
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 11/17/15	Prepared By: Eric Lawrence
Range: 7	Grade: A	Salary: \$45,200
G/L Line Item: 10-81010-000-1001-003		
<b>Job Description</b>		
<p><b>Job Purpose:</b> Performs and provides professional support to the County's planning program. Carries out special projects, conducts independent planning research, and assists with the administration and enforcement of County development codes. Provides primary support to the Board of Supervisors, the Planning Commission, the Planning Director, and various committees. Performs related duties as assigned.</p>		
<b>Essential Functions</b>		
<ul style="list-style-type: none"> <li>• Reviews master development plan, subdivision plans, and site plan proposals</li> <li>• Conducts independent research on planning issues and planning projects</li> <li>• Provides staff support to the Board of Supervisors and the Planning Commission</li> <li>• Attends and participates in meetings of the Planning Commission and various groups and organizations</li> <li>• Assists the general public and other professionals and government officials with inquiries and issues concerning planning processes, development procedures, and County ordinances</li> <li>• Assists other members of the Planning Staff with other tasks identified in the department's work program</li> </ul>		
<b>Job Requirements:</b>		
<p><b>Education:</b> Graduation from an accredited college or university majoring in Urban Planning or a related field. Masters Degree and four years experience preferred. Considerable practical experience may be considered for degree requirements.</p>		
<p><b>Experience:</b> Four years experience preferred. Considerable practical experience may be considered for degree requirements.</p>		
<p><b>Knowledge/Skills:</b> Considerable knowledge and use of planning principles and practices and local government regulations. Ability to conduct extensive research, writes technical reports, prepares data, and works with the public. Ability to work with computer systems including Internet, ArcView, and general office software, including word processing, database, and presentation. Ability to establish and maintain professional working relationships with co-workers, officials, and the general public, and possess professional telephone etiquette.</p>		
<b>Working Conditions:</b>		
<p><b>Physical Demands:</b> Must possess a valid driver's license.</p>		

<b>Supervisory Responsibilities:</b>	
<b>Number of Employees Supervised:</b> 0	<b>Number of Subordinate Supervisors Reporting to Job:</b> 0
<b>Approvals:</b>	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:

# Northwestern Regional Adult Detention Center

James F. Whitley - Superintendent



141 Fort Collier Road, Winchester, VA 22603  
(540) 665-6374 (540) 665-1615 FAX

2/8/16

Mr. Jay Tibbs  
Acting Human Resources Director  
Frederick County, Virginia

RE> Justification for new Correctional Officer positions

Dear Jay

I am presenting our justification for the 3 correctional officer positions that were approved by the Jail Authority at our meeting on November 19, 2015 for next year's budget.

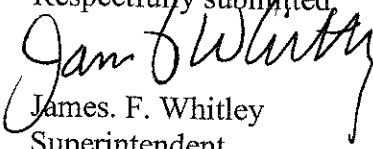
When I arrived here in August 2012, we had 14 frozen positions whose savings were used to offset that year's budget. Our Average Daily Population (ADP) was 560. Our number of out of compliance inmates that were State Responsible was 32. Our number of chronic care admissions was 45 per month. Our overtime use was \$100,000.

Our inmate population began to rise dramatically as the heroin epidemic began to take its toll in 2013. Our annex building, which had been unused since 2008, was now needed to house the overflow of inmates we were receiving. Upon receiving the blessing from the Jail authority chairman, we opened the building in October 2014, without having enough staff available to operate it without overtime.

As of August 2015, we were down to 6 vacancies. I was approved 6 correctional officer positions beginning July 1, 2015. Our ADP was 638. Our number of State responsible inmates was 69. Our number of chronic care admissions was 109. Our overtime use was \$442,230.

It takes 3 officers per shift to operate the annex building, that is 12 total over the 4 shifts. With the approval of the 3 in this budget year, I will have increased my officer total to 9 of the 12 necessary to operate. The additional officers are necessary to reduce overtime and to provide additional security for the growing inmate population.

Respectfully submitted,

  
James F. Whitley  
Superintendent





## COUNTY of FREDERICK

Sanitary District of Shawneeland

Kevin Alderman  
District Manager

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

### MEMORANDUM

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

**FROM:** Kevin Alderman, District Manager, Shawneeland Sanitary District *KCA*

**SUBJECT:** Request to Add Full-time Laborer Position

**DATE:** February 8, 2016

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Due to the increased number of homes within Shawneeland, the road system and amenities require additional attention. Therefore, I am requesting to add a full-time laborer position for the Frederick County Sanitary District of Shawneeland at the beginning of Fiscal Year 2017.

I have employed a part-time laborer for the past 8 years. The part-time employee currently works 30 plus hours per week and is entitled to health insurance. The part-time position will be cut in lieu of the full-time position being added.

The full-time position has been funded into the Fiscal Year 2017 budget. The position was endorsed by the Shawneeland Sanitary District Advisory Committee and the Public Works Committee.

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

KCA/pms

# FREDERICK COUNTY SHERIFF'S OFFICE



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540/662-6168  
FAX 540/504-6400

**To:** Human Resources Committee  
**From:** Sheriff Lenny Millholland  
**Subject:** FY 2016-2017 Justification for New Positions  
**Date:** February 10, 2016

The Frederick County Sheriff's Office respectfully submits the following documentation as additional justification for the following positions that were requested in the FY 2016-2017 Budget.

I understand other Frederick County department heads also have the need for filling vacant positions or funding additional positions, however, I feel compelled to explain how understaffing of personnel affects all Divisions within my office and how it impacts my commitment to ensuring the citizens of Frederick County receive the most professional law enforcement service possible. My goal and desire as Sheriff is having comfort that the citizens of Frederick County live in one of the safest communities in the Commonwealth. This can be accomplished if some or all of my requests for additional personnel are approved.

All sworn Deputies and Criminal Investigators to include School Recourse Officers and Animal Control Officers are required to maintain a vast variety of certifications mandated by the Department of Criminal Justice Services (DCJS) in order to retain their credentials as a law enforcement officer. In addition, many Deputies and Criminal Investigators have additional specialties or expertise in a certain field that requires additional training hours. Specialties include but are not limited to Field Training Officer, DCJS Instructor, Standardized Field Sobriety, Tactical Team, Search and Rescue, K-9, Scuba, Crisis Negotiation, Forensics, Polygraph Operator, Radar Instructor, Defensive Tactics and Driving Instructor. While maintaining these certifications, Deputies are on special assignment and not available for routine calls and Investigators are unable to work on pending cases which is taxing on those working a normal shift.

### **Full Time Deputy Positions**

When meeting with the previous Sheriff to complete this budget proposal, I requested an additional 17 Deputy positions in the budget for FY 2016-2017. I realize this request may likely be denied in whole or part, however, I ask that the review committee consider the many obstacles that my office endures on a daily basis.

In addition to training and instruction that I previously outlined, the majority of calls for service require a minimum of two Deputies to respond due to our ever changing society and for their personal safety. Criminal Investigations such as Armed Robberies, Drug Overdoses and Computer Crimes are more challenging and time consuming due to reviewing and downloading numerous video surveillance cameras and evidence from cellular telephones. Mental Health calls and subsequent transportation of mental subjects when a detention order has been rewarded often removes (2) Deputies from patrol for 6-8 hours. State requirement of Deputies and our obligation to ensure the safety of our Judges continues to be more demanding and will only expand as our community continues to grow. In addition to responding to and investigating all crimes that occur in our county regardless of size or nature, report writing associated with these crimes is necessary and often very time consuming. This again, takes the Deputies off of patrol and the investigators away from follow up investigations from previous crimes committed. As previously mentioned I understand my request for an additional 17 Deputies may be alarming and unobtainable, nevertheless, I thank you for considering each position and ask that each requested position be profoundly considered.

## **ADDITIONAL INFORMATION, STATS, ETC.**

### **Full Time School Resource Officers**

As each committee member is aware, over the past several years there have been several horrific and senseless acts of violence in schools throughout the United States. Of all the calls that my Deputies respond to on a daily basis, these types of calls are very concerning and I feel safe in saying it is each of our hope that it never occurs again anywhere in our country much less in our own community. However, each of us also realizes that this type of tragedy could indeed occur on any given day anywhere in the United States. One Deputy in a school being attacked by a ruthless killer or teenager under mental distress could be the difference between stopping the attack prior to injury or death to one or more teachers or children versus the attacker killing or seriously injuring multiple teachers, children or clerical staff.

There are currently (3) three Deputies and (1) one Lieutenant responsible for providing coverage to (3) three high schools, (4) four middle schools and (11) eleven elementary schools in Frederick County. (SRO's also cover DOWELL J HOWARD, NREP and the

School Board). This number of School Resource Officers (SRO) has remained unchanged for the past six years with the exception of one additional being assigned during the 2012 calendar year. During the 2015 calendar year, School Resource Officers were the primary Deputy on 495 calls for service at our schools and assisted each other on 131 of these calls (this does not include the service of petitions). In addition, Deputies on routine patrol often respond to calls at our schools if they are near a school where there is no Resource Officer assigned or the Resource Officer is not available due to court commitments, training or other circumstances – it should be noted that in 2015, patrol Deputies responded to 499 calls to schools where the SRO was unavailable. I ask the committee to place high emphasis on my request for additional, (2) or more, deputy positions that will be utilized as School Resource Officers. In my opinion and I believe each committee member will agree, we owe the children and parents of Frederick County the safest schools possible and we should do whatever is necessary to make sure this is occurring in our county. A new middle school currently under construction is anticipated to open during the 2016-2017 calendar year which will also increase call volume and safety concerns.

### **Full Time Animal Control Officers**

There is currently (1) Animal Control Officer (ACO) assigned to my office and (1) in training. There have never been more than (4) four Animal Control Officers assigned to the Frederick County Sheriff's Office since the 2010 calendar year. On average during this same time period, there has been between 3,000 to 3,800 animal nature calls for service each year. These calls can vary between lost/stolen dogs or cats, aggressive dogs that have bitten a person or child, apparent rabid domestic animals to malnourished horses. Animal service calls are not limited to domestic animals and livestock but also encompass calls pertaining to wildlife – calls ranging from a snake in a house, birds in a chimney, a groundhog under a shed or a opossum caught in a trap. When the Animal Control Officer is unavailable a Deputy will handle the call and could be tied up for quite some time searching a house for a snake or trying to remove birds from a chimney thus removing him from responding to or assisting with a call for service of a more serious nature.

During the 2015 calendar year, Deputies on routine patrol responded to approximately 2,982 of the 3,350 animal nature calls for service. When this occurs, Deputies are often out of service and out of their assigned sector transporting a dog in their patrol vehicle which is not equipped for such type of call. This can at times become an officer safety issue due to the Deputy not having the necessary equipment as carried by full time Animal Control Officers. When the Deputy arrives at the shelter, additional paperwork is required which can also be time consuming.

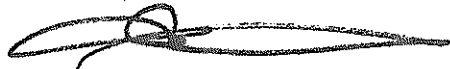
Animal Control Officers are certified law enforcement officers that require the same certifications mandated by DCJS as mentioned earlier for all Deputies and Investigators. The lack of Animal Control Officers has been mentioned to me and my staff by numerous Deputies and it is apparent it has and will continue to affect the morale within my office. Though I feel the shortage of Animal Control Officers is less crucial than the

School Resource Officer positions that I have requested, I hope the committee understands the importance of approving the (2) two or more deputy positions to be assigned as Animal Control Officer positions as requested in the FY 2016-2017 budget.

## ADDITIONAL INFORMATION, STATS, ETC.

In closing, the Frederick County Sheriff's Office patrol responsibility encompasses approximately 416 square miles. Recent census information shows growth in Frederick County by 4,318 new residents bringing the population to 82,623. Though calls for service may show a slight increase or decrease each year, the demands on a Frederick County Deputy, Investigator, Animal Control Officer or School Resource Officer continues to increase yearly. As mentioned earlier, I understand that each Department will be coming before you asking for additional personnel and I understand that each vacancy is equally and vitally important to them as my vacancies are to my office. However, I must refer to the recent call on Sunday, February 7, 2016 when several of my Deputies' lives were in danger by an individual wielding a handgun and firing shots at or near them. The requested positions that I am justifying before you today are positions needed to ensure to the citizens of Frederick County that we respond to all calls for our service in a timely manner and to add comfort to my Deputies in knowing their backup is in close proximity should a similar situation occur.

Sincerely,

A handwritten signature in black ink, appearing to read "Lenny Millholland", with a stylized flourish at the end.

Sheriff Lenny Millholland

**Breakdown of Cost per Position: Deputy/SRO/ACO/Crime Prevention Specialist:**

**Salary** : \$36,800.00\*

**Fringes** : \$18,416.00\*

**Testing** : \$ 510.00  
(physical/psychological)

**Academy fee** : \$ 378.00\*

**Police Supplies** : \$10,280.00  
(handcuffs, pepper spray, flashlight, handgun, shotgun, camera evidence kit, portable radio, digital recorder, radar unit,— items used in day to day operations)

**Uniforms/Apparel** : \$ 2,252.00  
(shirts, pants, boots, hats, ties, name plates, badges, raingear, hat covers, body armor-vest, patches, gun belt, belt keepers, holster)

**Vehicle-marked** : \$ 26,026.00

**Vehicle Equipment** : \$ 7,333.00  
(lights, radio, console stand, decals, power outlets, screens, set-up costs)

**One time total cost per position: \$101,995**

\*Recurring yearly cost per position: salary/fringes/academy fee \$55,594.00

## **Frederick County Fire and Rescue Department Personnel Request**

### **Personnel Request**

- **3505-1001-035 Compensation of Firefighter**
- **3505-1001-053 Compensation of Firefighter**
- **3505-1001-054 Compensation of Firefighter**
- **3505-1001-083 Compensation of Firefighter**
- **3505-1001-084 Compensation of Firefighter**
- **3505-1001-085 Compensation of Firefighter**
- **3505-1001-092 Compensation of Firefighter**
- **3505-1001-093 Compensation of Firefighter**
- **3505-1001-106 Compensation of Firefighter**  
Through
- **3505-1001-115 Compensation of Firefighter**
  - 18 - Full-Time Firefighter/EMTs
  - Requested Increase \$662,400 (\$36,800/per position)

The Frederick County Fire and Rescue Department was established in 1990 to supplement, support, and provide coordination for the eleven volunteer fire and rescue companies that provide fire suppression and emergency medical services to the citizens of Frederick County. In 1990, the department responded to 4,141 total incidents. These numbers have steadily increased, and in 2014, the total responses more than doubled at 10,017 and are expected to reach 10,500 in 2015. With that, the number of operational volunteers has decreased to approximately 11% remaining operationally active.

**We are requesting an additional 18 Operational Field Staff members to alleviate the need for Overtime coverage to cover unexpected leave. These additional staff members will allow regularly scheduled personnel to cover vacancies that occur due to staff being on vacation, sick, injured or on any other type of leave that may occur. Due to our low daily staffing numbers, necessary coverage results in Overtime due to the lack of available staff during regular shifts, requiring call-backs (Overtime) to cover these vacancies. In the past, coverage for these vacancies were through the use of Part-Time and Volunteer members. However, we have had a significant decrease in availability of either.**

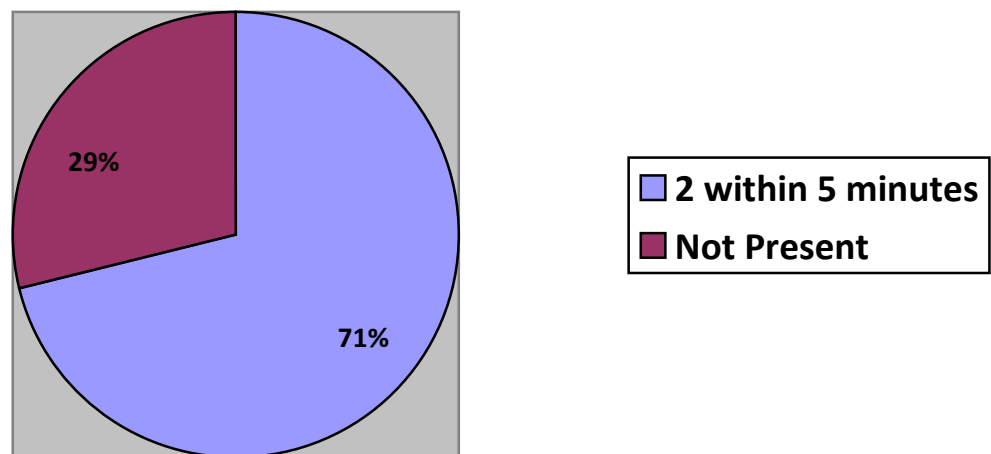
**These additional 18 staff members are imperative to the reduction of unpredicted overtime. Without these positions, overtime will be required to continue to cover leave and injury vacancies or we will be required to decrease services to the community.**

On any given day there are on average, only two (2) to three (3) staff in the station available to provide emergency services. It takes only one response to deplete the staffing and leave the district unprotected. When this occurs and a company experiences back-to-back calls for service, the closest neighboring company is dispatched, resulting in a significant response delay, and leaving a second company depleted of staffing and its citizens unprotected. This scenario happens daily in Frederick County and is an example of what happens for routine EMS incidents. A significant incident such as a structure fire, more often than not, compounds this problem to involve the entire county.

The Fire and Rescue Department must actively evaluate and plan to catch up to meet the needs of our County due to increased growth. The volunteer system has done its best to provide adequate service to our citizens. With the introduction of career staff into the system in 1990, there was a realization that the volunteers alone could no longer meet the needs of our citizens and visitors, at which time career staff was hired to supplement volunteer staffing. Now the opposite is true. Career staff responds to the majority of all calls for EMS and fire service and are now supplemented by volunteers.

Frederick County Fire and Rescue currently does not have a set Response Goal, however we strive to have a minimum of two personnel arrive on scene within five minutes of being dispatched. The chart below details our current Turnout Time.

### Responding Personnel January - October 2015



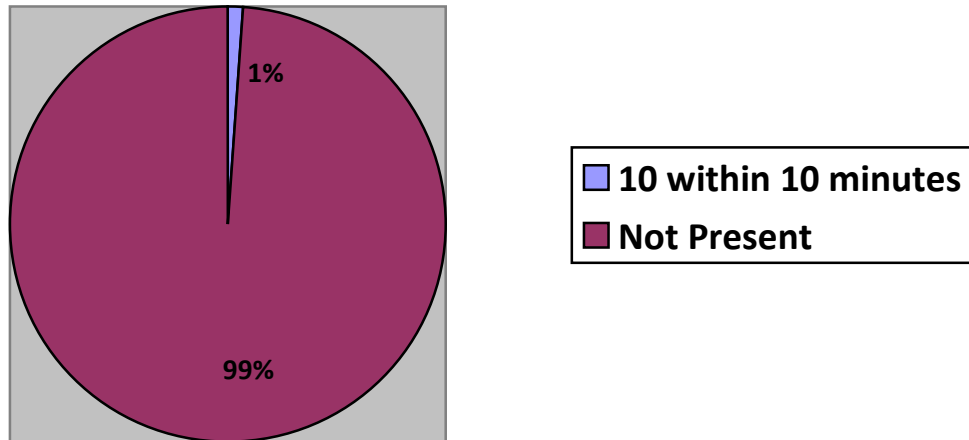
The National Fire Protection Association (NFPA) outlines the Response Goals for combination systems in Suburban and Rural Demand Zones.

Demand Zone	Demographics	Staffing/Response Times	Achievement %
Special Risks	AHJ Determines	AHJ Determines	90
Urban	>1000 people/sq. mile	Staff 15/Response Time – 9 Minutes	90
<b>Suburban</b>	<b>500-1000 people/sq. mile</b>	<b>Staff 10/Response Time – 10 minutes</b>	<b>80</b>
<b>Rural</b>	<b>&lt;500 people/sq. mile</b>	<b>Staff 6/Response Time – 14 Minutes</b>	<b>80</b>
Remote	Travel Distance >8 miles	Staff 4	90



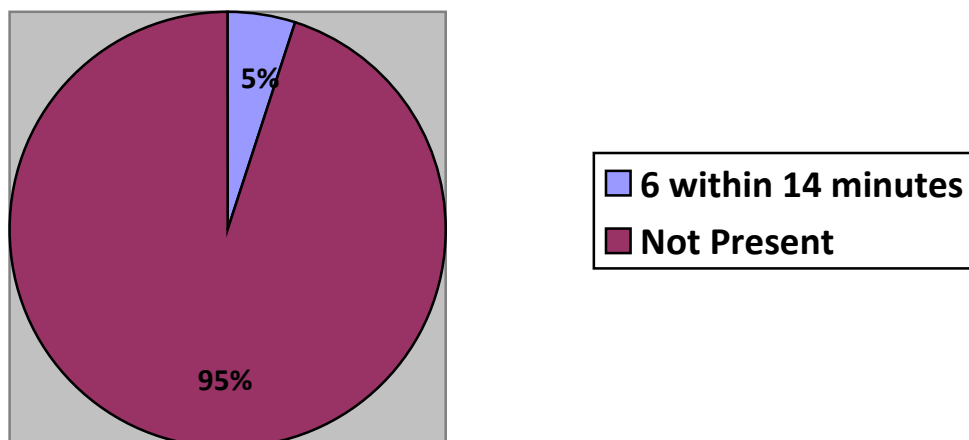
Currently, Frederick County has only reached the Suburban Response Goal 35 times in 2015.

### Responding Personnel - Suburban January - October 2015



And, the Rural Response Goal has been met 399 times in 2015.

### Responding Personnel - Rural January - October 2015



Now, we must come to the realization that the current staffing levels are not meeting the needs of our citizens. As the County continues to grow, the demand on staffing will continue to increase and the need to expand is evident. Insuring the safety of our personnel, obtaining an

acceptable level of service, and meeting new standards adopted by State and Federal agencies are the immediate challenges facing our Fire and Rescue Department.

- **3505-1001-088 Compensation of Training Officer – New**
- **3505-1001-089 Compensation of Training Officer – New**
  - 2 - Full-Time Training Officers (lateral transfer / backfill current FF/EMT positions)
  - Requested Increase \$73,600 (\$36,800/per position)

Two additional Training Officer Positions will assist the existing Training Division Staff with facilitation of the annual training plan adopted by the Frederick County Fire and Rescue Department and the Frederick County Volunteer Fire and Rescue Association. Currently, the Training Division employs two full-time instructors who are responsible for conducting Career Recruit Schools, Career Training required for current EMS providers (CE hours), OSHA mandated training and Volunteer EMS & Fire Academies. With the significant decrease in Volunteer Instructors available for the Academies, the current staff is finding themselves working up to 60 hours a week. When feasible, these staff members adjust their schedules to decrease the overtime impact, however this is becoming more difficult with their current workload.

**These additional two Training Officers are imperative to the reduction of overtime. Without these positions, the Training Division will have to evaluate and eliminate available training opportunities to both Career and Volunteer Fire & Rescue members.**

During the past three years, the Training Division has conducted three Career Recruit Schools in addition to the training programs offered during the annual training plan, which has created an excessive workload for the existing staff. The need to conduct the Career Recruit Schools is becoming more prevalent since the potential candidates are young with very limited certifications and experience, which causes the training programs to be provided to them just to bring them up to current standards required by the Department. The Department has always attempted to utilize volunteer instructors and part-time personnel to provide instruction during the Volunteer Fire and EMS Academies as well as the Career Recruit School, but the number of personnel available to assist with these training programs is becoming less and less.

The Fire and Rescue Department applied for accreditation through the Virginia Office of Emergency Medical Services for the levels of Emergency Medical Technician and Advanced Emergency Medical Technician in March 2014. Our site visit by the accreditation team was performed January 2015 with the plan on conducting our first Advanced Emergency Medical Technician course at the beginning of 2016. These positions are critical to facilitating the other training programs as to allow the EMS Training Officer to concentrate on development of the curriculum and completing all of the other components that will be required through the accreditation process. Both of these positions will also assist with the coordination/instruction of the Emergency Medical Services Academy, Basic Fire Academy, Career Recruit School(s), and other training programs offered by the Training Division. The other Training Division Staff will then be able to incorporate mandated specialized training programs into the Training Program Plan and facilitate them based upon nationally accepted best practices.

As the Department continues to grow, it is imperative that we provide the highest level of training possible locally. The dynamics of today's incidents have changed dramatically and the need for realistic, functional education and training has never been higher. In addition to providing the basic entry-level fire and EMS courses, training of driver/operators, company

officers, and chief officers on the new technologies and leadership required to facilitate a combination career and volunteer fire and rescue system.

- **3505-1001-120 Compensation of Firefighter for additional Assistant Fire Marshal**
- **3505-1001-121 Compensation of Firefighter for additional Assistant Fire Marshal**
  - 2 - Full-Time Assistant Fire Marshals – NEW  
(lateral transfer / backfill current FF/EMT position)
  - Requested Increase \$73,600 (\$36,800/per position)

With the adoption of the Virginia Statewide Fire Prevention Code in 2012 one of the objectives within the code is to have 100% of all commercial and retail properties inspected annually. There are approximately 5,400 business licensed retail, commercial and home-based properties that are, by code, subject to fire prevention inspections. The current staffing levels afford us the ability to complete approximately 25% of the required inspections. Our goal with additional staffing would be to complete 50% of required inspections.

**The additional two Assistant Fire Marshals are imperative to conduct the annual life safety inspections of all commercial and retail businesses in Frederick County. Without the additional two positions annual inspections will be maintained at 25% of commercial and retail businesses.**

At present, our Assistant Fire Marshals are responsible for enforcing the Frederick County Fire Prevention Code, performing safety inspections for county businesses, investigating causes of fires, explosions, environmental crimes and emergencies, issuing burning and blasting permits, reviewing fire protection system plans, and ensuring and educating the public about fire safety.

Increasing our staffing levels will allow us to increase the number of inspections, will allow for expedited plans review, improving customer service and allow appropriate time for thorough investigations. The number of requests for life safety education from civic organizations, private businesses, public and private schools are steadily increasing. Currently, we are reaching approximately 3% of our population, with additional staffing we would be able to increase the number of people we are able to educate. The additional staffing will also assist with the required after-hours on call time for any life safety issues that may arise within the jurisdiction.

Our proposed Life Safety/Fire Prevention Permit Fee Schedule will generate revenue, which will assist with offsetting the costs of additional staffing. By expanding our inspection services to include life safety/fire prevention operational permits, that many area jurisdictions already require, we will improve the overall fire and life safety to our county citizens, visitors, firefighters and provide additional education to the business owners.

- **3505-1001-122 Compensation of Firefighter for EMS Supervisor-New**
  - 1 - Full-Time EMS Supervisor - NEW  
(lateral transfer / backfill current FF/EMT position)
  - Requested Increase \$36,800

Currently there are no established career positions for EMS supervisory personnel within the combined system. EMS supervisory personnel are critical components of the EMS system, as they not only provide patient-care oversight, but also serve as day-to-day liaisons with hospital staff and the OMD, system administrative and operational officers, and integrate into the Incident Management System on incidents involving multiple medical patients, technical rescue components, and as needed on other emergency incidents. Additionally, the EMS

Supervisor will ensure a day-to-day quality assurance/quality improvement program can be implemented. This position would be an Administrative Position, working Monday – Friday, during regular business hours.

**Currently, our Deputy Chief of Training oversees all aspects of both training the career and volunteer members of the Fire and Rescue system, as well as all items listed below. These additional duties would be passed on to the EMS Supervisor, allowing the Deputy Chief of Training to focus on enhancing the educational opportunities of the career and volunteer members.**

Position duties would include: (1) Patient care protocol compliance: The need for EMS-trained personnel to operate and perform according to established protocols for patient care is a critical element for positive system delivery. Compliance with established patient care protocols is intuitively related to the quality of the care delivered in the EMS system. The quality of care then relates to the overall quality of the system. (2) Ensuring positive patient outcome: The resultant patient status following pre-hospital treatment and/or care relative to the patient's signs and symptoms are measured by the effects of the EMS system encounter. Patient outcome (patient status) can be a byproduct of the overall quality and effectiveness of an EMS system, and therefore should be measured as an indicator of quality within the system. (3) Quality Improvement/Quality Assurance: The need to operate a complete quality program that includes total quality management, continuous quality improvement, and quality assessment. The program includes direct field observation by a designated medical quality officer. The observer should be of equal or higher level of training. An established "quality" program is an indicator of the system's attention to quality. An established program indicates the Department's effort toward establishing and maintaining quality within the EMS system.

The EMS Supervisor will be responsible for the day-to-day supervision and support of EMS operations in the County. The position is intended to be a supportive one in that the EMS Supervisor should endeavor to monitor and mentor the active EMS providers as well as provide guidance and structure to on-going EMS operations countywide. While a member of the command rank, the EMS Supervisor will not be disposed to assuming command unless that action is required to stabilize an evolving incident. The EMS Supervisor is more appropriately oriented to assuming specific roles inside the Incident Command System (ICS) such as Medical (Patient Care), Medical Control, Treatment, Transport, Rehab, etc., while working with the Incident Commander to ensure a seamless ICS is maintained resulting in multiple outcomes.

- **3505-1003-003 Part-Time**
  - No increase requested
    - \$181,288
- **3505-1005-000 Overtime**
  - No increase requested

**\*\*\*For Fiscal Year 2017, the Department is not requesting an increase in the overtime expenditure. This is based on the additional staffing as requested above. The additional staffing will help to alleviate the need to cover minimum staffing with call-back personnel resulting in an increase in overtime expenses which are unpredictable. Without these positions, it is likely that the Overtime expenditure will remain as is or may increase.**

- **3505-1007-000 Incentive**
  - Requested Increase \$143,000
    - \$252,000 (FY16)

This increase takes into account the request for additional Operational staff members needed to provide coverage throughout the County and the request for additional Training Officers and additional Assistant Fire Marshals. The current Incentive rate is \$3,000 for Enhanced Providers, \$5,000 for Intermediate Providers, and \$7,000 for Paramedics. Individuals operating at the Basic Level are not eligible for ALS Incentive.

In addition to ALS Incentive, the Department has outlined in the Career Development Program, HazMat Incentive for employees who have obtained HazMat Technician and HazMat Specialist. The Incentive Rate for the HazMat Program would be \$1000 annually for Technicians and \$2000 annually for Specialists.

**Lastly, funding is also necessary to cover the increase in EMS providers who obtained ALS Incentive in FY15 and FY16.**

### **Fringe Benefits**

Due to the requested personnel increase, all fringe benefits reflect an increase based on the appropriate calculations provided by the Finance Department.

## New Hire Cost Breakdown

### FF/EMT

36,800.00	Starting Salary
2,815.20	7.65% FICA
10,500.00	875 Medical/per month
3,904.48	10.61% VRS
437.92	1.19% Group Life Insurance
1,851.04	5.03 Worker's Comp

**EMT/Firefighter \$ 56,308.64**

**Uniform/PPE \$ 6,316.00**

**TOTAL \$ 62,624.64**

18 Operational FFs	\$ 1,013,555.52
2 Assistant FMs	\$ 112,617.28
2 Training Officers	\$ 112,617.28
1 EMS Supervisor	\$ 56,308.64
New Employee Physical	\$ 13,800.00
Upfront Costs*	\$ 159,068.00
Training	\$ 9,000.00
Total 1st Year	\$ 1,476,966.72

Annual Costs\*\* \$ 1,301,239.72

\*Upfront costs include uniforms/PPE, physicals, and training

\*\*Annual Costs include salary, fringes, and annual physical. It does not include ALS Incentive pay, if applicable.

I



APPLICATION FOR OUTDOOR FESTIVAL PERMIT  
COUNTY OF FREDERICK, VIRGINIA

(Please Print Clearly)

APPLICANT INFORMATION

Name of Applicant: Opequon Presbyterian Church  
Telephone Number(s): 540.662.1843 ☐ home ☒ office ☐ cell 540.533.1239 ☐ home ☐ office ☒ cell  
Address: 217 Church Ln., Winc, Va 22602  
Contact Email: mbutler57@outlook.com

FESTIVAL EVENT ORGANIZATIONAL INFORMATION

Festival Event

Name of Festival: Opequon on the Lawn

Cost of Admission to Festival: None

Business License Obtained: ☐ Yes ☒ No

Date(s)	Start Time	End Time	Maximum No. of Tickets Offered For Sale Per Day	Estimated No. of Attendees Per Day
April 9, 2016	12:00 N	5:00 pm		200

Location

Address: 217 Church Ln.

Owner of Property

Name(s): Opequon Presbyterian Church

Address: 217 Church Ln.

(\*NOTE: Applicant may be required to provide a statement or other documentation indicating consent by the owner(s) for use of the property and related parking for the festival.)

Promoter

Name(s): Opequon Presbyterian Church

Address: 217 Church Ln.

(\*NOTE: For festivals other than not-for-profit, promoter may need to check with the Frederick County Commissioner of Revenue to determine compliance with County business license requirements; in addition, promoters who have repeat or ongoing business in Virginia may be required to register with the VA State Corporation Commission for legal authority to conduct business in Virginia.)

Financial Backer

Name(s): N/A

Address: \_\_\_\_\_

Performer

Name of Person(s) or Group(s): \_\_\_\_\_

- Emmanuel Road

- Stage Left

(\*NOTE: Applicant may need to update information as performers are booked for festival event.)



### FESTIVAL EVENT LOGISTICS INFORMATION AND DOCUMENTATION

1. Attach a copy of the printed ticket or badge of admission to the festival, containing the date(s) and time(s) of such festival (may be marked as "sample"). ☐ copy attached      OR      ☐ copy to be provided as soon as available
2. Provide a plan for adequate sanitation facilities as well as garbage, trash, and sewage disposal for persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the VA Department of Health (Lord Fairfax Health District).  
We will have 3 Johnny Blues (1 handicapped) on site. Church volunteers will collect trash from onsite containers and deposit in church trash for transfer to landfill.
3. Provide a plan for providing food, water, and lodging for the persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the VA Department of Health (Lord Fairfax Health District).  
We will have 3 food trucks on site. We have water hook ups on site. We will be selling water on site. There is no need for lodging.
4. Provide a plan for adequate medical facilities for persons at the festival. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the County Fire Chief or Fire Marshal and the local fire and rescue company.  
We will have first aid providers on site with an AED. We notify Shawnee VFC and Stephens City that we are having event.
5. Provide a plan for adequate fire protection. This plan must meet the requirements of all state and local statutes, ordinances, and regulations, and must be approved by the County Fire Chief or Fire Marshal and the local fire and rescue company.  
We will have first aid providers on site with an AED. We notify Shawnee VFC and Stephens City that we are having event.
6. Provide a plan for adequate parking facilities and traffic control in and around the festival area. (A diagram may be submitted.)  
Parking will be in the church parking areas.
7. State whether any outdoor lights or lighting will be utilized: ☐ YES      ☒ NO  
If yes, provide a plan or submit a diagram showing the location of such lights and the proximity relative to the property boundaries and neighboring properties. In addition, show the location of shielding devices or other equipment to be used to prevent unreasonable glow beyond the property on which the festival is located.
8. State whether alcoholic beverages will be served: ☐ YES      ☒ NO  
If yes, provide details on how it will be controlled.

(NOTE: Evidence of any applicable VA ABC permit must also be provided and posted at the festival as required. Applicant may need to confirm with the VA ABC that a license is not required from that agency in order for festival attendees to bring their own alcoholic beverages to any event that is open to the general public upon payment of the applicable admission fee.)

### **FESTIVAL PROVISIONS**

Applicant makes the following statements:

- A. Music shall not be rendered nor entertainment provided for more than eight (8) hours in any twenty-four (24) hour period, such twenty-four (24) hour period to be measured from the beginning of the first performance at the festival.
- B. Music shall not be played, either by mechanical device or live performance, in such a manner that the sound emanating therefrom exceeds 73 decibels at the property on which the festival is located.
- C. No person under the age of eighteen (18) years of age shall be admitted to any festival unless accompanied by a parent or guardian, the parent or guardian to remain with such person at all times. (NOTE: It may be necessary to post signs to this effect.)
- D. The Board, its lawful agents, and/or duly constituted law enforcement officers shall have permission to go upon the property where the festival is being held at any time for the purpose of determining compliance with the provisions of the County ordinance.

### **CERTIFICATION**

I, the undersigned Applicant, hereby certify that all information, statements, and documents provided in connection with this Application are true and correct to the best of my knowledge. In addition, Applicant agrees that the festival event and its attendees shall comply with the provisions of the Frederick County ordinance pertaining to festivals as well as the festival provisions contained herein.



Signature of Applicant

**Michael Butler**

Printed Name of Applicant

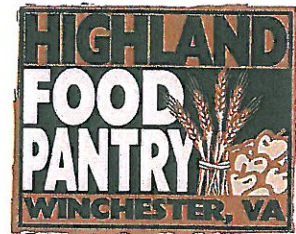
Date: 01.29.16

**THE BOARD SHALL HAVE THE RIGHT TO REVOKE ANY PERMIT ISSUED UNDER THIS ORDINANCE  
UPON NON-COMPLIANCE WITH ANY OF ITS PROVISIONS AND CONDITIONS.**

# OPEQUON ON THE LAWN

## a Spring Mission Festival

supporting WATTS, CCAP, and the Highland Food Pantry



**Saturday, April 9th**  
**12noon - 5pm**

**Fun for ALL AGES!**

### Featuring:

Live Praise MUSIC  
Local FOOD TRUCKS  
Live AUCTION  
Home-Made BAKED GOODS

Hand-Made CRAFTS  
FACE PAINTING  
BOUNCY HOUSE  
other KIDS GAMES

### Tentative Schedule:

**Ongoing Activities from 12noon - 5pm**

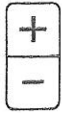
Food Trucks, Baked Goods, Crafts,  
Face Painting, Kids Games

1-4pm      - Live Praise Music  
4-5pm      - Live Auction





# Frederick County, VA Government Services



Trash  
Containers  
located  
throughout  
site

## Additional Events:

- Catwalk
- Kid's Events
- Crafts, Etc

Booney  
House

Porta  
Potties

Stage:  
• Bands  
• Auction

Food  
Trucks

Fire +  
Ems  
Vehicles

Parking

J



## BOARD OF SUPERVISORS

### RESOLUTION FISCAL YEAR 2015-2016 BUDGET AMENDMENT

**WHEREAS**, Pursuant to Section 15.2-2507 of the Code of Virginia, 1950, as Amended, the Frederick County Board of Supervisors, meeting in regular session and public hearing held on February 24, 2016, took the following action:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors that the FY 2015-2016 Budget be Amended to Reflect:

General Fund Supplemental Appropriation in the Amount of \$7,000,000 and a School Capital Fund Supplemental Appropriation in the Amount of 4,000,000.  
These Funds will be Appropriated for Capital.

Upon motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
the above was \_\_\_\_\_ by the following  
recorded vote:

Charles S. DeHaven, Jr.	_____	Blaine P. Dunn	_____
Gary A. Lofton	_____	Gene E. Fisher	_____
Robert A. Hess	_____	Judy McCann-Slaughter	_____
Robert W. Wells	_____		

#### A COPY ATTEST:

\_\_\_\_\_  
Brenda G. Garton  
Clerk, Board of Supervisors  
County of Frederick, Virginia

Attachments






## COUNTY of FREDERICK

**Brenda G. Garton**  
County Administrator

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

### MEMORANDUM

<b>TO:</b>	Board of Supervisors
<b>FROM:</b>	Brenda G. Garton, County Administrator 
<b>SUBJECT:</b>	Request to Schedule a Public Hearing on Proposed Amendment to the 2015-2016 Fiscal Budget for the February 24, 2016 Meeting
<b>DATE:</b>	February 3, 2016

At the budget work session held on Wednesday, February 3, 2016, the Board and Finance Committee discussed the request from Frederick County Public Schools for \$5.1 million to address critical capital needs. As part of that discussion, the use of Unreserved Fund Balance to address capital needs was considered. **(See attached memo from Frederick County Public Schools.)**

Staff proposed capital funding from unreserved fund balance in the amount of \$7 million to be split between schools and the general fund based on the historic 57%/43% ratio. This would provide \$4 million to the schools to address capital needs and \$3 million to the general fund to address capital needs.

Due to the amount of funding involved in this budget adjustment a public hearing is required. At the February 3, 2016 budget work session, the Board's consensus was to move this matter forward for public hearing at it February 24, 2016 meeting. Based on that consensus and in order to meet the required advertising deadlines, staff has advertised this matter for public hearing; however, we seeking formal board endorsement of the public hearing request.

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

BGG/jet

Attachment



# Frederick County Public Schools

... to ensure all students an excellent education

Lisa K. Frye, Executive Director of Finance

fryel@fcpsk12.net

**TO:** Cheryl Shiffler, Finance Director – Frederick County  
**FROM:** Lisa K. Frye, Executive Director of Finance - FCPS  
**DATE:** February 3, 2016  
**SUBJECT:** FY 2016 Budget Adjustment – Capital Projects Fund

At their meeting last night, February 2, 2016, the School Board approved a FY 2016 School Capital Projects Fund budget adjustment in the amount of \$5,188,451, which represents the amount needed for capital maintenance projects, school buses, and equipment replacement projects as described below. The School Board recognizes their action is subject to approval of appropriation by the Board of Supervisors. As discussed in the joint meeting of both boards on January 27, 2016, a current year budget adjustment will allow school staff to procure and schedule these items in order to take full advantage of the summer months.

I certainly defer to you, or Mrs. Garton, with regard to the specification of the funding source for the appropriation. I am prepared to include the amount in the short term section of the Spring 2016 VPSA bond sale application should that be the desire of the Board of Supervisors. The due date for the application is February 29, 2016. Otherwise, please advise as you deem appropriate.

The capital projects covered by this request include:

- \$4,001,471 in maintenance projects
  - HVAC upgrade for school administration building
  - Fire alarm system replacement for JWHS
  - Cooling tower replacement for Bass-Hoover
  - Chiller replacement for Armel
  - Fire pump/backflow preventer project
  - Building management systems upgrade
  - Energy lighting upgrade
- \$1,000,000 in replacement school buses
  - 10 school buses
- \$186,980 in technology equipment
  - IP phone replacement
  - Internet connectivity/communication back up effort

## Requested action

Approval of a FY2016 budget adjustment to the school capital projects fund in the amount of \$5,188,451 for identified capital maintenance and equipment needs.

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



K



**CONDITIONAL USE PERMIT #05-15**  
**WINCHESTER CHAPTER OF THE IZAAK WALTON LEAGUE**  
**Staff Report for the Board of Supervisors**  
**Prepared: February 12, 2016**  
Staff Contact: Mark Cheran, Zoning Administrator

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*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><b>Reviewed</b></u>	<u><b>Action</b></u>
<b>Planning Commission:</b>	02/03/16	Public Hearing Held; Recommended Approval
<b>Board of Supervisors:</b>	02/24/16	Pending

**EXECUTIVE SUMMARY AND PLANNING COMMISSION RECOMMENDATION:**

This application is requesting an expansion of a non-conforming use. (Outdoor Shotgun Shooting Range)

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.
2. Shooting activities shall be supervised by qualified personnel at all times.
3. Any expansion or change of use shall require a new Conditional Use Permit.

**The Planning Commission unanimously recommended approval of CUP #05-15 with the above conditions.**

*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 2863 Millwood Pike

**MAGISTERIAL DISTRICT:** Shawnee

**PROPERTY ID NUMBER:** 77-A-72

**PROPERTY ZONING & PRESENT USE:**

Zoned: RA (Rural Areas)

Land Use: Outdoor Recreation

**ADJOINING PROPERTY ZONING & PRESENT USE:**

North: RA (Rural Areas)

Use: Residential

South: RA (Rural Areas)

Use: Residential

East: RA (Rural Areas)

Use: Clarke County

West: RA (Rural Areas)

Use: Residential

**PROPOSED USE:** Expansion of a non-conforming use (outdoor shotgun shooting range).

**REVIEW EVALUATIONS:**

**Virginia Department of Transportation:** The application for this property appears to have little measurable impact on Route 50, the VDOT facility which would provide access to the property. Present entrance is adequate for proposed improvements. Should business ever expand in the future, entrance may need to be upgraded.

**Frederick County Inspections:** Tower structure shall comply with The Virginia Uniform Statewide Building Code and Section 312, use group U (Utility), of The International Building Code/2012. An evaluation report of the placed structure and the construction documents submitted for the building permit shall be sealed by a Virginia Licensed Design Professional. After the issuance of a building permit, a final inspection of the structure shall be required to assure compliance with construction documents and that code compliance is met. Upon completion of final approvals, a certificate of use and occupancy shall be issued.

**Winchester-Frederick County Health Department:** The Health Department has no objections since it does not appear to be an increase in usage of the bathroom facilities at the shelter and portable toilets are still utilized for large gatherings.

**Frederick County Sanitation Authority:** This property is outside of the Sewer Water Service Area (SWSA) therefore, Virginia Department of Health comments are required.

**Frederick County Fire Marshall:** Plans approved.

**Winchester Regional Airport:** *Please see attached letter dated November 3, 2015, from Serena R. Manuel, Executive Director.*

**Planning and Zoning:** Outdoor shotgun shooting ranges are considered as an outdoor recreation use in the RA (Rural Areas) Zoning District with an approved Conditional Use Permit (CUP). Research of County records revealed that a CUP had never been approved for the existing 149 +/- acre. Izaak Walton facility. Therefore, this facility was established prior to this requirement; and is considered to be a legally non-conforming use. Due to this non-conforming status; any increase in the intensity of use is not permitted. It is the Applicant's desire to expand the size and location of the outdoor shotgun shooting range. This increase in the level of non-conformity may be accomplished through the approval of a CUP. The 2030 Comprehensive Policy Plan of Frederick County (Comprehensive Plan) identifies this area of the County to remain Rural in nature and is not part of any land use study.

This proposed shooting range will cover an area approximately 3+/- acres and will be used for clay targets launched by trained shotgun range supervisors. The Applicant has indicated this proposed range will be used for shotguns of 12, 16, 20, 28, and .410 gauges. The only shot size will be 7½ or smaller. A shotgun pattern range will also be used in conjunction with this range. The range will be under the supervision of Izaak Walton appointed and trained firearm supervisors at all times when the range is in operation. This CUP will expand the facility that currently includes a lodge building, picnic shelters, a rifle range, and fishing areas. Access to this property is via a key pad gate system for members only.

Outdoor shotgun shooting ranges are subject to additional performance standards in order to promote safety and mitigate any negative impacts to adjoining properties. The properties immediately adjacent to this proposed CUP are currently zoned RA Zoning District. One of these standards is that a proposed outdoor range be a minimum 1,000 feet from any property being used as residential. This proposed use will meet that standard. The other standard is that a Category C buffer be provided. The proposed range and the property as a whole are surrounded by mature woodlands and vegetation. Therefore, the intent of the Category C buffer can be met, as 200 feet is required for a land screen Category C buffer.

Please note the comments provided by the Winchester Regional Airport.

**STAFF CONCLUSIONS FOR THE 02/03/16 PLANNING COMMISSION MEETING:**

Should the Planning Commission find this use appropriate, Staff would recommend the following conditions:

1. All review agency comments and requirements shall be complied with at all times.
2. Shooting activities shall be supervised by qualified personnel at all times.
3. Any expansion or change of use shall require a new Conditional Use Permit.

**PLANNING COMMISSION SUMMARY AND ACTION OF THE 02/03/16 MEETING.**

Zoning and Subdivision Administrator, Mark R. Cheran reported this property is currently zoned RA (Rural Areas) and the current land use is Outdoor Recreation. The proposed use is the expansion of a non-conforming use for an outdoor shotgun shooting range. Mr. Cheran continued that outdoor shotgun shooting ranges are considered as an outdoor recreation use in the RA (Rural Areas) Zoning District with an approved Conditional Use Permit (CUP). Research of county records revealed that a CUP had never been approved for the existing 149 +/- acres Izaak Walton facility. Mr. Cheran noted this facility was established prior to this zoning requirement and is considered to be a legally non-conforming use.

Mr. Cheran explained it is the Applicant's request to expand the size and location of the outdoor shotgun shooting range. This proposed shooting range will cover an area approximately 3 +/- acres and will be used for clay targets launched by trained shotgun range supervisors. The Applicant has indicated this proposed range will be used for shotguns of 12, 16, 20, 28, and .410 gauges. The only shot size will be 7½ or smaller. The range will be under the supervision of Izaak Walton appointed and trained firearm supervisors at all times when in use. Mr. Cheran concluded this CUP will expand the facility that currently includes a lodge building, picnic shelters, a rifle range, and fishing areas and access to the property is via a key pad gate system for members only.

Ms. Joan Fine representing the Applicant reported the Izaak Walton League of Winchester is a Virginia chapter of the National Izaak Walton League of America; which was initially formed for conservation purposes.

Mr. James Sherry, President of the Winchester Izaak Walton League reported he and the current Board of Directors were elected in June 2015 and they were charged with the task of fixing what was in disarray with the chapter. He continued one item that was not expected to be wrong is the shotgun range. Mr. Sherry explained the chapter has been shooting clay targets since the 1970's on land that was acquired in 1965 or so. Mr. Sherry continued the current location is closely supervised; the park has limited access; the chapter holds an excellent record of safe operations.

Mr. Sherry reported the Izaak Walton League submitted an application and during the process they were advised by the Winchester Regional Airport Authority to submit to the FAA an Obstruction Evaluation/Airport Airspace Analysis report. He noted the response was returned from the FAA indicating the shotgun range does not pose an obstruction hazard. Mr. Sherry shared the chapter has facilitated visits by County personnel to see firsthand the layout of the range and exactly how it is used. Mr. Sherry continued the shotgun range is located on 3 acres, it provides a safe and secure venue for shotgun enthusiasts. He noted this is accomplished on a range that is under chapter supervision whenever it is in use. Mr. Sherry explained a designated range supervisor is present to ensure the equipment is operated properly, safely, and that the shooters comply with all of the safety rules that are being implemented. Mr. Sherry continued the members are subjected to a safety orientation before they are permitted to use and access any of the range facilities. He noted the Izaak Walton League is protected from unauthorized use by a locked vehicle gate that utilizes a key pad and that gate is under video surveillance.

Commissioner Thomas inquired what the range of the shotguns being used is and the carrying distance on the shotgun range. Mr. Sherry noted the largest shot permitted at the shotgun range is 7 ½ which are said to have a maximum carry distance of 209 yards at the proper elevation.

Commissioner Marston requested clarification on the operating hours of the shotgun range. Mr. Sherry responded the hours are 1:00–3:00 p.m. on Saturdays and Sundays and this depends on the weather and the availability of a range supervisor. Commissioner Marston then inquired what type of training the range supervisors are provided. Mr. Sherry elaborated that the training varies; a number of individuals are NRA certified safety officers; there are others who have been associated with the chapter for numerous years that have helped organize the range and develop the rules of the shooting range. Mr. Sherry concluded all keys to access equipment needed for the shotgun range are accounted for, logged, and only range supervisors are in possession. He noted that the safety of the shotgun range is of the utmost importance.

Commissioner Dunlap inquired has there been any communication with the Winchester Regional Airport Authority by the chapter. Mr. Sherry commented he has unsuccessfully made contact however; the chapter attorney Ms. Joan Fine has visited with them.

Commissioner Thomas inquired if there is electricity or any type of lighting at the shotgun range. Mr. Sherry noted there is neither electricity nor lighting.

Citizen Edward Keenan came forward to express his opposition to the shotgun range. Mr. Keenan is primarily concerned with the safety issues associated with this application due to the close proximity to his property.

Citizen Carl Golightly came forward expressing his concerns of safety. Mr. Golightly noted he is a registered gun owner, enjoys shooting however he would like to see upgrades done to the Izaak Walton facility to improve all safety aspects and to respect the adjoining property owners.

Citizen Warren Golightly came forward; he is concerned with the safety of the adjoining property owners. Mr. Golightly noted he feels the adjacent property values will decrease due to the continued shooting that takes place on the Izaak Walton property.

Citizen David Praylor and a member of the Izaak Walton League spoke in favor of the shotgun range. Mr. Praylor explained when the range was initially constructed it was positioned so the shots would not leave the range area. He noted in regards to safety the shotgun range regulations that have been put in place exceed what would be required by the National Skeet Shooting Association.

Citizen Loretta Barr lives near the shooting range and noted she frequently hears shooting most of which is not on the days listed in the hours of operation.

Citizen Jent P. Mitchell III used mapping provided by Staff and pointed out the rifle range and the shotgun range. He noted the rifle range is currently unrestricted and can be used seven days a week. He pointed out the rifle and the shotgun ranges are two separate items and the shotgun range is the only one being discussed in this proposed CUP.

Commissioner Dunlap inquired why the additional parcel owned by Izaak Walton was not included in this CUP application. Staff explained only the parcel which includes the shotgun range had to be listed on the application.

Commissioner Thomas inquired why there are not hours of operation listed on the CUP. Staff explained the hours of operation could be added as a condition however it would be very difficult to enforce.

Commissioner Thomas commented he hopes the Winchester Izaak Walton League will hear all the citizen comments and address them accordingly.

Commissioner Oates commented he does not foresee the shotgun range being a problem for the airport.

**A motion was made, seconded, and passed unanimously to recommend approval of CUP #05-15.**

**STAFF CONCLUSIONS AND PLANNING COMMISSION RECOMMENDATION FOR  
THE 02/24/16 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.
2. Shooting activities shall be supervised by qualified personnel at all times.
3. Any expansion or change of use shall require a new Conditional Use Permit.

**The Planning Commission unanimously recommended approval of CUP #05-15 with the above conditions.**

***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.***

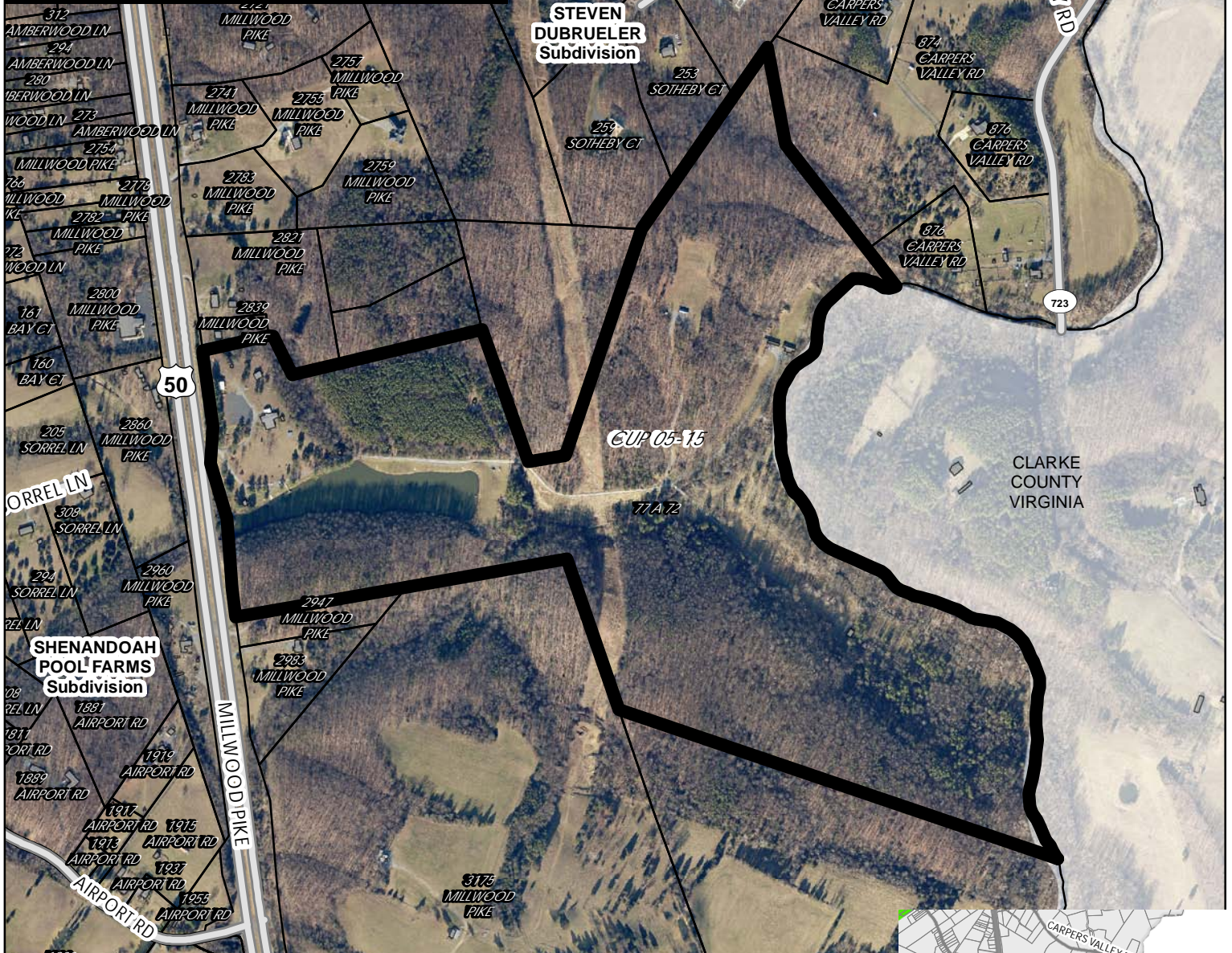


# CUP # 05 - 15 Winchester Chapter of the Izaak Walton League

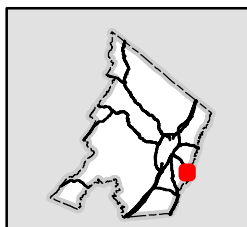
PIN:

77 - A - 72

Expansion of non-conforming use



- 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 # 05 - 15  
Winchester Chapter of the  
Izaak Walton League

PIN:

77 - A - 72

Expansion of non-conforming use

Note:

Frederick County Dept of  
Planning & Development  
107 N Kent St  
Suite 202  
Winchester, VA 22601

540 - 665 - 5651

Map Created: January 5, 2016

Staff: mcheran



0 475 950 1,900 Feet

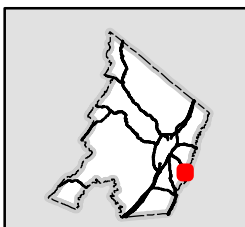
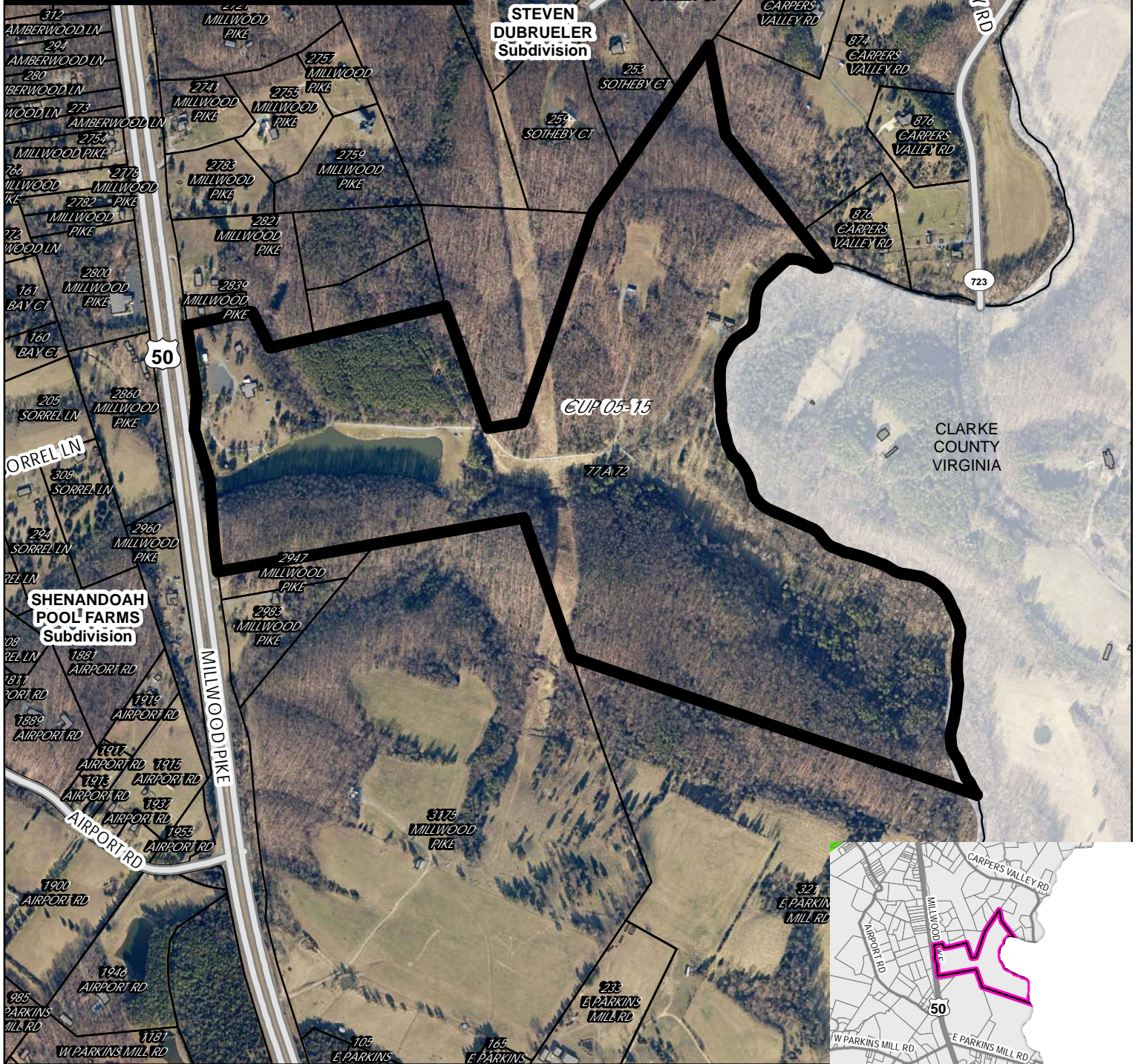


# CUP # 05 - 15 Winchester Chapter of the Izaak Walton League

PIN:

77 - A - 72

Expansion of non-conforming use



CUP # 05 - 15  
Winchester Chapter of the  
Izaak Walton League

PIN:

77 - A - 72

Expansion of non-conforming use

Note:

Frederick County Dept of  
Planning & Development  
107 N Kent St  
Suite 202  
Winchester, VA 22601

540 - 665 - 5651

Map Created: January 5, 2016

Staff: mcheran



0 475 950 1,900 Feet

- Applications
- Parcels
- Building Footprints





## **WINCHESTER REGIONAL AIRPORT**

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

November 3, 2015

Jim Sherry  
Winchester Chapter of the Izaak Walton League  
Po Box 2954  
Winchester, Virginia 22604

Re: Conditional Use Permit Comment  
Shotgun Range and Launching Tower  
Shawnee Magisterial District

Dear Mr. Sherry:

The referenced Conditional Use Permit application was reviewed by the Federal Aviation Administration, the Virginia Department of Aviation, Delta Airport Consultants and my office on behalf of the Winchester Regional Airport Authority. Based on those reviews I offer the following comments:

1. The location of the site and tower is approximately 10,000 linear feet from the approach end of runway 32 and lies within the approach surface of the Winchester Regional Airport.

In accordance with the **Code of Virginia, Section 15.2-2294** and the **Federal Aviation Administration Title 14 of the Code of Federal Regulations CFR Part 77**, the property and tower meet the criteria requiring filing with the **FAA Form 7460-1 for an Obstruction Evaluation/Airport Airspace Analysis study**. Directions for filling can be found online <https://oeaaa.faa.gov/oeaaa/external/portal>

Notice required by 14 CFR Part 77 is pursuant to 49 I.S.C, Section 44718. Persons who knowingly and willingly violate the notice requirements of Part 77 are subject to a civil penalty of \$1,000.00 per day until the notices is received, pursuant to 49 U.S.C, Section 46301(a).

Once the FAA has completed a final determination the applicant must a copy to this office for final review and comment on behalf of the Winchester Regional Airport Authority prior to approval of a permit by the County.

2. Any/all permanent, future and/or temporary outdoor lighting should be shielded or full cutoff type in order to minimize light pollution to pilots approaching the Winchester Regional Airport.
3. Under Section 8 - Listed on the application is a limit on the size of allowed shotgun gauges and shot used on the range. It's stated that the range is under the supervision of Chapter appointed and trained Shotgun Range Supervisors.

The prime objective of the Winchester Regional Airport Authority and the FAA is to promote air safety and the efficient use of the navigable airspace of the Winchester Regional Airport. The proposed use of this site for a shooting range raises a serious and grave safety concern. This site lies within the aircraft two mile final approach to the Winchester Regional Airport.

The proposed use of the site for a shooting range raises a very serious safety concern by the FAA and the Winchester Regional Airport Authority for aircraft approaching the Winchester Regional Airport.

Regardless of whom the users of the facility may be, rules regarding the horizontal direction and vertical direction of the fire must be **created and strictly enforced**. This raises uncertainty on the applicant's ability to maintain control over the use of the range to ensure safety procedures and restrictions are followed at all times.

Shooting ranges in close proximity to airports are not unheard of however those facilities were planned as police or security training ranges with limited and controlled access. The FAA and the Winchester Regional Airport Authority have concerns on how this range will be controlled to ensure compliance of the rules and what methods of enforcement would be used. The application should include full contact information for each trained range supervisor in the event of an incident with an approaching aircraft or a complaint.

According to our records we reviewed an application submitted to the County of Frederick in 1999 for a shooting range. At that time the Winchester Regional Airport Authority (WRAA) opposed the approval of that permit because the location of the site lies in the navigable airspace of the Winchester Regional Airport.

The applicant's property lies in the flight path and surfaces for aircraft descending on final approach for landing runway 32 at the Winchester Regional Airport. The approach path now has lower surfaces than those in place in 1999.

On behalf of the Winchester Regional Airport Authority, we **oppose approval** of this conditional use permit application and request immediate enforcement by the County of Frederick to prohibit further use of the shotgun shooting range.

Thank you for your cooperation and consideration.

If you have any questions or need additional information, please do not hesitate contacting my office.

Sincerely,



Serena R. Manuel  
Executive Director

Encl: Proximity Map  
FAA Notice Criteria Tool Requiring Filing

EC: Mark Cheran, Zoning Administrator County of Frederick  
Chad Carper, FAA  
Vernon Carter, VDOA  
Adam Switzer, Delta Airport Consultants



Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177

Aeronautical Study No.  
2015-AEA-7013-OE

Issued Date: 12/22/2015

James Sherry, President  
Winchester Chapter IWLA  
PO Box 2954  
Winchester, VA 22604

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Shotgun target launching tower
Location:	Winchester, VA
Latitude:	39-07-14.05N NAD 83
Longitude:	78-06-36.84W
Heights:	650 feet site elevation (SE) 30 feet above ground level (AGL) 680 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 L.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

This aeronautical study included evaluation of a structure that exists at this time. Action will be taken to ensure aeronautical charts are updated to reflect the most current coordinates, elevation and height as indicated in the case description.

If we can be of further assistance, please contact our office at (817) 222-5932. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2015-AEA-7013-OE.

**Signature Control No: 273795572-275962999**

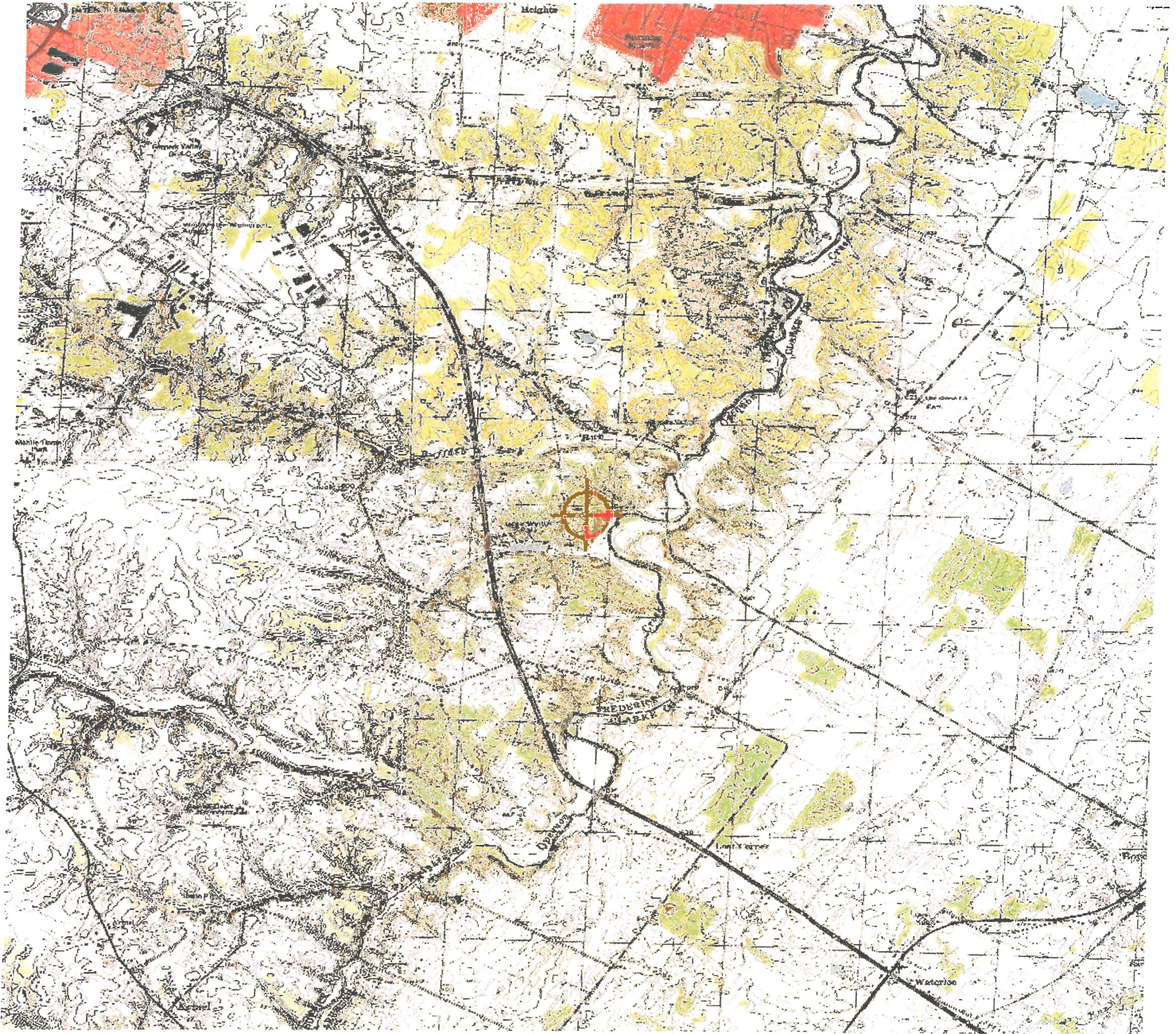
( DNE )

Joan Tengowski  
Technician

Attachment(s)

Map(s)









Federal Aviation  
Administration

FAA Advisory Circular 70/7460-1L, Obstruction Marking Lighting was published on 12/4/2015, and is effective as of that date. The document may be viewed at [http://www.faa.gov/regulations\\_policies/advisory\\_circulars/index.cfm/go/document.information/documentID/1028657](http://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1028657)

« OE/AAA

## Notice of Proposed Construction or Alteration - Off Airport

[Add a new Case Off Airport - Desk Reference Guide V\\_2015.4.0](#)

[Add a New Case Off Airport for Wind Turbines - Met Towers - Desk Reference Guide V\\_2015.4.0](#)

**Project Name:** WINCH-000349622-15

**Sponsor:** Winchester Chapter IWLA

### Details for Case : Shotgun taget launching tower

[Show Project Summary](#)

#### Case Status

**ASN:** 2015-AEA-7013-OE  
**Status:** Determined

**Date Accepted:** 11/30/2015  
**Date Determined:** 12/22/2015  
**Letters:** 12/22/2015 DNEFT  
**Documents:** None  
**Project Documents:** None

**Public Comments:** None

#### Construction / Alteration Information

**Notice Of:** Existing  
**Duration:** Permanent  
**if Temporary :** Months: Days:

**Work Schedule - Start:**

**Work Schedule - End:**

*\*For temporary cranes-Does the permanent structure require separate notice to the FAA? To find out, use the Notice Criteria Tool. If separate notice is required, please ensure it is filed. If it is not filed, please state the reason in the Description of Proposal.*

**State Filing:**

#### Structure Summary

**Structure Type:** Other w/o Antenna  
**Structure Name:** Shotgun taget launching tower  
**FDC NOTAM:**  
**NOTAM Number:**  
**FCC Number:**  
**Prior ASN:**

#### Structure Details

**Latitude:** 39° 7' 14.05" N  
**Longitude:** 78° 6' 36.84" W  
**Horizontal Datum:** NAD83  
**Site Elevation (SE):** 650 (nearest foot)  
**Structure Height (AGL):** 30 (nearest foot)  
**Current Height (AGL):** 30 (nearest foot)  
*\* For notice of alteration or existing provide the current AGL height of the existing structure. Include details in the Description of Proposal*

**Minimum Operating Height (AGL):** (nearest foot)  
*\* For aeronautical study of a crane or construction equipment the maximum height should be listed above as the Structure Height (AGL). Additionally, provide the minimum operating height to avoid delays if impacts are identified that require negotiation to a reduced height. If the Structure Height and minimum operating height are the same enter the same value in both fields.*

**Nacelle Height (AGL):** (nearest foot)  
*\* For Wind Turbines 500ft AGL or greater*

**Requested Marking/Lighting:** None

**Other :**

**Recommended Marking/Lighting:** None

**Current Marking/Lighting:** None

**Other :**

**Nearest City:** Winchester

**Nearest State:** Virginia

**Description of Location:** 2863 Millwood Pike  
Winchester, VA 22602

**Description of Proposal:** Shotgun range and tower for launching clay targets

#### Common Frequency Bands

Low Freq	High Freq	Freq Unit	ERP	ERP Unit
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#### Specific Frequencies

Previous [Back to Search Result](#) Next



**REQUEST FOR CONDITIONAL USE PERMIT COMMENTS**



**Winchester Regional Airport**

**Mail to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
Winchester, Virginia 22602  
(540) 662-2422

**Hand deliver to:**

Winchester Regional Airport  
Attn: Executive Director  
491 Airport Road  
(Rt. 645, off of Rt. 522 South)  
Winchester, Virginia

**Applicant:** It is your responsibility to complete this form as accurately as possible in order to assist the agency with their review. Also, please attach two (2) copies of your application form, location map and all other pertinent information.

Applicant's Name: Jim Sherry Telephone: 540-336-8441  
Mailing Address: PO Box 2954  
Winchester VA 22604

Name of development and/or description of the request:

The Winchester Chapter of the Izaak Walton League has been using an  
existing shotgun shooting area since 1999. A tower was added in 2006.  
This application is to approve the continued use of the tower and shooting area.

Location of Property: 2863 Millwood Pike Winchester VA 22602

**Winchester Regional Airport Comments:**

Please see attached letter for comments on behalf of  
the Winchester Regional Airport Authority

Winchester Regional Airport - Signature & Date: Serena Manuel

Digitally signed by Serena Manuel  
DN: cn=Serena Manuel, ou=Winchester Regional Airport  
Authority, ou=Airport, email=sermanuel@rcanet.net, c=US  
Date: 2015.11.02 16:08:49 -0500

**Notice to Winchester Regional Airport - Please Return Form to Applicant**



Submittal Deadline  
P/C Meeting  
BOS Meeting

2/3/16  
2/24/16

APPLICATION FOR CONDITIONAL USE PERMIT  
FREDERICK COUNTY, VIRGINIA

1. Applicant (check one): Property Owner ☒ Other ☐

NAME: Winchester Chapter of the Izaak Walton League

ADDRESS: P.O. Box 2954 Winchester VA 22604

TELEPHONE: Jim Sherry cell: (540) 336-8441

2. Please list all owners, occupants, or parties in interest of the property:

830 Members of the Winchester Chapter

3. The property is located at: (please give exact directions and include the route number of your road or street)

2863 Millwood Pike, Winchester VA 22602

4 miles east of I-81, east side of US Route 50

4. The property has a road frontage of 1267 feet and a depth of 2600 feet and consists of 149.3004 acres. (Please be exact)

5. The property is owned by Winchester Isaac Walton Club as evidenced by deed from Multiple (previous owner) recorded in deed book no. 239 on page 235 & 334, as recorded in the records of the Clerk of the Circuit Court, County of Frederick.

6. Property Identification Number (P.I.N.) 770000A0000720

Magisterial District Shawnee

Current Zoning RA

12. Additional comments, if any: The Winchester Chapter has been using the  
existing shotgun range since 1999. The tower was added in 2006.

This application is to approve the continued use of the tower and  
shooting area.

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



Jim Sherry, President

Signature of Owner

Winchester Chapter of the Izaak Walton League

Owners' Mailing Address

P.O. Box 2954 Winchester, VA 22604

Owners' Telephone No.

(540) 336-8441

**TO BE COMPLETED BY THE ZONING ADMINISTRATOR:**

**USE CODE:** \_\_\_\_\_

**RENEWAL DATE:** \_\_\_\_\_

CUP# 05-15  
 Winchester Chapter of Izack Walton League  
 PIN 77-A-72

7. Adjoining Property:

	<u>USE</u>	<u>ZONING</u>
North	Residential	RA
East	Residential	RA
South	Residential	RA
West	Residential	RA

8. The type of use proposed is (consult with the Planning Dept. before completing):

The shotgun range is used for recreational shooting of various kinds of clay targets launched by trained Shotgun Range Supervisors.

Only shotguns of 12, 16, 20, 28, and .410 gauge are used on this range. Only shot sized 7 1/2 or smaller is allowed.

All shooting at this range is under the supervision of Chapter-appointed and trained Shotgun Range Supervisors.

9. It is proposed that the following buildings will be constructed:

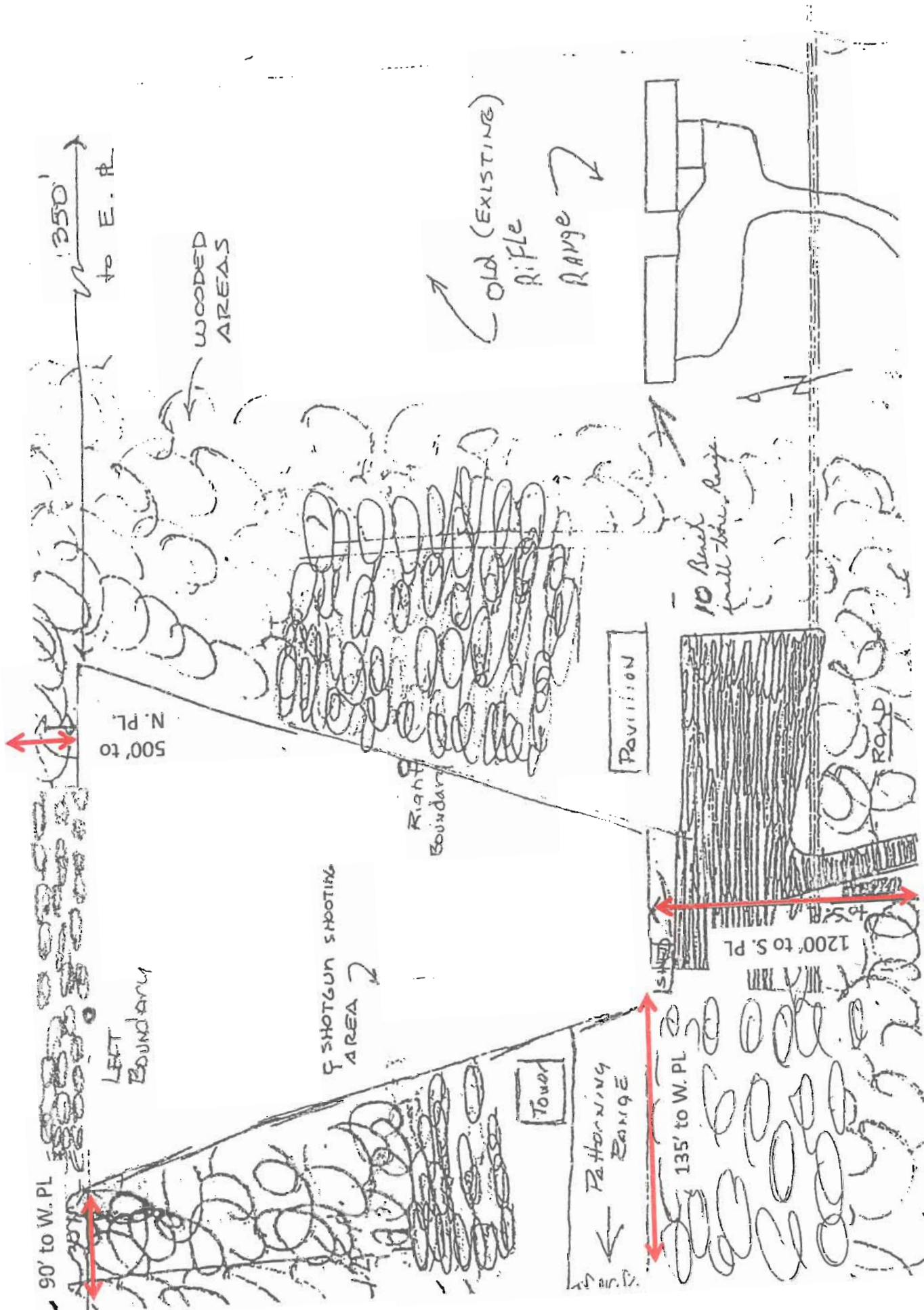
No new buildings will be constructed on the Shotgun Range.

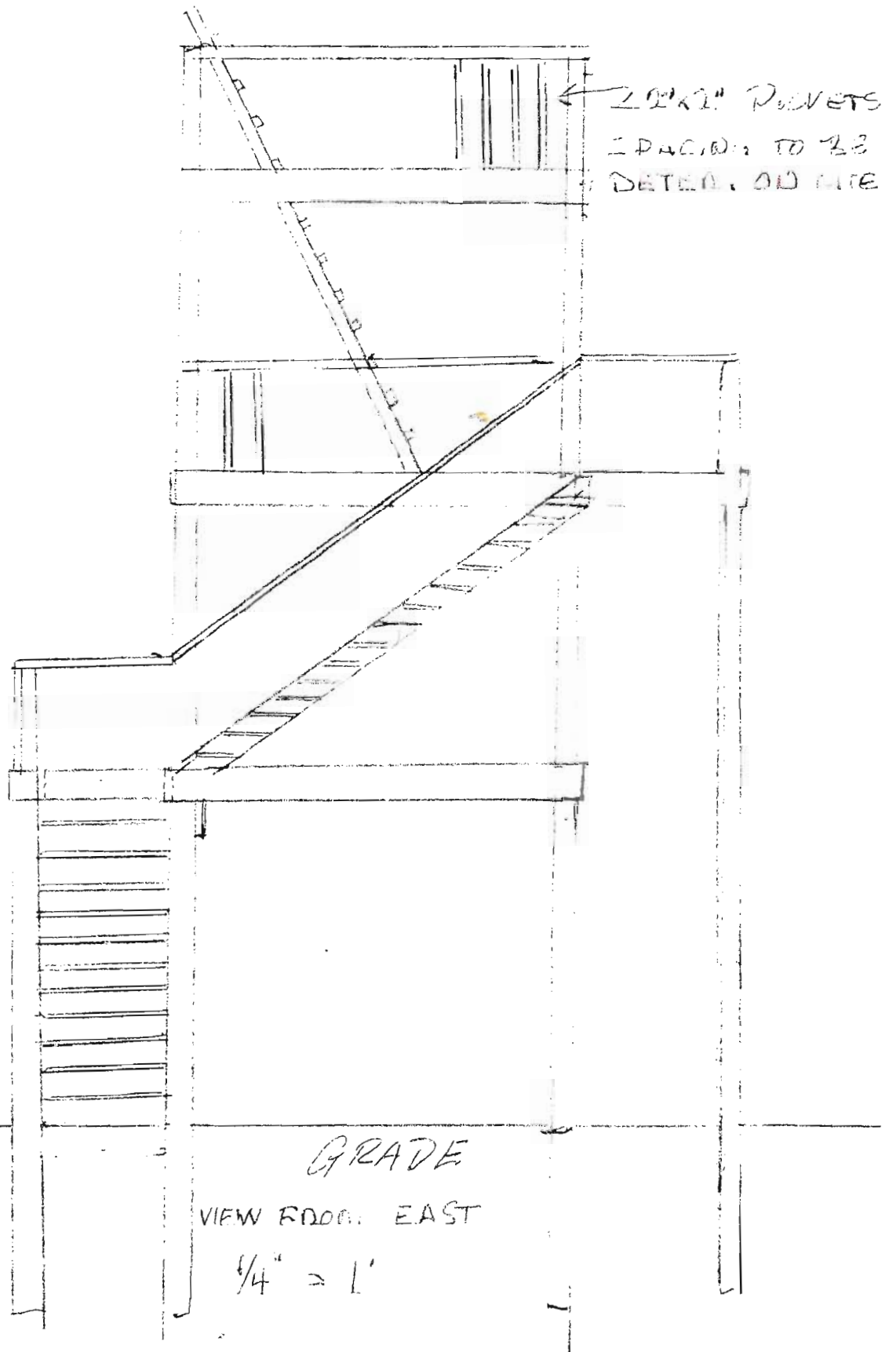
10. The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear and in front of (across street from) the property where the requested use will be conducted. (Continue on back if necessary.)  
 These people will be notified by mail of this application:

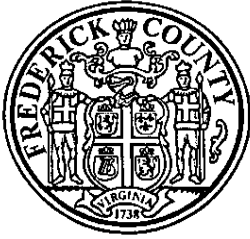
Name and Property Identification Number	Address
Name True Assets LLC Care of Michael A Callahan Manager	1233 Lakeview Drive
Property # 77-A-73A & 77-A-73	Cross Junction, VA 22625
Name Trustees of Our Savior Lutheran Church	2800 Millwood Pike
Property # 77-A-12	Winchester, VA 22602
Name Our Savior Lutheran Church	2800 Millwood Pike
Property # 77-A-11	Winchester, VA 22602
Name Steve C. Golightly and Rebecca Golightly	2741 Millwood Pike
Property # 77-A-74D	Winchester, VA 22602
Name Brian Gallamore and Lisa Gallamore	237 Sotheby Court
Property # 65-A-143B	Winchester, VA 22602
Name Robyn R. Graves	253 Sotheby Court
Property # 65-A-143 & 65-A-143A	Winchester, VA 22602
Name Adan Huddleston and Shawn Huddleston	259 Sotheby Court
Property # 65-A-143C	Winchester, VA 22602

Name and Property Identification Number		Address
Name Kay W. Williams (AKA Kay W. Omdorff, previously)	Property # 77-A-61	321 East Parkins Mill Road Winchester, VA 22602
Name Loretta K. Barr	Property # 77-A-70	2947 Millwood Pike Winchester, VA 22602
Name Sik Kim Chun and Mi Chi Cha	Property # 77-A-13	11091 Robert Carter Road Fairfax Station, VA 22039
Name Ashby H. Dyke and Cynthia D. Wright Trustees	Property # 77-A-68	41 Hidden Valley Shepherdstown, West Virginia 25443
Name Diane Hockman	Property # 77-A-73A	2839 Millwood Pike Winchester, VA 22602
Name Carl R. Golightly and Sally Trustees	Property # 77-A-77A	840 Carpers Valley Road Winchester, VA 22602
Name Gayle G. Keenan	Property # 77-A-77A	840 Carpers Valley Road Winchester, VA 22602
Name Warren Douglas Golightly	Property # 77-A-77	874 Carpers Valley Road Winchester, VA 22602
Name See Insert A on page 7a	Property #	
Name	Property #	
Name	Property #	
Name	Property #	
Name	Property #	
Name	Property #	
Name	Property #	
Name	Property #	









# RESOLUTION

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**Action:**

PLANNING COMMISSION: February 3, 2016 - Recommended Approval

BOARD OF SUPERVISORS: February 24, 2016 - ☐ APPROVED ☐ DENIED

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## RESOLUTION

### **CONDITIONAL USE PERMIT #05-15 WINCHESTER CHAPTER OF THE IZAAK WALTON LEAGUE**

**WHEREAS, Conditional Use Permit #05-15 of the Winchester Chapter of the Izaak Walton League**, submitted by the Izaak Walton League, requesting an expansion of a non-conforming use, an outdoor shotgun shooting range was considered. The property is located at 2863 Millwood Pike. The property is further identified with Property Identification Number 77-A-72 in the Shawnee Magisterial District; and

**WHEREAS**, the Frederick County Planning Commission held a public hearing on the conditional use permit on February 3, 2016, 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 February 24, 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 #05-15 of the Winchester Chapter of the Izaak Walton League for an expansion of a non-conforming use, an outdoor shotgun shooting range is permitted on the parcel identified by Property Identification Number 77-A-72 with the following conditions:



1. All review agency comments and requirements shall be complied with at all times.
2. Shooting activities shall be supervised by qualified personnel at all times.
3. Any expansion or change of use shall require a new Conditional Use Permit.

Passed this 24th day of February, 2016 by the following recorded vote:

Charles S. DeHaven, Jr., Chairman	_____	Gary A. Lofton	_____
Robert A. Hess	_____	Blaine P. Dunn	_____
Gene E. Fisher	_____	Robert W. Wells	_____
Judith McCann-Slaughter	_____		

**A COPY ATTEST**

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Brenda G. Garton  
Frederick County Administrator